

# **PULASKI COUNTY HIGH SCHOOL**



## **COUGARS**

### **Athletic Department Handbook**

**2024-2025**

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## FOREWARD

It is the purpose of this handbook to set forth some of the pertinent operating procedures for the athletic staff of Pulaski County High School. It is hoped that a ready reference such as this handbook will facilitate the process of seeking information about the administrative policies and procedures at PCHS and will provide a framework within which the athletic department can operate smoothly and efficiently. The handbook is also intended to aid coaches in communicating with parents and student athletes.

The athletic program at Pulaski County High School shall be conducted in accordance with the Pulaski County School Board, River Ridge District, 3A Region D, Virginia High School League, and National Federation rules and policies.

Participation in Pulaski County High School interscholastic activities is a privilege. Conduct and/or academic performance, which is in violation of established rules and policies, may result in the loss of the right to participate.

## PHILOSOPHY

Pulaski County High School believes that a dynamic program of student activities is vital to the overall educational development of the student. The athletic program should provide a wide variety of experiences to aid in the development of desirable behaviors and attitudes in students that will prepare them for adult life in a democratic society. Participation in interscholastic sports at Pulaski County High School should provide valuable lessons in teamwork, sportsmanship, competition, leadership, fellowship and good will, self-realization, and all around growth. Athletics should also help the student develop a healthy self-concept and a physically fit body. Athletic competition should help individual athletes, teams, and the student body as a whole to develop “Cougar Spirit” and “Cougar Pride.”

The enrichment of the total being through contributions to their educational, social, moral, emotional, and physical development shall be the underlying principle of the school athletic program.

## Virginia High School League (VHSL)

The Virginia High School League (VHSL) is the governing body for Virginia interscholastic athletics. It is an organization of the public high schools in the Commonwealth of Virginia that join with the express written approval of their local school boards. Its organizational home and office is located in Charlottesville, Virginia. All rules and regulations governing high school athletes and athletics are legislated by this organization. The League seeks to encourage student participation in desirable school activities by conducting or supporting programs of interscholastic activities in all fields. For more information about the VHSL and their policies: [Click Here](#).

### **Class 3 Region D**

Pulaski County High School is a member of Class 3 Region D of the VHSL for purposes of athletic competition. Our school enrollment places us in the Class 3 classification. Below are teams that comprise Class 3 Region D.

<b>Class 3 Region D</b>	<b>Class 3 Region D</b>	<b>Class 3 Region D</b>	<b>Class 3 Region D</b>	<b>Class 3 Region D</b>
Abingdon	Cave Spring	Lord Botetourt	Pulaski Co.	William Byrd
Bassett	Christiansburg	Magna Vista	Staunton River	
Carroll Co	Hidden Valley	Northside	Tunstall	

The River Ridge District is a further extension of the VHSL office. The membership includes ***Blacksburg, Cave Spring, Christiansburg, Hidden Valley, Pulaski County, PH-Roanoke and Salem***. The formation of this district is for scheduling purposes and it will include post-season tournaments in some sports.

By VHSL guidelines, a school must play everyone within two (2) divisions of its classification. Therefore, Pulaski County High School will play everyone within our district. The River Ridge District has voted to hold tournaments and select All-District Teams.

The following sports/activities will have a tournament to decide individual and team champions in the River Ridge District: Baseball, Basketball, Volleyball, Softball, Soccer, and Golf

Regional qualifying standards will vary with each activity as specified in the Regional handbook.

Football will operate on VHSL Power Point System. The top 10 teams in Class 3 Region D will be seeded by their cumulative Power Points and play on higher seeds field.

## **PCHS - Administrative Organization**

### **Pulaski County School Board**

The Pulaski County School Board, responsible to the citizens of Pulaski County, is the ruling agency for Pulaski County High School. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include:

- Developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people
- Approving means by which professional staff may make these policies effective.
- Evaluating the interscholastic athletic program in terms of its value to the community.

