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SECTION 1:

PROGRAM OVERVIEW



ATHLETIC PROGRAM OVERVIEW

INTRODUCTION

This handbook has been developed to assist the Athletic Department staff of the Wyomissing Area School District in serving the young men and women who elect to take part in the interscholastic athletic program. It contains department procedures, regulations, and other information that will be helpful in administering, maintaining, and promoting the athletic program.

PHILOSOPHY

The Wyomissing Area School District believes that the purpose of an interscholastic athletic program is to provide learning experiences that will contribute to the personal, physical, and psychological development of the individual student-athlete. These learning experiences will be consistent with the educational goals of the District and will complement its academic program.

The Wyomissing Area School District interscholastic athletic program is both voluntary and competitive and will be designed to meet the needs of student-athletes. In order to participate, students must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to the particular sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student-athlete as a whole person. Also, the coaching staff will develop and encourage the principles of good sportsmanship and fair play.

The interscholastic athletic program will be increasingly competitive from the junior high school through the junior varsity to the varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these objectives. Varsity coaches will work with junior varsity and junior high school coaches to coordinate the developmental aspects of each program.

At the junior high school level, coaches will emphasize instruction and maintaining sufficient levels of participation in the sport. Participation and development of skills will be valued and expected above the winning of contests. The needs of the team will be balanced with the developmental needs of the individual team members.

The number of participants accepted for team membership, however, must support this commitment to high levels of instruction and participation.

At the junior varsity level, instruction and the development of individual skills will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development, but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective athletes as judged by the coaching staff, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic competition. Coaching emphasis will be placed on helping the members of the team work together and develop a strong desire to attain the highest possible levels of team success.



ATHLETIC DEPARTMENT MISSION

The Athletic Department of the Wyomissing Area School District is committed to excellence both on and off the playing field. In partnership with athletes, coaches and parents, it is our mission to create an environment that will complement and enrich the educational experience for all students. To this end, we shall:

- › *Provide age appropriate athletic opportunities that will enable students to reach their individual potential.*
- › *Promote characteristics such as respect for self and others, integrity, responsibility & good sportsmanship.*
- › *Encourage all students to develop healthy lifestyles.*

ATHLETIC DEPARTMENT BELIEFS

We believe that:

- Interscholastic athletics are an integral part of the total educational experience.
- Participation in education-based athletic programs promotes student academic achievement.
- Student participation in interscholastic athletic programs is a privilege.
- Interscholastic participation develops good citizenship and healthy lifestyles.
- Interscholastic athletic programs encourage involvement of a diverse population.
- Interscholastic athletic programs promote positive school/community relations.
- Properly trained coaches promote the educational mission of the interscholastic experience.

We believe that athletes must:

- Share the responsibility for their learning.
- Contribute to the quality of the learning environment.
- Work hard to improve their performance.
- Be accountable for their actions, choices and behaviors.
- Pursue the highest ideals of citizenship, academic performance and sportsmanship.
- Accept and respect others.

ATHLETIC DEPARTMENT BELIEFS

We believe that parents must:

- Provide an environment that supports learning and fosters positive athletic experiences for their children.
- Take primary responsibility for teaching their children ethics, morals and values.
- Support the goals and efforts of the coaching staff.

We believe that coaches must:

- Hold high expectations for all athletes.
- Treat each athlete with dignity, care and respect.
- Demonstrate exemplary ethical and moral conduct.
- Utilize effective and safe teaching strategies associated with increased athletic performance.
- Promote the benefits of multi-sport participation.

We believe that the school must:

- Provide students with a variety of athletic opportunities
- Provide an appropriate and safe environment for practices and games.
- Promote teamwork and the common good among the adults and athletes.
- Support professional growth for all staff.
- Demonstrate responsiveness and resourcefulness to the needs of the athletes.

SECTION 2:

JOB DESCRIPTIONS



JOB DESCRIPTION: Senior High Head Coach

Primary Function

The Senior High Head Coach supervises, organizes, and coordinates the program for which he/she has been hired.

Reporting

The Senior High Head Coach reports directly to the Director of Athletics.

Expectations, Roles, and Responsibilities

Relationships with Student-Athletes

1. Conduct pre-season orientation meeting for student athletes and inform players of personal coaching philosophy and team rules all members will be expected to observe.
2. Discipline student-athletes in a fair and consistent manner and in accordance with WASD policies.
3. Encourage athletes to participate in other sports (student-athletes should not be influenced to specialize in one sport).
4. Refrain from recruiting athletes from other sports in the same season.
5. Train student-athletes to participate in a sportsman like manner at all times.
6. Assist students with college recruitment.
7. Maintain open and appropriate communication with players.

Relationship with Parents

1. Conduct pre-season orientation meeting for parents and inform them of personal coaching philosophy and team rules all members will be expected to observe.
2. Maintain an appropriate rapport with player's parents. If concerns arise, attempt to address them directly. If a solution is not reached, notify the Athletic Director to set up a meeting.

Relationships with District Administration, School Staff, and Coaches

1. Support the philosophy of the athletic department and the decisions of district administration.
2. Develop and maintain a rapport with other members of the WASD athletic department, professional staff, and administration. Athletic personnel should treat other staff members with

respect and professional courtesy.

Relationship with Athletic Training Department

1. Follow proper guidelines as written in the Protocols for Coaches' Handbook.
2. Communicate effectively with athletic training staff and parents.

Relationships with the Community

1. Work with the community and district administration concerning public relations.
2. Work with the community youth programs.

Relationships with the Media

1. Display respect for opponents, officials, and players when communicating with the media.
2. Report home contest game scores to appropriate media outlets.
3. Submit college-bound student-athletes to local media outlet for recognition.

Coaching Performance

Knowledge and Adherence to District, PIAA, and League Policies

1. Attend PIAA required meetings for rules interpretations.
2. Review and understand WASD policies.
3. Review and understand the Coaches' Manual.
4. Review and understand the rules of the BCIAA and PIAA

Knowledge of Sport

1. Utilize teaching techniques consistent with sound learning theory.
2. Provide participants with adequate opportunities to learn skills, techniques, strategies, and rules of the sport.
3. Improve student-athletes' knowledge, skill, and performance as season progresses.
4. Stay current with coaching trends and training techniques of the sport.

Preparation, Organization, and Assessment

1. Develop well organized practice sessions with attention to maximum staff utilization and student engagement.
2. Ensure student athletes are physically, mentally, and emotionally prepared for competitions.
3. Assess strengths and weaknesses after competitions. Make adjustments to improve weaknesses.
4. Communicate properly with all members of the coaching staff.

JOB DESCRIPTION: Senior High Head Coach (con't)

Competition

1. Ensure team performance is consistent with the quality of athletes available.
2. Develop a working relationship with community youth programs.

Conduct

1. Represent the Wyomissing Area School District with integrity and dignity.
2. Teach, enforce, and advocate model character.
3. Demonstrate and generate respect for/from coaches, athletes, and officials

Supervision and Related Responsibilities

Supervision of Student Athletes

1. Accompany and direct team at home and away contests.
2. Supervise locker rooms are supervised at all times – no student-athletes are allowed in locker rooms unsupervised.
3. Remain with student-athletes until all students leave the facility.
4. Monitor and control appropriate use of social media.

Academic Support

1. Report academic violations to student athletes and monitor their individual progress. Follow proper procedures to ensure student-athletes receive academic assistance from 2:20-2:55.
2. Ensure the athletic program supports the overall educational experience of student athletes.

Facilities and Equipment

1. Assume responsibility for care, management, and inventory of all equipment and supplies.
2. Assume responsibility for setting up and tearing down necessary equipment before and after each session/contest (upon request).
3. Assume responsibility for securing and storing equipment upon completion of the season.

Leadership of Program

1. Participate in selection, assignment, and evaluation of assistant coaches as requested by principals or athletic director.
2. Communicate program philosophy to Junior High coaches.
3. The number of student-athletes involved in the program remains at a productive level.

Statistics and Paperwork

1. Ensure all students have been medically cleared prior to participating in practice.
2. Prepare, submit, and update team rosters during the season.
3. Submit signed official's paperwork to the athletic office in a timely manner after competitions.
4. Submit a copy of team rules to the secretary of the athletic director before the season starts.

Student Recognition/All Sports Banquet

1. Attend the All Sports Banquet and present team and individual awards.
2. Attend BCIAA end of year meeting for the individual sport.
3. Encourage athletes who will participate in collegiate athletics to attend Wyomissing Signing Day at the end of the year.

Finance and Budget

1. Assist the Athletic Director with the activity and control of expenditures within the budget.
2. Secure prior approval before purchasing any athletic equipment. All purchases must follow the guide lines as outlined in the athletic department policy.
3. Communicate booster purchases to the Athletic Department.
4. Ensure fundraising activities follow the guidelines provided by WASD policy.

JOB DESCRIPTION: Senior High Assistant Coach

Primary Function

The Senior High Assistant Coach helps the head coach supervise, organize and coordinate the sport for which he/she has been hired.

Reporting

The Senior High Assistant Coach reports directly to the Senior High Head Coach.

Expectations, Roles, and Responsibilities

Relationships with Coaching Staff

1. Establish and maintain a positive relationship with all members of the coaching staff.
2. Support the philosophy and decisions of the Senior High Head Coach.
3. Perform duties assigned by the Senior High Head Coach.
4. Assist the Senior High Head Coach in reviewing the academic progress of student-athletes and the ineligibility list.