### **Superintendent of Schools**

The superintendent is responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses.

### **Principal**

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic administrator and the coach. By delegation and by established precedent, the school principal is the official school representative in matters dealing with the VHSL, Class 3 Region D, and the River Ridge. Additionally, the principal is responsible for any official action taken by his/her school.

### **Activities/Athletic Director**

The athletic director is directly responsible to the principal. The primary responsibility of the athletic administrator is the administration and supervision of the interscholastic athletic program at PCHS. The athletic director's duties will be those described in his/her job description and any others as designated by the principal. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

### **Athletic Trainer**

The athletic trainer reports to the Athletic Director. Primary responsibility is to provide medical care, in the form of prevention, care, treatment, and rehabilitation, to the interscholastic student-athletes at PCHS. S/he works closely with the administration, coaches, student-athletes, and parent/guardians to ensure that the student-athletes receive the highest quality of care as they participate in the respective sports. Specific responsibilities are described in the "General Duties and Responsibilities" section of this handbook.

## Head Coaches

All head coaches shall be responsible to the athletic administrator for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the principal or athletic director.

## Assistant Coach

Assistant coaches are directly responsible to the head coach. Primary duties include assisting the head coach in all phases of the operation of their sports program.

# **PCHS Athletic Program 2024-2025**

## Administrative

Principal	Jennifer Bolling
Activities Director	Scott Vest
Bookkeeper	Jaime Graham
Athletic Trainer	Allison Parnell

## Head Coaches

### Fall

Football-Cam Akers  
Cross Country- Jared Smith  
Comp Cheer-Regina Szerokman  
Golf-Mark Hanks  
Volleyball-Kylee Connor

### Winter

Boys Basketball-Anthony Akers  
Girls Basketball-Scott Ratcliff  
Wrestling-Zach Silver  
Swim-Jack Watkins  
Indoor Track-TBD

### Spring

Baseball-Greg Allen  
Softball- TBD  
Track-TBD  
Boys Tennis-Chad Graham  
Girls Tennis-Brandon Lawson  
Boys Soccer-Matthew Dremel  
Girls Soccer-Henry Reed

## **Athletic Director - General Duties & Responsibilities**

1. Works under the direction of the principal to supervise the overall athletic program.
2. Interprets and administers all VHSL and PCPS policies and procedures relating to the interscholastic athletic program.
3. Participates in the original evaluation of all potential coaching candidates.
4. Makes recommendations for the improvement of facilities to the principal and central office personnel.
5. Develops all interscholastic game schedules.
6. Contracts and/or schedules all contest officials.
7. Coordinates transportation, lodging and meals when appropriate for all interscholastic competition.
8. Coordinates all game day activities for home events.
9. Receives and evaluates all requests for purchase orders from coaching staff. Makes appropriate recommendations to the principal concerning purchases.
10. Cancels or postpones scheduled contests due to inclement weather or hazardous conditions. Will communicate with officials, supervisors, transportation, and supporting personnel to provide proper feedback.
11. Schedules and coordinates the use of athletic facilities for interscholastic athletic practices and contests. Out-of-season practices and use of facilities are scheduled through the Athletic Director.
12. Represents the school at all district, conference, region, and state meetings concerning interscholastic affairs.
13. Requisites stipends for coaches, sponsors, and support personnel.
14. Maintains a system of inventory and accounting for all interscholastic equipment.
15. Works cooperatively with principal to insure that the coaching staff understands their described duties and responsibilities.
16. Assists the principal with the periodic evaluation of the school's athletic program, facilities, and individual coach's performance.
17. Reviews the athletic policy and staff handbook annually.
18. Communicates with the media as required.
19. Schedules seasonal team pictures with contracted photography company.
20. Works with and coordinates the various boosters' organizations at PCHS.
21. Schedules, coordinates, and supervises the county school physical day.
22. Schedules and directs the Parent-Sports Night 3 times a year.
23. Performs other duties as the principal and/or superintendent may direct.

## **Athletic Trainer**

1. Provide athletic training services, in the form of injury prevention, evaluation, treatment, management, and rehabilitation, for the interscholastic student-athletes.
2. Provide athletic training coverage for interscholastic in-season home events, practices, and away varsity football games.
3. Develop a prioritized list for multiple game coverage, based on risk (high to low).
4. Keep up-to-date records, including injury reports, treatment logs, equipment check-out, and insurance claim.
5. Communicate with coaches, student-athletes, and parents/guardians regarding injuries and treatment. This includes discussion of physician referral.
6. Provide concussion education to coaches, student-athletes, and parent/guardians.
7. Meet with coaches prior to beginning of season to discuss:
  - Emergency Action Plans (EAPs) and injury care for each site of practices/workouts/home games;
  - Standardized Assessment of Concussions (SAC) testing and procedures for performing injury and baseline testing of their student-athletes
  - coaches' responsibilities for injuries at away contests
  - medical kit items and restocking as needed
  - medical information packet to be kept by coaches, and accessibility of packet at every practice and/or game
8. Maintain clean and functioning athletic training room.
9. Provide Athletic Director with purchase requests for supplies, and keep inventory of reusable items.
10. Communicate with physicians and other medical personnel regarding student-athletes' injuries.
11. Provide school nurse and SBO with copies of PCHS accident report and insurance claim forms. Give parent/guardians insurance claim form ASAP after injuries requiring outside medical care (hospitals, clinics, physical therapy, etc).
12. Maintain NATABOC certification and Virginia Board of Medicine State Licensure.

## **Head Coach - General Duties & Responsibilities**

1. Understand and follow all rules and regulations set forth by the Pulaski County School Board, VHSL and the River Ridge District.
2. Must be certified through the VHSL coaching education plan.
3. Hold current certificate in CPR/First Aid and concussion management.
4. Hold current certification through PCPS in Medication training.
5. Provide a team roster for VHSL Master Eligibility to the Athletic Director 2 weeks before first contest.
6. Provide transportation request to Athletic Director a month before first travel date for approval. After trips are approved, coach will enter requests into Versa Trans for scheduling 2 weeks before first travel date.
7. Call in all scores to area media outlets if a representative is not at game.
8. Responsible for the development and exercise of good behavior and sportsmanship among his/her staff and team. Provide athletes with a copy of team rules and regulations to include sportsmanship violation penalties.
9. Encouraged to attend professional in-service clinics, stay abreast of current literature and utilize enrichment material in other media forms to help improve coaching performance.
10. Utilize sound and acceptable teaching practices. Teach protective skills where appropriate. Teach fundamentals as an educational progression from simple to complex skills and synthesize individual skills to develop more complex capabilities. Factor in the age and/or maturity of your athlete when teaching complex skills, instigating physical contact, and pairing players for specific practice or scrimmage situations.
11. Maintain a wholesome educational environment:
  - a. Counsel students to improve academically in order for them to meet VHSL requirements
  - b. Monitor grades for all athletes' academic progress.
  - c. If necessary, facilitate study sessions or tutoring for students in need.
  - d. Monitor absences of athletes.
  - e. Counsel prospective college-bound athletes on NCAA requirements and help them through the NCAA clearinghouse process.
12. Organize daily practice schedule and organize calendar for practices for both in-season and out-of-season practice dates.