Relationships with Student-Athletes

1. Establish and maintain a positive relationship with all members of the team.
2. Maintain appropriate communication with student-athletes.
3. Demonstrate and generate respect for/from student-athletes.
4. Model and promote sportsmanship at all times.

Relationship with Parents

1. Conduct pre-season orientation meeting for parents and inform them of personal coaching philosophy and team rules all members will be expected to observe.
2. Maintain an appropriate rapport with player's parents. If concerns arise, attempt to address them directly. If a solution is not reached, notify the Athletic Director to set up a meeting.

Relationships with District Administration, School Staff, and Coaches

1. Support the philosophy of the athletic department and the decisions of district administration.

Relationships with District Administration, School Staff, and Coaches (con't).

2. Develop and maintain a rapport with other members of the WASD athletic department, professional staff, and administration. Athletic personnel should treat other staff members with respect and professional courtesy.

Coaching Performance

Knowledge of Sport

1. Review and understand the rules of the sport, as well as the rules and regulations of the PIAA and BCIAA.
2. Possess the ability to teach, develop, and improve athletes' skills
3. Possess knowledge of scheme and tactics as related to the sport.
4. Demonstrate strength of interest in coaching sport

Practice and Competitions

1. Demonstrate attendance and punctuality – prompt for meetings, practices, and games.
2. Demonstrate respect for athletes, coaches, and officials.
3. Demonstrate the ability to motivate student athletes.
4. Accompany the team at all contests both home and away.
5. Assist with the organization of practices and contests.

Supervision of Student Athletes

1. Assist with supervision in the locker rooms and team rooms.
2. Assist other coaches with the responsibility of supervising student-athletes until they all leave the facility.

Facilities and Equipment

1. Assist the head coach with the care and management of supplies.
2. Assist with the maintenance of equipment.

JOB DESCRIPTION: Junior High Head Coach

Primary Function

The Junior High Head Coach supervises, organizes, and coordinates the sport for which he/she has been hired.

Reporting

The Junior High Head Coach reports directly to the Senior High Head Coach.

Expectations, Roles, and Responsibilities

Relationships with Student-Athletes

1. Conduct pre-season orientation meeting for student athletes and inform players of personal coaching philosophy and team rules all members will be expected to observe.
2. Discipline student-athletes in a fair and consistent manner and in accordance with WASD policies.
3. Train student-athletes to participate in a sportsman ship manner at all times.
4. Maintain open and appropriate communication with student-athletes.

Relationship with Parents

1. Conduct pre-season orientation meeting for parents and inform them of personal coaching philosophy and team rules all members will be expected to observe.
2. Maintain an appropriate rapport with player's parents. If concerns arise, attempt to address them directly. If a solution is not reached, notify the Athletic Director to set up a meeting.

Relationships with District Administration, School Staff, and Coaches

1. Support the philosophy of the athletic department and the decisions of district administration.
2. Develop and maintain a rapport with other members of the WASD athletic department, professional staff, and administration. Athletic personnel should treat other staff members with respect and professional courtesy.

Relationship with Athletic Training Department

1. Follow proper guidelines as written in the protocols for Coaches' Handbook.

2. Communicate effectively with athletic training staff and parents.

Coaching Performance

Support of High School Program

1. Implement the philosophy of the athletic program deemed by the high school head coach.
2. Communicate with varsity head coach to keep him/her updated on program.

Knowledge of Sport

1. Utilize teaching techniques consistent with sound learning theory.
2. Ensure all participants have adequate opportunities to learn skills, techniques, strategies, and rules of the sport.
3. Improve student-athletes' knowledge, skill, and performance as season progresses.
4. Stay current with coaching trends and training techniques of the sport.

Preparation, Organization, and Assessment

1. Develop well organized practice sessions with attention to maximum staff utilization.
2. Ensure student athletes are physically, mentally, and emotionally prepared for competitions.
3. Assess strengths and weaknesses after competitions.
4. Communicate properly between all members of the coaching staff.

Conduct

1. Teach, enforce, and advocate model character.
2. Demonstrate and generate respect for/from coaches, athletes, and officials

Supervision and Related Responsibilities

Academic Support

1. Report academic violations to student athletes and monitor their individual progress. Follow proper procedures to ensure student-athletes receive academic assistance from 2:20-2:55.
2. Ensure the athletic program supports the overall educational experience of student-athletes.

(continued)



JOB DESCRIPTION: Junior High Head Coach (con't)

Facilities and Equipment

1. Assume responsibility for care, management, and inventory of all equipment and supplies.
2. Assume responsibility for setting up and tearing down necessary equipment before and after each session/contest (upon request).
3. Assume responsibility for securing and storing of all equipment upon completion of the season.

Supervision of Student Athletes

1. Accompany and direct team at home and away contests.
2. Supervised locker rooms at all times – no student-athletes are allowed in locker rooms unsupervised.
3. Remain with student-athletes until all students leave the facility.
4. Monitor and control appropriate use of social media.

Statistics and Paperwork

1. Ensure all students have been medically cleared prior to participating in practice.
2. Prepare, submit, and update team rosters during the season.
3. Submit signed officials paperwork to the athletic office in a timely manner after competitions.
4. Submit a copy of team rules to the secretary of the athletic director before the season starts.

Finance and Budget

1. Secure proper approval before purchasing any athletic equipment. Coordinate budget requests through the Senior High Head Coach.
2. Ensure fundraising activities follow the guidelines provided by WASD policies.

JOB DESCRIPTION: Junior High Assistant Coach

Primary Function

The Junior High Assistant Coach helps the head coach supervise, organize, and coordinate the sport for which he/she has been hired.

Reporting

The Junior High Assistant Coach reports directly to the Junior High Head Coach.

Expectations, Roles, and Responsibilities

Relationships with Coaching Staff

1. Establish and maintain a positive relationship with all members of the coaching staff.
2. Support the philosophy and decisions of the Senior High Head Coach.
3. Perform duties assigned by the Junior High Head Coach.
4. Assist head coach in reviewing the academic progress of student-athletes and the ineligibility list.

Relationship with Student-Athletes

1. Establish and maintain a positive relationship with all members of the team.
2. Maintain appropriate communication with student-athletes.
3. Demonstrate and generate respect for/from student-athletes.
4. Model and promote sportsmanship at all times.

Relationship with District Administration, School Staff, and Coaches

1. Support the philosophy of the athletic department and the decisions of district administration.
2. Develop and maintain a rapport with other members of the WASD athletic department professional staff, and administration. Athletic personnel should treat other staff members with respect and professional courtesy.

Coaching Performance

Knowledge of Sport and Student Athletes

1. Review and understand the rules of the sport, as well as the rules and regulations of the PIAA and BCIAA.
2. Possess the ability to teach, develop, and improve athletes' skills
3. Possess the knowledge of scheme and tactics as related to the sport.
4. Demonstrate strength of interest in coaching sport

Practice and Competitions

1. Demonstrate attendance and punctuality – prompt for meetings, practices, and games.
2. Demonstrate respect for athletes, coaches, and officials
3. Possess the ability to motivate student athletes
4. Accompany the team at all contests both home and away
5. Assist with the organization of practices and contests.

Supervision, Facilities and Equipment

Supervision of Student-Athletes

1. Assist with supervision in the locker rooms and team rooms.
2. Assist other coaches with the responsibility of supervising student-athletes until they all leave the facility.

Facilities and Equipment

1. Assist the head coach with the care and management of supplies.
2. Assist with the maintenance of equipment.

SECTION 3:

ATHLETIC TRAINING



ATHLETIC TRAINING: POLICIES, PROCEDURES AND GUIDELINES

Purpose of Athletic Training Room

The ATR is a facility where student athletes receive all the following but not limited to;

- Preventative Care
- Immediate Care
- Injury Evaluation
- Treatment
- Rehabilitation
- Referral to other medical professionals

The ATC on duty are solely responsible for the overall healthcare of each student athlete. The ATC are responsible for providing appropriate medical services to the student athletes.

Athletic Training Room Rules

1. No athletes are permitted to be in the ATR or offices without supervision by the ATC or a member of the respective coaching staff.
2. Athletes are not permitted to treat themselves without the consultation/permission of the ATC.
3. All athletes must sign-in upon entering the ATR.
4. Every injury should be evaluated by ATC.
5. Athletic training room is not meant for social gatherings, SIGN-IN, CONSULT WITH ATC, DO THE WORK and PROMPTLY ATTEND PRACTICE OR GAME.
6. No inappropriate behavior in the ATR such as:
 - a. Throwing, kicking, hitting etc.
 - b. Touching machines without permission of ATC
 - c. Inappropriate language
 - d. No taking pictures in ATR
7. No backpacks, bags, or any other personal belongings allowed in the ATR. Athletes may keep their belongings secured in locker room.