13. When injuries occur, take appropriate steps in caring for the athlete. (Seek assistance of home team's athletic trainer when appropriate) Communicate with the PCHS athletic trainer by the end of day. Notify parents/guardian of injuries that may require further medical attention.
14. Communicate with each team member individually about his/her role on the team and about a plan for improvement as a team member and as an individual participant.
15. Provide adequate and proper supervision at all times. Coaches are responsible for athletes from the time they are scheduled to report until they leave school grounds or game site.
16. Know and follow school policy at all times.
17. Be responsible for keeping practice areas and locker rooms in order. Survey field conditions for potential hazards.
18. Immediate supervisor for assistant coaches and JV coaches.
19. Inventory, issue, and maintain equipment during the season. Collect, inventory, repair, and store equipment at the completion of the season. Turn inventory in to athletic director.
20. Promote a positive relationship between school and booster clubs by actively participating in meetings and fund-raising functions.
21. Demonstrate enthusiasm for Pulaski County High School and the sport you coach. Represent the school by being dressed appropriately and displaying professional behavior at all times.
22. Attend pre-season Parent's Night and orchestrate sport specific break-out meetings. See Pre-season meeting agenda on p. 27 for items to be covered.
23. Collaborate with all the coaches at Pulaski County High School, to help develop the best possible atmosphere for our athletes to flourish.

### **Assistant Coach**

1. Assists the head coach in carrying out his responsibilities and duties.
2. Hold a certificate of completion from the VHSL Coaches Education plan.
3. Hold current certification in concussion management and first aid/CPR.
4. Hold current certification through PCPS in Medication training.
5. Works within and supports the basic framework and philosophy of the head coach of that sport.

6. Discusses any change in policy or procedures with the head coach in advance of any implementation of change.
7. Performs other duties required by the head coach and consistent with the position.

File: JHCD-R1  
**PULASKI COUNTY SCHOOLS**  
**GUIDELINES FOR MEDICATION ADMINISTRATION**

Whenever possible, medications, including prescription, over-the-counter, and supplements, should be given to the student at home. If medication must be given during the school day the following procedures must be met:

Parent Responsibilities:

- (1) The Authorization for Medications form must be completed in full and signed by the **physician and parent**.
- (2) A physician must specifically prescribe any medication that is to be taken during school hours. This policy includes **all** over-the-counter medications and supplements.
- (3) Parents or another adult must personally deliver all supplemental, over-the-counter and prescription medications to the school. A student must never bring medicine of any kind to school. Note: **Obtain medication self-management handouts if needed.**
- (4) All medication must be provided in the **original pharmacy container labeled with the name, dosage and prescription information. If there is any discrepancy between the Medication Authorization Form and the labeled medication container, the medication will not be given.**
- (5) Parents are responsible for picking up unused medication. The principal or his/her designee, or school nurse will destroy any medication not claimed by a parent within two weeks after completion of the physician's orders.

School Personnel Responsibilities:

- (1) School personnel will be required to complete a medication administration safety course and post test, developed by the Board of Education, in cooperation with the Board of Health, prior to administering medications to students.
- (2) All medications must be administered as ordered by physician.
- (3) **Physician must be notified of any request to withhold, discontinue, or change the dose or schedule of a medication. A new authorization form must be completed and signed.**
- (4) School personnel receiving prescription medication must count it in the presence of the responsible adult delivering the medication. The date and number of pills must be entered on the individual student medication log and cosigned by the receiving staff and the responsible adult.
- (5) Medications administered at the school must be stored in a secure, locked, clean container or cabinet.
- (6) An individual record/log must be kept of medications administered by school personnel on a daily basis for each student.
- (7) If there is an error or medication incident (accident), immediately notify school nurse, administration, child's parents and/or physician. Document the incident. Complete the medication incident report form and forward it to the school nurse coordinator.
- (8) All **medications** have the potential for causing side effects. School staff should observe student's response to medication and report to parents, school nurse or physician any changes in behavior, awareness, rash, complaints or anything else that may be related.
- (9) Medication not picked up at the end of the school year will be destroyed. Parents should be notified to pick up left over medications. If they are not picked up one week past the last day of school they will be destroyed.

**When medications are destroyed, the amount destroyed and the method of disposal must be documented on the student's medication administration record. The individual destroying the medication and a witness must co-sign Medications are to be destroyed by flushing them down the toilet.**

## **Out of Season Practice Rules**

The VHSL successfully passed a new out of season rule in the Spring of 2012. The following is taken from the VHSL Handbook:

### **OUT OF SEASON PRACTICE RULE VHSL HANDBOOK PAGE 39**

**27-7-1 OUT-OF-SEASON PRACTICE RULE**-All VHSL member school sponsored athletic teams are restricted from any organized activities during designated "dead periods." Out-of-season dead periods shall be 10-day periods beginning with the first permissible practice date of a sports season as published in the VHSL Calendar. A summer "dead period" for all athletic teams shall be from Sunday through Saturday of the week containing July 4<sup>th</sup> (Week 52 or Week 1 of the NFHS Standardized Calendar). During dead periods, no coaching, observing or contact between a coach(s) or player(s) may occur in the VHSL member school sponsored athletic team or activity involved. There may be no VHSL member school sponsored practice, open facilities, weight training/conditioning, out of season league(s) or member school sponsored clinics/camps. Outside of dead periods, all VHSL member school sponsored activities may occur on any day except Sundays. Team vs. team competition may occur only in camps or leagues. Schools, districts and/or regions may impose more restrictive guidelines. VHSL catastrophic insurance is not applicable to any out-of-season activities. Out of season participation shall not be mandated of any student.

#### 27-7-2 Exception:

(1) Sunday activities that are part of a camp or league are permitted.

- The "dead periods" can be found on the VHSL calendar referenced on page 56 of this document.
- Coaches will need to turn in days they are planning to work out and the facilities used. All facility usage must be pre-approved by Athletic Director. Priority of facilities will be given to "in-season" team.
- Coaches should require an updated physical for athletes attending out-of-season work outs.
- Athletes, who quit a sport after the "first play date", are not allowed to join another team for out-of-season workouts until the regular season of the sport they quit is finished. Exceptions to this policy may be considered through mutual agreement between coaches and Athletic Director.

## **Pre & Post Season Checklists**

### **Preseason Checklist**

1. Submit a pre-tryout roster to the athletic director one week prior to first day of official practice.
2. Submit final roster no later than 5 days after first practice.
3. Verify that all students are eligible to tryout by VHSL guidelines and have a PCPS Health Information form on file in nurse's office.
4. Submit your regular season trip requests to the Athletic Director one month prior to first contest. Enter trips in Versa-Trans after receiving approval on times.
5. Submit a team roster with positions, height, weight, class, number, etc... listed.
6. Complete VHSL on line concussion course and e-mail athletic director copy of completion certificate.
7. Follow VHSL requirement to attend pre-season rules clinic for the following programs (At least one member of the staff must attend per year or the school is fined \$100.00 and the head coach is required to take a written examination.): Baseball, Boys Basketball, Girls Basketball, Football, Boys Soccer, Girls Soccer, Softball, Boys Track, Girls Track, Volleyball, Wrestling, Theatre, Forensics, and Debate.
8. Complete handout for parents to include calendar of practices, schedule, and rules specific to the sport.
9. Have copy of back page of physical (emergency contact information) and the SAC baseline tests for all participating athletes in travel first aid kit.
10. Provide athletic director with a copy of team rules via e-mail.
11. Meet with Athletic Trainer prior to season to discuss/develop:  
Emergency Action Plans  
Complete SAC testing procedures.

## **Post Season Checklist**

1. Take equipment inventory and turn in copy to athletic director. Clean locker room, fields/courts, and storage areas.
2. Schedule meeting with athletic director to go over evaluation. Potential scheduling requests, equipment requests or staff changes can be discussed at this time.
3. Schedule banquet and get awards/letter request in to athletic office a week prior.
4. Out of season practice plans need to be arranged through athletic director's office to organize proper use of facilities.
5. Complete scores of contests as part of district tournament entry at end of regular season and send to athletic director via e-mail.

## **VHSL Physicals**

Every student who participates in a VHSL sports activity must have a completed VHSL form (**only the VHSL form is accepted and it must be dated after May 1 of previous spring**) on file at PCHS before participating in tryouts, practice, or competition.