General Policies and Procedures

- All athletes are required to have a completed PIAA CIPPE form filled out entirely by parent or legal guardian and signed by a licensed physician.
- In addition to the PIAA CIPPE form, all athletes must complete the on-line Sportswear athletes information and medical history tabs. These include; addresses, emergency contacts, and insurance information.
- Great efforts are made for **ALL** events to be covered. However, at times coverage may be limited. Athletic coverage hierarchy will be as follows:
 1. Collision Games/Practices
 2. Contact Games
 3. Varsity Games
 4. Junior High Games
 5. All other practices
- When an injury occurs during an interscholastic event (practice or game), contact the athletic trainer **FIRST**. (refer to EAP)
- If a severe injury occurs, **do not move the athlete** unless the scene is deemed unsafe. Contact the athletic trainer and/or EMS. (Refer to EAP)
- During or immediately after practices/games athlete will notify the ATC regarding any injury occurred. Athletes should NOT report any injury the next day or may be treated last.
- Athletes will be evaluated, treated, and/or rehabbed on a first come-first serve basis. Teams with games that day take first priority.
- Evaluations, treatments, and rehabilitation of athletic injuries will occur in a timely manner **PRIOR** to practices/games. **Athletes will not use the ATR as an excuse to attend practices or games late.*
- All injuries, treatments, and rehabilitations are documented on a daily basis utilizing the software system known as Sportswear.
- Upon appointments with team or personal physician, all athletes are required to turn in a **written note** to the ATC or athletic secretary. ***Clearance will not be given until a note is obtained.***
- Teams that do not have a student athletic trainer



assigned to them will receive a first aid kit.

- It is the coaches' and/or athletes' responsibility to bring the medical kit to all athletic events as well as making sure the kit is stocked properly. Medical kits should be returned to ATC at the end of the season.
- There will be water provided for all athletic events. **NO** cups or water bottles provided. Therefore, athletes are expected to bring their own water bottles.

Return to Play Protocol

All student athletes who have sustained an injury must be cleared by the ATC and/or physician in order to return to play. A student athlete wishing to return to play must adhere to this protocol in order to return to play:

1. Student athlete and parents must understand the risks involved in returning to play after the injury and be prepared to adapt to the physical demands of their sport in relation to their injury
2. Student athlete must have minimum-to-no swelling present at the injury site
3. Student athlete must maintain full active range of motion bilaterally
4. Student athlete must maintain full strength bilaterally
5. Student athlete must be pain free while performing sports specific functional movements
6. Any student athlete needing tape or padding must report to the ATR with ample time BEFORE practice or game
7. If ATC feels that continued play with injury is detrimental to the student athlete, that student athlete will not get approval to return to play

SPORTS CONCUSSIONS POLICY AND PROCEDURES

Definition:

The 3rd International Conference on Concussion in Sport defines concussion as a “complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces.” A concussion may be the result of a direct or non-direct force to the head, face, neck, or any area that may place a transmittable stress to the head.

Signs & Symptoms:

Symptoms of a concussion can be described as somatic (physical body), cognitive (mental processes), and emotional. Signs that may be seen are loss of consciousness, seizures, behavioral changes (irritability), and cognitive impairments. No athlete is the same as is no concussion is the same. Athletes may present with one or more signs and symptoms of a concussion.

Somatic	Affective	Cognitive
Headache	Personality Changes	Difficulty Remembering
Fatigue	Emotional Disturbances	Loss of Consciousness
Dizziness	Irritability	Disorientation
Balance Problems	Sadness	Difficulty Concentrating
Nausea	Nervousness	Delayed Verbal Response
Vomiting		Delayed Motor Response
Visual Disturbances		Abnormal Speech (Slurred)
Light Sensitivity		Feeling Mentally Foggy
Sound Sensitivity		Grogginess
Sleep Difficulties		
Numbness		

Evaluation:

Any athlete with concussive signs and/or symptoms will be immediately removed from participation for further evaluation by certified athletic trainer or team physician. Evaluations may include but not limited to cognitive questions, functional assessment, and SCAT3.

SCAT3: A standardized tool utilized in the assessment for concussion. Evaluation categories include:

- Glasgow Coma Scale
- Maddocks Score
- Symptom Evaluation
- Cognitive Assessment
 - o Memory, recall, concentration
- Physical Examination
 - o Balance & coordination

(continued)

SPORTS CONCUSSIONS POLICY AND PROCEDURES (con't)

Wyomissing Area School District does not utilize any type of computerized assessment programs (i.e. ImPact, Neurocog, etc.). If a concussion is suspected, ATC will notify parents either by phone or through the “Head Injury Notification & Instructions” form. For athletes that are from visiting teams, the ATC will notify parents via the above and also the corresponding school ATC.

Physician Referral:

All athletes with concussive signs and/or symptoms not resolved within 15 minutes must and will be referred to a licensed physician for a full neurological evaluation. A written physician clearance note is required for the athlete in order to return to play.

Return to Play:

- Written clearance from physician
- Completely asymptomatic
- Completed return to play progressions-asymptomatic

Return to Play Progressions:

The steps must be completed without return of any symptoms. If any symptoms occur, the athlete returns to the previous asymptomatic step, after 24 hours. Each step should have 24 hours between.

1. Light aerobic activity
2. Moderate aerobic activity
3. Sports specific activity
4. Non-contact drills
5. Full contact practice
6. Full return to play

SUDDEN CARDIAC ARREST GUIDELINES

DEFINITION: Sudden Cardiac Arrest (SCA)

- The heart stops beating suddenly and unexpectedly
 - › Blood flow stops to the brain and other vital organs
- A malfunction in the heart's electrical system
- Not a heart attack
 - › A heart attack can be caused by SCA but they are not the same
 - › Heart attack is caused by a blockage that stops the flow of blood to the heart

Signs and Symptoms:

Dizziness	Fatigue
Lightheadedness	Weakness
Shortness of Breath	Nausea
Difficulty Breathing	Vomiting
Racing or Fluttering Heartbeat (Palpitations)	Chest Pain
Fainting	

Act 59—The Sudden Cardiac Arrest Prevention Act (the Act):

- Intended to keep student athletes safe while participating in athletics
- Every student athlete and their parent/guardian must read and sign the Section 4: Understanding of Sudden Cardiac Arrest Symptoms and Warning Signs form found in the pre-participation physical packet
- New form must be signed every year

Management:

- Any student athlete displaying signs and symptoms of SCA will be removed immediately from play
- The athlete must be evaluated by a licensed physician, certified registered nurse practitioner, or cardiologist with a written form for a return to play clearance

HAZARD/EMERGENCY PLAN

INTRODUCTION:

It is the responsibility of all staff members involved in after school athletics to become familiar with and competent in executing the Athletics Hazard/Emergency Plan (AHEP) during an emergency situation.

The following guidelines are general tactics to be executed in likely emergency situations. The series of events during an emergency are not predictable; therefore, the AHEP will serve only as guidance and may require flexibility in order to respond appropriately to the emergency.

Hazardous and Emergency situations in this document will include:

- Intruder or Trespasser
- Intruder or Trespasser with weapons
- Bomb Threat
- Hostage Situation
- Active Shooter

Athletic Emergency Plan Team (AEPT):

- Head Coach, Assistant Coaches, Volunteer Coaches
- Athletic Trainers
- Athletic Director
- Principal & Assistant Principal
- Superintendent

In case of an emergency, the first AEPT aware of situation will **call 911**. Stay on the call with Berks County Radio providing additional and updating information until police arrive on location.

HAZARD/EMERGENCY PLAN (con't)

In any emergency situation **the primary action should be to call 911**, whether the call is made by a member of the Athletic Emergency Plan Team or delegated to another person.

Intruder or Trespasser

- Attempt to locate the intruder
- If possible, isolate intruder from athletes and others
- Determine whether evacuation or sheltering is the best action
- Provide police with an accurate description of the intruder

Intruder or Trespasser with weapons

- If the weapon is believed to be in a separate location from the suspect, attempt to isolate the weapon from suspect
- Determine whether evacuation or sheltering is the best action

Bomb threat

- Have the athletes and others evacuate the area immediately
- Notify anyone that may be present in threatened area to evacuate immediately

Hostage situation

- Ensure the safety of all those around suspect
- Determine whether evacuation or sheltering is the best action

Active shooter

- Determine whether evacuation or sheltering is the best action

EVACUATE

- If there is an accessible escape path, attempt to evacuate

SHELTERING

- If evacuation is not possible, plan to seek sheltering location (refer to sheltering locations chart)
- Must be out of shooter's view
- Lock and barricade doors
- Hide behind large objects if possible

Special Considerations

Coaches, assistant coaches, and/or volunteers should always have the following during practices or games;

- Working cell phone
- Current up-to-date roster
- Attendance of all athletes
- Athletic Key (head coach)
- Fob key (head coach)

HAZARD/EMERGENCY PLAN (con't)

Sheltering Locations

Fall Sport	Sheltering Location
Varsity/JV Football	Field House Locker Room
JH Football	Field House Locker Room
Varsity Boys Soccer	Flannery Field Locker Room/Garage
JH Boys Soccer	Flannery Field Locker Room/Garage
Varsity Girls Soccer	Flannery Field Locker Room/Garage
JH Girls Soccer	Flannery Field Locker Room/Garage
Varsity Field Hockey	JSHS Old Gym
JH Field Hockey	JSHS Old Gym
Varsity Girls Volleyball	JSHS New Gym Locker Room
JH Girls Volleyball	JSHS Old Gym Locker Room
Varsity Cross Country	Discretion of coach and/or ATC
JH Cross Country	Discretion of coach and/or ATC
Girls Tennis	Field House