Physicals will be scheduled at PCHS during the spring for all PCHS and Dublin-Pulaski middle school athletes.

The physicals are conducted by local physicians who provide their services free of charge on that day. **The physicals are offered for \$10.00 to our students on that day only!**

Coaches are involved in the process by making potential athletes aware of physical date, handing out forms to their athletes, and supervising their athletic team on physical day. Coaches are to check-in with athletic director for assigned duty on this day.

## **Eligibility**

Pre-tryout rosters are due to the athletic office **one week in advance of the first legal day of practice.** (They may be submitted earlier - please submit as early as possible!)

Additional players added on to your roster after initial submission or who show up on the first day of practice or tryouts must be certified as eligible before they may be permitted to try out.

**For questions referring to eligibility please refer to the following:**

## **Legal Liability**

The athletic coach, by nature of his position, assumes certain responsibilities for the rights and protection of the athletes under his care. Therefore, an awareness of what one can and cannot do in the handling of young athletes becomes of prime concern for all in the coaching profession.

The basis for most civil suits in sports is based on **negligence**. Basically the claim of negligence is measured by comparing the action in question with what an ordinary, reasonably prudent person would do under a given set of circumstances.

The “ordinary person” in terms of athletic coaches would presuppose an individual trained in his/her field. “**Action**” is interpreted as **preventive as well as reactionary!**

Therefore, a coach must plan his/her program and actions to avoid the players being exposed to any type of “**avoidable**” harm.

### **Coaches’ Duties**

1. **Properly plan the activity**  
Make sure that athletes are in proper condition. Teach sport skills in a progression so athletes are prepared to handle more difficult skills.
2. **Provide proper instruction**  
Keep up to date on better and safer ways of performing sport techniques. Teach athletes the rules and the correct skills and strategies of the sport.
3. **Provide a safe physical environment**  
Periodically inspect playing areas, the locker room, the weight room, and the dugout for hazards - and remove them. Prevent improper or unsupervised use of facilities.
4. **Provide adequate and proper equipment**  
Make sure the athletes are using quality equipment. Inspect the equipment regularly. Teach athletes how to fit, use, and inspect their equipment.
5. **Match your athletes**  
Match athletes according to size, physical maturity, skill level, and experience.
6. **Evaluate athletes for injury or incapacity**  
Enforce rules requiring all athletes to submit to preseason physicals and screenings to detect potential health problems. If an athlete is not able to compete without pain or restriction of functions, immediately remove him/her from the activity.
7. **Supervise the activity closely**  
Do not allow athletes to practice difficult or potentially dangerous skills without proper supervision. Forbid horseplay. Do not allow athletes to use sport facilities

without supervision.

8. **Warn of inherent risks**

Provide parents and athletes with both oral and written statements of the inherent health risks of their particular sport.

9. **Provide appropriate emergency assistance**

Learn sport first aid. Use only the skills that you are qualified to administer.

10. **Assure that civil rights are not violated**

11. **Use appropriate communication with athletes.**

Coaches are to contact athletes only when necessary and during appropriate hours. Use of “Social Media” with athletes is discouraged.

11. Communication between coaches and players should be done in a group text only, there should be no individual texting between coach and players. Remind.com is the preferred tool for communication.

## **Practice Guidelines**

### **Provide a schedule.**

If at all possible a tentative schedule of practice and contest sessions for the complete season should be provided to the players and parent/guardian prior to the beginning of the season.

### **Begin and end on time.**

The schedule should list approximate beginning and ending times. Coaches should plan appropriately and begin and end on time.

### **Communicate any changes in schedule.**

Establish a communication tree with your team. You should include Athletic Director and Athletic Trainer in any practice changes.

### **Communicate any changes in schedule during the school day.**

When inclement weather or other situations cause you to change your regular practice schedule please notify the Athletic Director or the Front Desk. Also notify the bus shop and middle schools when applicable.

### **Inclement Weather Policy & Practice**

**If schools are closed due to snow etc... the athletic director will be in contact with the principal, transportation department and superintendent's designee to determine feasibility of practice/play that day. Coaches will contact athletic director to receive the determination of the Administration. Coaches and athletic director will develop a snow/inclement weather day (and/or holiday) practice schedule for the use of facilities.**

**Contests and schedules will be played and honored under the following conditions:**

**“if conditions are deemed safe for everyone involved ....which includes our players, our opponents, and our fans. (roads, parking lots, sidewalks, distance of travel, and impending forecasts are all factors) The determination will be made by the superintendent of schools and/or his designees.”**

### **Plan Your Practice**

Practice sessions should be well planned, well structured, and should not exceed reasonable lengths. The concluding times for your practices should be communicated to parents. (Special circumstances such as exams or SOL tests should be considered and practice times held to a minimum during these circumstances.)

### **Proper Supervision**

Coaches should be the first to arrive for practice and the last to leave. At no time should athletes practice without supervision. (Coaches are responsible for supervision from the time the student arrives for the practice or contest - until they depart the premises.)

### **Open/Closed Practice Guidelines**

PCHS's administration appreciates the support provided by our students, parents, and community members. However, there are appropriate and inappropriate times for spectators to observe practices. The expectation is for the observation to be done from a distance and not to be a distraction to the players or coaches. While the administration encourages coaches to hold open practices, at times it is expected that practice sessions (or portions of practice sessions) become off-limits to spectators. These occasions will include locker rooms, training rooms, and sidelines. Additionally, coaches may choose to close practice sessions when distractions are identified which could deteriorate the quality of the practice session. It is the coaches' responsibility to redirect those individuals who are not compliant to an appropriate area. If individual(s) do not cooperate, coaches will then notify administration and administration will address the issue with said individual(s).

### **Practice Times**

Coaches should provide the Athletic Director with a schedule for practice. (This should be included with the coach's out-of-season requirements)

### **Team Rules**

Coaches should provide the Athletic Director with a copy of his/her team rules. These rules should also be sent to parents for signoff.

## **Sportsmanship**

### The Coach Should:

- Exemplify behavior that is representative of the school and a credit to the teaching profession.
- Demonstrate high ideals, good habits and desirable attitudes in personal behavior and demand the same standards of the players.
- Emphasize to his/her players and bench personnel the importance of proper sideline behavior and the necessity of restraining from entering the playing field/court to engage in confrontation or fighting.
- Recognize that the purpose of competition is to promote the physical, mental, social and emotional well-being of the individual players and that the most important values of competition are derived from the playing the game fairly.
- Be a modest winner and a gracious loser.
- Maintain self-control at all times-accepting adverse decisions without public display of emotion or of dissatisfaction with the officials.
- Pay close attention to the physical condition and well-being of players, refusing to jeopardize the health of an individual for the sake of improving his team's chances to win.
- Discourage gambling, profanity, abusive language and similar violations of the true sportsman's code.

### The Coach Should Attempt To Instill In The Athlete:

- Be courteous to visiting teams and officials.
- Be loyal to team members and coaches in discussions with the media and those outside the team.
- Play hard and to the limit of his/her ability, regardless of discouragement. The true athlete does not give up nor does him/her quarrel, cheat, bet, or grandstand.
- Retain his/her composure at all times and never leave the bench or enter the playing field/court to engage in a fight.
- Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Play for the love of the game.
- Understand and observe the rules of the game and the standards of eligibility.
- Respect the integrity and judgment of officials and accept their decisions without questions.
- Respect the facilities of host schools and the trust entailed in being a guest.
- Have a burning desire to play, but realize that not everyone can play as much as they would like.

## **VHSL Sportsmanship Rule:**

Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are prima facie evidence of failure to abide by this rule are those that are noted below and others of similar nature, which transgresses the usually accepted code for good sportsmanship.