Winter Sport	Sheltering Location
Varsity Boys Basketball	JSHS New Gym Locker Room
JH Boys Basketball	JSHS Old Gym Locker Room
Varsity Girls Basketball	JSHS New Gym Locker Room
JH Girls Basketball	JSHS Old Gym Locker Room
Varsity Wrestling	JSHS Wrestling Locker Room
JH Wrestling	JSHS Wrestling Locker Room
Indoor Track and Field	1st available classroom or New Gym/Old Gym Locker Room

Spring Sport	Sheltering Location
Varsity Boys Lacrosse	Practice: Old Gym
	Game: Field House Locker Room
Varsity Girls Lacrosse	Practice: Old Gym
	Game: Field House Locker Room
Varsity/JV Baseball	Locker Room in Flannery Field Pavilion
JH Baseball	Locker Room in Flannery Field Pavilion
Varsity Softball	Locker Room in Flannery Field Pavilion
JH Softball	Locker Room in Flannery Field Pavilion
Varsity Track & Field	Locker Room in Flannery Field Pavilion
JH Track & Field	Locker Room in Flannery Field Pavilion
Varsity Boys Volleyball	Locker Room in Flannery Field Pavilion
Boys Tennis	Field House



HAZARD/EMERGENCY PLAN (con't)

Emergency Phone Numbers

Wyomissing Police Department

911
Office; 610-375-6101

West Reading Police Department

911
Office; 610-373-0111

Athletic Trainers

Dan Giesen; 484-256-1036
Lauren Gockley; 610-401-5637

Athletic Director

Frank Ferrandino; 610-698-4238

Reading Health System

610-988-8000

St. Joseph Regional Health Network

610-378-2000

Berks County Children & Youth Services

610-478-6700

Berks County Emergency Services

610-374-4800

Berks County Mental Health/Developmental Disabilities

610-236-0530

Berks Talkline

610-374-8255

PA Child Abuse Hotline

1-800-932-0313

Poison Control Center

1-800-722-7112

HAZARD/EMERGENCY PLAN (con't)

Lightning Protocol

Recognition:

Event officials, athletic trainers, and/or coaches may postpone a practice or game due to lightning. The responsibility for relocating student athletes from practice/game areas to safety shelters lie with the head coach. If the head coach is not present, the assistant coach assumes the responsibility. Refer to sheltering locations chart. The athletic trainers will assist and advise coaching staff of weather patterns.

Detection:

The Wyomissing Area School District adheres to the lightning policy set by the National Athletic Trainers' Association, using the Flash-to-Bang method.

Flash-to-Bang: Method used to assess how far away lightning is striking

- Count the number of seconds it takes to hear thunder after witnessing a flash of lightning
- The number of seconds is divided by 5 to get the distance in miles
- Generally, 30 seconds or less athletes should be removed from location immediately for safety

Local Weather Forecasts

Athletic trainers will monitor weather forecasts via computer and cell phone if available

Management:

Evacuation—if lightning is imminent, all personnel, athletes and spectators should evacuate to available shelters. For athletes and coaches refer to sheltering locations chart. Parents and other spectators should be advised to go to their vehicles.

Thirty Minute Rule:

- All activities should be suspended for 30 minutes after the last strike of lightning is seen
- If another lightning strike occurs, the 30 minute rule resets

HAZARD/EMERGENCY PLAN (con't)

Sheltering Locations

Fall Sport	Sheltering Location
Varsity/JV Football	Field House Locker Room
JH Football	Field House Locker Room
Varsity Boys Soccer	Flannery Field Locker Room/Garage
JH Boys Soccer	Flannery Field Locker Room/Garage
Varsity Girls Soccer	Flannery Field Locker Room/Garage
JH Girls Soccer	Flannery Field Locker Room/Garage
Varsity Field Hockey	JSHS Old Gym
JH Field Hockey	JSHS Old Gym
Varsity Girls Volleyball	JSHS New Gym Locker Room
JH Girls Volleyball	JSHS Old Gym Locker Room
Varsity Cross Country	Discretion of coach and/or ATC
JH Cross Country	Discretion of coach and/or ATC
Girls Tennis	Field House

Spring Sport	Sheltering Location
Varsity Boys Lacrosse	Practice: Old Gym
	Game: Field House Locker Room
Varsity Girls Lacrosse	Practice: Old Gym
	Game: Field House Locker Room
Varsity/JV Baseball	Locker Room in Flannery Field Pavilion
JH Baseball	Locker Room in Flannery Field Pavilion
Varsity Softball	Locker Room in Flannery Field Pavilion
JH Softball	Locker Room in Flannery Field Pavilion
Varsity Track & Field	Locker Room in Flannery Field Pavilion
JH Track & Field	Locker Room in Flannery Field Pavilion
Varsity Boys Volleyball	Locker Room in Flannery Field Pavilion
Boys Tennis	Field House

Away teams will be advised to go to the same locations, if not applicable, they will locate to their respected busses. Away teams will be advised to go to the same locations, if not applicable, they will locate to their respected busses.

HEAT ILLNESS EMERGENCY ACTION PLAN

Definition/Recognition of Symptoms:

Heat Syncope: Fainting/loss of consciousness (more common in athletes that have been standing for long periods of time or those who have stopped exercising suddenly)

Signs & Symptoms:

- Brief episode of fainting
- Dizziness, tunnel vision
- Pale, wet skin

Heat Cramps: Cramping of large muscle groups during or after prolonged exercise (often due to large amount of sodium loss with sweating heavily)

Signs & Symptoms:

- Most commonly affect hamstrings, gastrocnemius, and soleus muscles (muscles of the calf)
- May see “salt stains” on skin or clothes from excess sodium loss
- Normal CNS (central nervous system) function-mental state and coordination still intact

Heat Exhaustion: Unable to continue exercise in heat; may collapse- Rule out other serious conditions- Heat stroke, head injury, hypoglycemia/hyperglycemia if diabetic. (most common form of heat illness)

Signs & Symptoms:

- CNS dysfunction-confusion, strange behavior (may SEEM like head injury symptoms)
- Rapid heart rate
- Pale and wet skin- STILL SWEATING
- Nausea and/or vomiting
- Headache, dizziness, and/or faintness
- Rapid/shallow breathing/weak pulse
- Thirst

Exertional Heat Stroke - MEDICAL EMERGENCY: A serious, life-threatening condition requiring IMMEDIATE medical attention. Occurs when heat generation exceeds heat loss leading to dangerous rise in body temperature and body's ability to regulate its temperature.

Signs & Symptoms: (The first two distinguish heat stroke from other serious conditions)

- High core-body temperature (>104°F)
- CNS dysfunction-altered consciousness, coma, convulsions, disorientation, irrational behavior, decreased mental status, emotional instability, hysteria, etc
- Hot, DRY skin NO SWEATING
- White spots on skin- dried salt
- Rapid pulse
- Rapid respirations
- Decreased blood pressure
- Headache/dizziness or weakness
- Nausea, vomiting or diarrhea

HEAT ILLNESS EMERGENCY ACTION PLAN (con't)

Emergency Action Plan for Heat Stroke:

Heat stroke is a medical emergency that can be fatal if proper treatment is not given and body temperature remains about 104°F for an extended period of time (usually 30-60 minutes).

EMERGENCY PERSONNEL:

- On-site: Certified Athletic Trainers (ATC)
- Coaching staff: decides who will be the Emergency Medical Support (EMS)

Manager: see below for role of EMS manager

- Team Physician during varsity football games
- EMS (with ALS & transportation ability) during varsity football games

On-call: ATC via cell phone:

Dan Giesen 484-256-1036

Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card given during preseason coaches meeting

EMERGENCY EQUIPMENT FOR RAPID COOLING:

- Ground water lines and hoses at A-field, Flannery Field, and baseball stadium
- Whirlpool tubs inside athletic training room
- Showers inside locker rooms
- EMS (with ALS and transportation ability) on-site varsity football games

ROLE OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified healthcare provider available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

a. Designated EMS Manager will be responsible for contacting ATC or advanced personnel

2. Emergency Rapid Cooling- Begin cooling immediately!! Based on location, use closest; most convenient designated cooling equipment. ATC will arrive ASAP but DO NOT WAIT TO BEGIN THE COOLING PROCESS.

a. If using hose, spray water over body continuously. If another person is present use them to monitor athlete's status and secure airway.

b. If using whirlpool tubs in athletic training room: water needs to be cold, ice floating on top of water. Turn on motor. ALWAYS have someone keeping the athlete's head out of water- hold them under arm pits. Monitor athlete's status.

c. If using showers in locker rooms: as with whirlpool someone must ensure athlete's airway is secure. Monitor athlete's status.

HEAT ILLNESS EMERGENCY ACTION PLAN (con't)

Emergency Action Plan for Heat Stroke (con't):

3. EMS Activation- THIS IS ONLY DONE AFTER THE COOLING PROCESS HAS BEEN INITIATED. A head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above.

a. During 911 call PROVIDE:

- i. Name- name, team, and school district
- ii. Place- Wyomissing Area Junior Senior High School
- iii. Venue- the field that the athlete is currently on
- iv. Give Directions to appropriate field
- v. Cell phone number
- vi. Gender/age of injured athlete
- vii. Condition of injured athlete
- viii. Treatment being administered
- ix. Any other information requested

b. Call parents if not present

4. Directions for EMS to scene: “EMS Manager” from each team will direct EMS to the specified venue

Management of other heat illnesses:

Heat Syncope

- Place athlete in position with legs elevated above the head
- Remove equipment or extra layers of clothing
- Assist athlete to a cool shaded environment
- Monitor vitals/status
- Encourage fluid intake

Heat Cramps

- Stop exercise
- Assist athlete to cool shaded environment
- Gentle passive stretching of painful muscle group
- Remove equipment or constrictive clothing
- Encourage fluid intake with high sodium/electrolyte levels

Heat Exhaustion

- Cool athlete with ice towels, water dousing, etc. and assist to cool shaded environment or air conditioned area
- Remove equipment or extra layers of clothing
- Encourage fluid intake with sports drink for athlete that is not nauseated or vomiting
- If recovery is not prompt or if heat stroke is suspected treat for heat stroke and activate EMS

COLD WEATHER GUIDELINES

The following guidelines, as outlined in the National Athletic Trainers' Association position statement, can be used in planning activity depending on the wind-chill temperature. Conditions should be constantly re-evaluated for change.

30°F and below:

- Be aware of the potential for cold injury

25°F and below:

- Provide additional protective clothing
- Cover as much exposed skin as possible
- Provide opportunities for re-warming

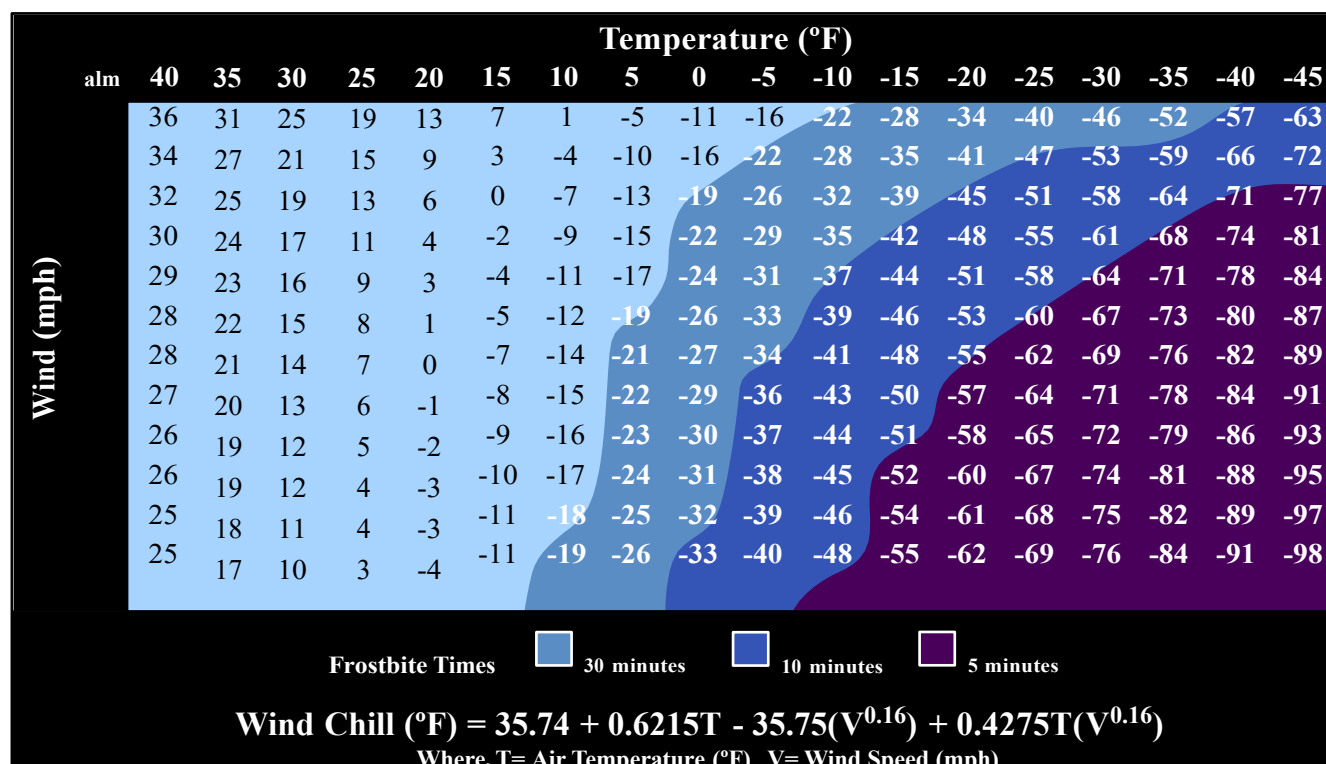
15°F and below:

- Consider modifying activity to limit exposure

0°F and below:

- Terminate activity

Cold Weather Activity Guidelines



COLD WEATHER GUIDELINES (con't)

Cold Pathologies

Hypothermia

A decrease in core body temperature below 95°F
Occurs with prolonged exposure to cold, wet, and/or windy conditions

Signs & Symptoms

- Individual is vigorously shivering
- Athlete may appear clumsy, apathetic, or confused
- Slurred speech, stumbling, drop things
- Depressed respiration and pulse
- Cardiac arrhythmia
- Cardiac arrest

Frostbite

The actual freezing of body tissues

Signs & Symptoms

- Skin appears red and swollen
- Numbness, tingling, or burning
- Severe frostbite; skin feels hard and looks white with a yellow or blue tint

Frostnip

Mildest form of cold injury to the skin, precursor to frostbite

- Only superficial skin is frozen

Wind Speed (mph)	Air Temperature (°F) No Precipitation						
		>20	>15	>10	5	0	---5
	5	2hr	1.5hr	1hr	No Activity		
	10	1.5hr	1hr	X			
	15	1hr	X	X			
	20	X	X	X			
	25	X	X	X			
	30	x	X	X			
	Air Temperature (°F) With Precipitation						
		>20	>15	>10	5	0	---5
5	1.5hr	1hr	30m	No Activity			
10	1hr	30min	X				
15	30min	X	X				
20	X	X	X				
25	X	X	X				
30	X	X	X				

General Cold Exposure

- Breathing cold air can trigger an asthma attack
- Reduction of strength, power, endurance, and aerobic capacity
- Core body temperature reduction causes motor output reduction

Prevention

- Clothing should be layered and dry
- Head, neck, and hands should be covered
- Wicking fabric should be the first layer
- Fleece and wool should be outer layers
- Cotton is a poor choice because it holds moisture
- Stay hydrated
- Dehydration affects the body's ability to regulate temperature and increases the risk of frostbite

EMERGENCY ACTION PLAN

STADIUM & A-FIELD

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- Stadium field next/across from high school OR Field next/across Field House
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

Venue Directions: Penn Ave to Evans Ave, turn left uphill to the Field house (located across the street from high school), past field house to stadium

EMERGENCY ACTION PLAN

TRACK/FLANNERY FIELD (SOFTBALL/BASEBALL)

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- Track, Flannery Field, Softball, Baseball
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

- **Venue Directions for Flannery Field & Softball:** Penn Ave to Evans Ave, turn right on Old Mill Road and an immediate left onto High St. Turn Right into parking lot behind softball field.
- **Venue Directions for Baseball Field:** Penn Ave to Cambridge Ave, turn Left into Baseball/ School Bus Parking Lot



EMERGENCY ACTION PLAN

TURF FIELD

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- Turf Field
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

- **Venue Directions for Turf Field:** Penn Ave to Evans Ave, turn right uphill in the back of the high school

EMERGENCY ACTION PLAN

CAFE FIELD

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- Cafe Field
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

- **Venue Directions for Turf Field:** Penn Ave to Evans Ave, turn right uphill in the back of the high school, next to the turf field.



EMERGENCY ACTION PLAN

NEW GYM

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- New Gym inside Jr./Sr. High School
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

- **Venue Directions for New Gym:** Penn Ave turn Right onto Clayton Ave, continue straight through 2 stop signs, school is on the left.

EMERGENCY ACTION PLAN

OLD GYM

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- Old Gym inside Junior High
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

- **Venue Directions for Old Gym:** Penn Ave to Evans Ave, park on Evans Ave. Enter school through tower entrance on the Left.



Wyomissing Area School District Athletic Department Emergency Action Plan

Wrestling Room

EMERGENCY PERSONNEL:

- On-site:** *Certified Athletic Trainers (ATs)
*Coaching Staff: decides who will be the Emergency Medical Support (EMS)
*Manager; see below for role of EMS manager
- On-call:** ATs via cell phone:
*Daniel Giesen 484-256-1036, Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
 - Coaches given cell phone numbers of ATs via card distributed during preseason coaches meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with AT when present at events and/or on-call during events.
- AED located in hallway directly outside the New Gym
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified *healthcare provider* available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives
 - a. Designated *EMS Manager* will be responsible for contacting AT or more advanced personnel
2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATs medical bag/splints/crutches/AED upon request off AT
3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above
 - a. During **911** call *PROVIDE*:
 - i. **NAME**-name, team, and school district
 - ii. **PLACE**- Wyomissing Area School District-630 Evans Ave
 - iii. **VENUE**- Wrestling room inside Jr/Sr High School across from the turf field
 - iv. **GIVE DIRECTIONS TO APPROPRIATE FIELD**
 - v. **CELL PHONE NUMBER**
 - vi. **GENDER/AGE OF INJURED ATHLETE**
 - vii. **CONDITION OF INJURED ATHLETE**
 - viii. **TREATMENT BEING ADMINSTERED**
 - ix. **ANY OTHER INFORMATION REQUESTED**
 - b. Call parents if not present
4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue
 - a. Venue Directions: Penn Ave, turn right onto Clayton Ave, continue straight through 2 stop signs, school is on left,

EMERGENCY ACTION PLAN TENNIS COURTS (STONE HOUSE)

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Area School District-630 Evans Avenue
- iii. VENUE- Tennis Courts on Parkside Drive N.
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

• **Venue Directions for Stone House Tennis Courts:**
Penn Ave to Wyomissing Blvd. Turn right on Parkside Drive North.

EMERGENCY ACTION PLAN

WYOMISSING HILLS ELEMENTARY CENTER

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Wyomissing Hills Elementary School
Woodland Road
- iii. VENUE- Wyomissing Hills Elementary
- iv. GIVE DIRECTIONS TO APPROPRIATE FIELD
- v. CELL PHONE NUMBER
- vi. GENDER/AGE OF INJURED ATHLETE
- vii. CONDITION OF INJURED ATHLETE
- viii. TREATMENT BEING ADMINISTERED
- ix. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

- **Venue Directions for Wyomissing Hills Elementary:** From the East, take Route 422 West toward Lebanon. Exit at State Hill Road (Berkshire Mall). Turn Left at end of ramp. At 2nd light, turn Left onto Woodland Road. School is on the right. Ball field is located behind the left side of the school.

EMERGENCY ACTION PLAN

HAPPY HOLLOW

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- NAME-name, team, and school district
- PLACE/VENUE- Happy Hollow Playground
- GIVE DIRECTIONS TO APPROPRIATE FIELD
- CELL PHONE NUMBER
- GENDER/AGE OF INJURED ATHLETE
- CONDITION OF INJURED ATHLETE
- TREATMENT BEING ADMINISTERED
- OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

• **Venue Directions for Happy Hollow Playground:**

Penn Ave into Wyomissing, turn Left onto Reading Blvd. then turn Right onto Wayne Avenue. Playground is straight ahead at the end of the block.

EMERGENCY ACTION PLAN

BERKSHIRE HEIGHTS

EMERGENCY PERSONNEL:

On-site: Certified Athletic Trainers (ATC)

- Coaching Staff: decides who will be the Emergency Medical Support (EMS)
- Manager; see below for role of EMS manager
- Team Physician during varsity football games
- EMS (with ALS & Transportation ability) during varsity football games

On-call: ATC via cell phone:

- Daniel Giesen 484-256-1036
- Lauren Gockley 610-401-5637

EMERGENCY COMMUNICATION:

- Cell phone carried by designated EMS manager from each team
- Coaches given cell phone numbers of ATC via card distributed during preseason meeting.

EMERGENCY EQUIPMENT:

- First Aid items in Med-kit provided to each team for proper care of blood borne pathogens.
- Advanced equipment with ATC when present at events and/or on-call during events.
- EMS (with ALS and transportation ability) on-site varsity football games

ROLES OF RESPONDERS:

1. Immediate care of injured athlete- will be provided by most qualified **healthcare provider** available; if no healthcare provider is present, the coaching staff member will be in charge of the injured athlete until such time as a healthcare provider is on-site or the EMS team arrives

- Designated **EMS Manager** will be responsible for contacting ATC or more advanced personnel

2. Equipment retrieval- an assistant coach from each team designated as the “Emergency Equipment Manager” will retrieve the Med-kit or ATC’s medical bag/ splints/crutches/AED upon request of ATC

3. EMS Activation- a head/assistant coach from each team designated as the “EMS Manager” will be responsible for carrying an operating cell phone at all practices and games; this coach will activate 911 at the request of the healthcare provider designated above

a. During 911 call **PROVIDE:**

- i. NAME-name, team, and school district
- ii. PLACE- Berkshire Heights Baseball/Softball Field
- iii. GIVE DIRECTIONS TO APPROPRIATE FIELD
- iv. CELL PHONE NUMBER
- v. GENDER/AGE OF INJURED ATHLETE
- vi. CONDITION OF INJURED ATHLETE
- vii. TREATMENT BEING ADMINISTERED
- viii. OTHER INFORMATION REQUESTED

b. Call parents if not present

4. Directions for EMS to scene- “EMS Manager” from each team will direct EMS to venue

• **Venue Directions for Berkshire Heights Fields:**

From Penn Avenue, turn onto State Hill Rd., turn right onto Spring Street. Turn Right onto N. Wyomissing Blvd, take 4th Left onto N. 7th Street, fields are on the right.

SECTION 4:

DEPARTMENT REGULATIONS



DEPARTMENT REGULATIONS

ACADEMIC ELIGIBILITY

An athlete who is failing two or more subjects shall be ineligible for a period of one week with no warning notice. The weekly ineligibility period begins on Sunday and continues through the following Saturday. An athlete who is failing two or more subjects for a marking period shall be ineligible to participate in contests for the first 15 school days starting the day report cards are issued.

Each Thursday, “in season” head coaches will receive a report from the athletic office that identifies athletes who are failing or close to failing classes. If an athlete is marked as ineligible, the head coach shall inform the athlete privately of his/her status and encourage the athlete to seek academic assistance. Written notices will be sent to the parents/guardians of all ineligible athletes by the athletic office.

ACADEMIC ASSISTANCE

1. All students are encouraged to attend academic assistance sessions with their teachers’ from 2:20-2:55 before practice or contests.

2. Athletes who are declared ineligible are required to report to a failing teacher from 2:20-2:55. The student-athlete must provide the head coach with a note documenting attendance prior to practicing with the team during the period of ineligibility.

BUDGET/PURCHASING

1. Supply requisitions for each sport are due in the athletic office within two weeks of the final contest. For spring sports, requisitions are due by April 30 each year.
2. The athletic office will initiate a purchase order for all supplies and submit the order to the business office for approval.
3. No supplies will be purchased without prior approval from the athletic and business offices.
4. Reimbursement checks cannot be made out to employees without prior authorization for extenuating circumstances.

CONFLICTING ACTIVITIES

The following guidelines should be observed in the event that a student has two (2) conflicting school activities:

Practice vs. Practice

1. The student must split the overlapping time equally between both activities.
2. Alternative arrangements can be made with the prior permission of BOTH activity advisors.

Practice vs. Contest

1. The student must attend the contest.
2. Alternative arrangements can be made with the prior permission of BOTH activity advisors.

Contest vs. Contest

1. The student may choose which activity to attend.
2. The student may not be penalized in any way for his/her decision.

FACILITY USE

General

1. It is the responsibility of the group utilizing school facilities to understand, support, and enforce the Wyomissing Area School District’s policies, rules, and regulations regarding use of facilities.
2. It is the responsibility of the group to share the policies with all their respective coaches and/or supervisors who are directly responsible for the activity.
3. The building rules and regulations should also be distributed and posted for all participants, parents, students and guests.
4. Any damage or problems with the facilities should be reported to the Facilities Dept. at 610-374-0739 x1140.
5. Any cancellations should be reported to the Athletic Director as soon as possible.
6. Automatic External Defibrillators (AED’s) are available in each building (WHEC Lobby, WREC Gym entrance, Jr/Sr HS New and Old gym hallways, Field House hallway).



FACILITY USE (con't)

Weight Room Guidelines

1. No athletes are permitted in the weight room without direct coach's supervision.
2. Only Board approved individuals may supervise weight room activities.
3. All equipment must be returned to its original position, IMMEDIATELY after use.
4. No weights or equipment should be removed from the weight room.
5. If more than one group is using the facility, a cooperative atmosphere should prevail.
6. Report all weight room injuries to the Athletic Trainer and Athletic Director immediately.

Locker Room Guidelines

1. No athlete is permitted in a locker room until a coach is present to supervise.
2. Athletes must be supervised in the locker rooms.
3. Athletes must secure valuables.

Field House Guidelines

Objective: To ensure the safety and security of all staff and students during the operations of the school day, sporting events and school endorsed activities. Procedures will be developed to ensure our facility is secure and the proper district employees have access, while supervision guidelines will be in place for non-district employees entering and exiting the Field House.

Procedures/ Expectations

- Walking students over from strength to one door (implemented)
 - Any non-employee of WASD needs to report to the main office of the JSHS to sign in and get proper ID
 - Any non-employee in the building without proper ID during school hours must be asked immediately to leave by any and all WASD employees.
 - The administration needs to be contacted immediately of any non-employee in the building, during school hours.
- Events and workouts to be scheduled in School Dude for facilities report
 - Students and athletes will be supervised in the weight room or any other area of the building by a WASD employee
 - Students will be escorted to and from the Field House for strength and conditioning class by the teacher
 - No doors will be propped of unlocked at any time

Athletic Camps

1. Coaches who wish to run athletic camps over the summer must submit a facilities request form.
2. Any camp that is managed by a coach under the name of the Wyomissing Area School District or a recognized Booster Club will not be charged a facility or insurance fee.
3. If a participation fee is assessed the campers, the money must be processed through School District or Booster Club accounts. Any proceeds must benefit school programs.
4. Coaches who intend to run personal camps on District facilities for private gain will be charged a facility fee and must show proof of insurance.
5. All camp counselors must have their clearances submitted to work an athletic camp.

FUNDRAISING

1. All fundraising activities shall be for the benefit of the students attending the WASD.
2. The athletic director and building principal must approve each fundraising project. Approval request forms may be secured in the principal's office.

3. Profits from fundraising activities must be deposited in approved district bank depositories. No coach shall be allowed to maintain a checking account or other cash fund for monies earned by students in a school fundraising project.

INCLEMENT WEATHER

1. Principals are responsible for the decision to cancel school activities. Activities include athletic events & practices, plays, concerts, field trips, meetings, rehearsals, shows, clubs, co-curricular events, etc.
2. If school is closed or students are sent home early because of inclement weather, all practices are cancelled for that day and all regular season contests will be postponed.
3. Even if the weather improves after the decision to close school has been made, the automatic cancellation of all practices and regular season contests will remain in effect. Only the superintendent has the authority to grant any exception to this policy.
4. If a playoff contest is scheduled on a date of school closing and is not postponed, the school teams may participate in the contest if travel to the event can be made in a safe manner.

OVERNIGHT/OUT OF STATE TRIPS

1. Overnight arrangements will be made for post-season competitions that are too far away or start too early to allow a reasonable commute.
2. The athletic director will arrange all transportation and hotel accommodations for overnight trips.
3. Coaches are expected to provide appropriate supervision of the athletes while on the trip.
4. Coaches that intend to take overnight or out of state trips that are not for post-season competition must follow the guidelines established in School Board Policy #121 Field Trips and 121.1 Overnight Travel.

PRACTICE TIMES

1. The official starting time for sports practice on school days is 3:00pm.
2. All practices are to be held on school days if possible.
3. Junior high practices may be scheduled on Saturdays or vacation days provided that attendance is not mandatory.
4. Senior high teams may schedule practices on Saturdays and over vacations
5. Sunday practices are not permitted for any team. Exceptions may be granted by the JR/SR HS principal in the event of extenuating circumstances (ie. playoffs, homecoming, etc.) provided that the following guidelines are observed:
 - a. The practice is conducted between the hours of 2:00-6:00pm.
 - b. The practice is no longer in duration than 2 hours.
6. No team may practice, scrimmage or compete more than six days in any calendar week (Sunday-Saturday) of the regular season.

SALARY INFORMATION

Salary Point System

The salaries of each head coach shall be calculated according to the supplemental point system. First assistant coaches shall receive 60% of the head coach's base points. Additional assistants shall receive 50% or less depending on position.

Post Season Compensation

1. Each team shall have a defined "regular" season.
2. Coaches whose teams or players qualify for competition beyond the regular season shall receive a weekly stipend equal to their weekly pay during the regular season.

Post Season Compensation (con't)

3. In each sport, the "regular" season shall begin with the first legal practice date and extend to the conclusion of the event listed below:

Baseball:	Final game of the regular season
Basketball:	Final game of the regular season
Bowling:	BCIAA meet
Cheerleading:	Final game of the regular season
Cross Country:	BCIAA meet
Field Hockey:	Final game of the regular season
Football:	Final game of the regular season
Golf:	Final match of the regular season or the BCIAA tournament
Indoor Track:	End of 10 weeks
Lacrosse:	Final game of the regular season
Soccer:	Final game of the regular season
Softball:	Final game of the regular season
Swimming:	League meet
Tennis:	Final match of the regular season or the BCIAA tournament
Track & Field:	BCIAA meet
Volleyball:	Final game of the regular season
Wrestling:	Sectional tournament

TEAM MANAGERS

Coaches that intend to select a team manager should:

1. Elect an individual that is a good student, a hard worker, responsible and dependable.
2. Inform the manager that he/she is expected to adhere to all of the same rules and regulations governing athletes.
3. Include the manager's name as part of the team roster and identify him/her as manager.

TEAM POLICIES

Coaches are permitted to develop sport specific team policies in addition to the general guidelines identified in the “Student-Athlete Handbook”. Such policies must be approved by the athletic director and distributed to all team members at the start of the season. A copy of these policies must be submitted to the secretary of the Athletic Director.

TEAM SELECTION/TRY-OUTS

It is the philosophy of the Wyomissing Athletic department to provide opportunities for as many athletes as possible to participate in the programs. However, it may be necessary to limit the number of participants in an effort to offer the most worthwhile experience for everyone involved. If there are too many student-athletes on any given team, no one will receive the individual instruction they need and deserve. Therefore, coaches are permitted to have a team selection process when necessary.

Coaches that intend to hold tryouts will:

1. Discuss their intentions with the athletic director prior to tryouts.
2. Keep a written copy of the selection process, including criteria to all athletes involved.
3. Maintain accurate records of observation during each practice session.
4. Provide sufficient observation opportunities for each athlete over the duration of tryouts to fairly compare candidates.
5. Personally inform athletes that have been cut from the team.
6. Provide an opportunity for “face-to-face” discussions between players not selected and the coaching staff.
7. Refrain from posting a list of name of students who have not made the team.
8. Encourage these athletes not selected to try out for the team again next season.
9. Provide a list of students that are eliminated to the athletic director as soon as tryouts are concluded.

TRANSPORTATION

General

1. The athletic director will coordinate transportation for all athletic events.
2. Students will be dismissed early from class with principal’s approval only when it is absolutely necessary. Generally, early dismissals will only be granted for post-season contests.
3. Athletes are required to use school transportation to and from all athletic events.
 - a. Only the athletic director or building principal may authorize exceptions to this policy.
 - b. Requests for exceptions must be made in advance and during regular business hours.
4. All school bus rules are in effect during transportation to and from athletic events.
5. Students that hold a valid driver’s license may drive to practices that are held off campus, but still within the school district boundaries upon permission of the coach. (i.e. the WR Playground)
6. No spikes or cleats may be worn on the buses or vans.
7. Buses and vans should be cleaned of litter after each trip.
8. Only team personnel may ride on school transportation. Spectators/family members are not permitted to ride.
9. The rear doors of busses and vans should only be used in the event of emergency. At times, the driver may allow use of the rear door for equipment loading purposes. Students may not enter/exit the vehicle from the back door.
10. All equipment must be properly secured. The aisle and emergency doors/windows of a bus may not be blocked. Equipment may not be piled higher than the seat back.
11. The driver of any vehicle must be treated with respect and authority.
12. Students must remain seated while the vehicle is in motion.

TRANSPORTATION (con't)

Van Usage

1. All drivers of school vehicles must file a copy of their driver's license with the school district.
2. If the status of your license changes, you are required to notify the athletic director immediately.
3. Vans may transport a MAXIMUM of 9 passengers and 1 driver.
4. Keys for vans may be picked up between 7:30am and 4pm no earlier than (1) day before the trip.
5. All Van requests must be organized and communicated through the Athletic Department.
6. If you return from a trip before 4pm on a school day, keys should be returned in person to the Business Office.
7. If you return from a trip on a weekend or after 4pm, keys should be dropped in the key slot in the facilities entrance.
8. The log book must be completed in each van for every trip.
9. The owner's card and insurance information for each van is located in the log book.
10. Confirm that the van has a first aid kit, fire extinguisher, phone, owner's card and insurance card.
11. Enforce that all passengers wear seatbelts.
12. Return van to parking lot upon return to school and turn off headlights.
13. Pick up all trash and remove from vehicle at the end of the trip.
14. Close and lock all windows and doors before exiting van.
15. Return keys after parking and closing vehicle.
16. Report to the Business Office (in writing) any mechanical problems/damage with the van immediately upon return.
17. Remember, that you are a representative of the Wyomissing Area School District and an influence on those students who are riding with you. Therefore, be a law-abiding driver, particularly as it pertains to speed limits and stop signs.

greater than twenty.

Charter Bus Trips

If funding is available, a charter bus will be secured for travel when the following criteria are met*:

1. The event is a post-season contest.
2. The event is a minimum of 2.5 hours away.
3. The number of athletes to be transported is

Criteria # 2 & 3 may be waived if the cost of a charter bus would be less than the costs associated with traveling in a school bus.

Personal Auto (upon Athletic Director approval)

In the event that a bus or van is not available or the group is too small to warrant the use of a bus/van, consideration may be given to using private automobiles under the following stipulations:

1. A coach or another adult school employee must drive the automobile.
2. In the event of an accident, the order of insurance responsibility is as follows:
 - a. First Party Medical Benefits (\$5000 personal injury protection) (minor injuries)
 - Students' Parents' Insurance
 - School Employee's Vehicle Insurance
 - School Insurance (excess if any)
 - b. Third Party Liability (Property damage or bodily injury to others)
 - School Employee's Vehicle Insurance
 - School District-excess covered by school's general liability plus umbrella coverage
 - c. Parents File Suit (Student seriously injured)
 - School Employee's Vehicle Insurance
 - School Insurance (excess)

In the event of an accident

1. Request assistance from the police.
2. Ascertain if anyone is injured. Summon medical help if there are injuries.
3. Students should remain together on the bus/van unless it is unsafe, or they are instructed otherwise by police.
4. A coach should remain with the students at all times.
5. Make no statement to anyone about fault.
6. Do not allow anyone to leave the area except by ambulance until the police have investigated.
7. Get names, addresses, phone numbers and seat loca-

TRANSPORTATION (con't)

tion of all individuals in the vehicle.

8. Get names, addresses and phone numbers of all individuals in other vehicle(s) and any witness.

9. Exchange owner's card and insurance information with other parties involved in accident.

10. Record, in writing, any damage you observe on the other vehicle(s).

11. Record, in writing and verbally, to the police officer at the scene any damage to the other vehicle that you feel happened prior to the accident.

12. Call the Athletic Director at 610-698-4238 at the first available moment. If the Athletic Director is not available, call the Director of Transportation, Beth Mell at 484-599-1725.

13. Get photos (if possible) of all vehicles involved.

14. Submit a written report to the Transportation Coordinator the next school day (for school vans, use the accident questionnaire provided in the log book).

SECTION 5:

REFERENCE MATERIAL



REFERENCE MATERIAL

GUIDELINES FOR PRE-SEASON PARENT MEETING

All coaches are required to distribute copies of and address the following:

- Team rules
- Sportsmanship expectations for athletes and fans

Other topics which you may want to address:

1. Academic requirements for eligibility
2. Your coaching philosophy
3. Your team's style of play
4. How practice sessions are conducted, including:
 - a. Their length
 - b. When they normally start and end
(Ask parents to be on time for pick-ups)
 - c. Why spectators are not permitted at most venues
5. An athlete's expectation for attending practice sessions, including Saturday sessions and over holiday periods
6. The responsibility for issued uniforms and equipment
7. Determinants for an athlete to start and playing time
8. Academic requirements for eligibility
9. Procedures for reporting and attending to injuries
10. How and when to contact you (the coach) with a concern or question
11. Commonly misunderstood or new rules of your sport
12. The risks (injury or death) involved in playing your sport
13. Answer any questions

Helpful hints:

- Try to make your presentation as positive as possible.
- Don't let one parent take over the program with a hidden agenda or personal vendetta. Invite them to make an appointment to speak with you individually.
- Find the athletic director if an issue arises which you cannot answer or is problematic.
- Be prepared. Plan what you want to say and how you want to approach the various topics.

GUIDELINES FOR DEALING WITH DIFFICULT PARENTS

- NEVER meet with an irate or concerned parent immediately after a contest.
- ALWAYS suggest that the parent call and set up a mutually convenient meeting.
- Prepare for this meeting by trying to determine what the parent's concern is about and gather all of the necessary information (statistics) needed for the meeting.
- Invite the athletic director to sit in on the meeting as a third party. He/she can serve to mediate, provide counsel and to help clarify positions.
- Listen to the parent's complaint or concern. Venting by the parent is any important first step.
- Do NOT allow parents to yell at you, to be rude, obnoxious or to use foul language. Explain that this is totally unacceptable and that while you are more than willing to meet with them, they need to conduct themselves in a calm and civil manner.
- Do NOT sink to their level. As difficult as it may be, maintain your poise and professionalism.
- While listening to the parent's concern, do not interrupt. Make mental notes and save your comments.
- Try to find some common ground and make your comments as positively as possible.
- Avoid making generalizations concerning the parent's motivation, attitude or character.
- Do not use extreme statements such as, "You never ...," or "You always ..."
- Try to stay away from unhelpful and diversionary statements. Focus instead upon, "It seems to me ...," or "As I recall ..."
- While you should be straightforward and honest, do not explain any more than necessary. Often a parent is looking for some small opening to gain a hold in order to build their case or to attack.
- Always thank the parent for expressing his or her point of view.
- Try ending the meeting or conversation with, "I'll take this conversation into consideration." While this statement does not mean any guaranteed action other than thinking about what was discussed, it does provide the parent with the feeling that he or she has accomplished his or her goal. In this manner, everyone comes out feeling that they have won.

SECTION 6:

EVALUATION DOCUMENTS



Wyomissing Area School District Varsity Head Coach Evaluation

Coach: _____
Sport: _____

Year: _____

- 3 – Above Average – Quality of performance is at the highest level of achievement
2 – Average – Quality of performance meets the goals of the WASD athletic department.
1 – Below Average – Quality of performance falls below acceptable levels.

Professional Relationships	Coach Rating	Evaluator Rating
Relationship with Student-Athletes		
Relationship with Parents		
Relationship with District Administration, School Staff, Coaches		
Relationship with Athletic Training Staff		
Relationship with Community		
Relationship with Media		
Coaching Performance	Coach Rating	Evaluator Rating
Knowledge and Adherence to District, PIAA, and League Policies		
Knowledge of Sport		
Preparation, Organization, and Assessment		
Competition		
Conduct		
Supervision and Related Responsibilities	Coach Rating	Evaluator Rating
Supervision of Student-Athletes		
Academic Support		
Facilities and Equipment		
Leadership of Program		
Statistics and Paperwork		
Student Recognition/All Sports Banquet		
Finance and Budget		

Season overview: _____

Goals to improve program: _____

Coach Signature: _____ Date _____

Evaluator Signature: _____ Date _____



Wyomissing Area School District Varsity Assistant Coach Evaluation

Coach: _____
Sport: _____

Year: _____

- 3 – Above Average – Quality of performance is at the highest level of achievement
2 – Average – Quality of performance meets the goals of the WASD athletic department.
1 – Below Average – Quality of performance falls below acceptable levels.

Professional Relationships	Coach Rating	Evaluator Rating
Relationship with Student-Athletes		
Relationship with Coaching Staff		
Relationship with District Administration, School Staff, Coaches		
Coaching Performance	Coach Rating	Evaluator Rating
Knowledge of Sport		
Practice and Competitions		
Supervision and Related Responsibilities	Coach Rating	Evaluator Rating
Supervision of Student-Athletes		
Facilities and Equipment		

Additional Comments:

Coach Signature: _____ Date _____

Evaluator Signature: _____ Date _____



Wyomissing Area School District Junior High Head Coach Evaluation

Coach: _____
Sport: _____

Year: _____

- 3 – Above Average – Quality of performance is at the highest level of achievement
2 – Average – Quality of performance meets the goals of the WASD athletic department.
1 – Below Average – Quality of performance falls below acceptable levels.

Professional Relationships	Coach Rating	Evaluator Rating
Relationship with Student-Athletes		
Relationship with Parents		
Relationship with District Administration, School Staff, Coaches		
Relationship with Athletic Training Staff		
Coaching Performance	Coach Rating	Evaluator Rating
Support of High School Program		
Knowledge of Sport		
Preparation, Organization, and Assessment		
Conduct		
Supervision and Related Responsibilities	Coach Rating	Evaluator Rating
Academic Support		
Facilities and Equipment		
Supervision of Student-Athletes		
Statistics and Paperwork		
Finance and Budget		

Additional Comments:

Coach Signature: _____ Date _____
Evaluator Signature: _____ Date _____



Wyomissing Area School District Junior High Assistant Coach Evaluation

Coach: _____
Sport: _____

Year: _____

- 3 – Above Average – Quality of performance is at the highest level of achievement
2 – Average – Quality of performance meets the goals of the WASD athletic department.
1 – Below Average – Quality of performance falls below acceptable levels.

Professional Relationships	Coach Rating	Evaluator Rating
Relationship with Student-Athletes		
Relationship with Coaching Staff		
Relationship with District Administration, School Staff, Coaches		
Relationship with Athletic Training Staff		
Coaching Performance	Coach Rating	Evaluator Rating
Knowledge of Sport		
Practice and Competitions		
Supervision and Related Responsibilities	Coach Rating	Evaluator Rating
Supervision of Student-Athletes		
Facilities and Equipment		

Additional Comments:

Coach Signature: _____ Date _____
Evaluator Signature: _____ Date _____



Wyomissing Head Coach Mid- Year Evaluation

Name: _____

Date: _____

Sport: _____

Professional Relationships:

(Parent contact, team moral, player communication)

Coaching Performance:

(Game conduct, game management, team success)

Supervision and Related Responsibilities:

(Academic, Grounds management, communication w/ Department)

Coaches Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

** Mid-year evaluations will be for all first-year coaches to the District and seen necessary by the Athletic Director.

Section 7:

SCHOOL BOARD POLICIES



Please review the following policies located on the policy page of the Wyomissing Area School District website. Additional policies can be reviewed there as deemed necessary for further guidance. Below is the link to the policy page.

<http://www.boarddocs.com/pa/wyms/Board.nsf/Public?open&id=policies>

103-Nondiscrimination in School and Classroom
104-Nondiscrimination in Employment
121-Field Trips
121.1-Overnight Travel
123-Interscholastic Programs
123.1-Interscholastic Athletic Coaches
123.2-Male Participation on Female Athletic Teams
123.3-Concussion Management
123.4-Sudden Cardiac Arrest
209.2- Diabetes Management
247-Hazing
249- Bullying/Cyberbullying
252-Dating Violence
514.1-HIV Infection
519.1-Conflict of Interest
523-Tobacco Use
548-Harrassment
551-Alcohol and Illegal Drug Use
716-Integrated Pest Management
806-Child Abuse
815-Acceptable Use of Technology
819-Suicide Awareness
824- Maintaining Professional Adult/Student Boundaries
828-Fraud