- Failure to provide for proper control of spectators at a contest. Schools are required to take all reasonable and proper steps that would be expected to assure proper control of spectators under any foreseeable conditions.
- Failure of any team, coach, or competitor to stay in the contest until its normal end when the failure to do so is related to dissatisfaction with the officiating of the contest.
- Failure of a school to use every means at its disposal to impress on its faculty, student body, team members and coaching staff the values of sportsmanship in the preparation for, and the conduct and management of interscholastic contests.
- Players or coaches ejected must be reported within 2 school days to the league office.

### **SPORTSMANSHIP RULE – VHSL HANDBOOK PAGE 54**

#### **PM 27-11-6 (1) SPORTSMANSHIP RULE/Player and/or Coach Ejection Penalty**

(4-00)-Players and coaches who are ejected from a contest for unsportsmanlike conduct and are ineligible for the team's next contest(s) . . . must sit out the next contest(s) played by the same team, meaning that if the ejection is from a varsity contest, the penalty is applied to the next varsity contest(s); a junior varsity ejection means the penalty is applied to the next junior varsity contest(s). Further, the penalty means a LOSS of one or two contests under the Contest Limitation Rule, and a player could not suit up for games at another level of competition to replace those he/she is required to sit out.

**PM 27-11-6 (2) SPORTSMANSHIP RULE/Player Ejection Rule (5-94)**-The following would NOT be considered reason for player ejection for an unsportsmanlike act.

- (a) A basketball player who collects five personal fouls and must therefore leave the game.
- (b) If a technical foul results in the fifth foul on a basketball player and thus that player is disqualified from the game but the act which resulted in the technical foul would not have normally led to an ejection.

## **Attendance**

### **Student Absence**

Attendance Required for Participation:

A student must be present for at least two (2) blocks to be counted present for the day. Students need to be considered present to be eligible to participate in interscholastic activities. Special circumstances may be approved on an individual basis through the Administration.

### **Out of School / In School Suspension**

Students will not be allowed to participate when assigned a full day of ISS or any OSS. If ISS or OSS assignment carries from Friday into a Monday, the student will not be allowed to participate on that Saturday. Students may participate the day following suspension. Students are allowed to watch practice on days of ISS.

### **Faculty/Staff Absence**

Any faculty/staff member who needs to miss all or part of a school day for an athletic event or trip must enter 'School related business' absence in ASEOP as soon as possible - so that a substitute can be secured. In addition, faculty/staff must complete and submit the proper leave form for school business on the PCPS website.

## **Meals - Lodging - Overnight Trips**

The Athletic Director will make all lodging and meal arrangements for District, Regional, and State play. Coaches should work with the Athletic Director in making these arrangements.

Under some circumstances teams may travel to play in Christmas tournaments or other special situations. Under these circumstances the Head Coach is primarily responsible for making all arrangements. **However, these trips must have PCHS administrative and Pulaski County School Board Approval.**

Requests for additional trips such as discussed above should be submitted to the administrative secretary **at the beginning of each academic year during teacher workshop so they may be included on the school's initial request list.**

## **Athletic Expenditures**

**All purchases must be made with prior approval by the Athletic Director or the Principal.** Any purchases made without prior approval are subject to becoming the obligation of the purchaser.

Once approval is obtained, a purchase order must be obtained from the school's bookkeeper or the Athletic Director. **All purchases must have an accompanying purchase order number.** PCHS has instructed all vendors that orders without a purchase order number should be declined.

**This policy also applies to orders placed by Boosters Organizations who use our tax-free number to make purchases** - If specific boosters clubs have had delinquent accounts in the past, the booster's organization **may** have to bring a check for the item(s) ordered with a completed purchase order that the athletic director or principal will sign. The athletic director will exchange the signed purchase order for the booster's check.

**Travel Expenditures** – on long trips or overnight travel, coaches will need to receive a check for travel mileage, meals, accommodations etc... In this instance coaches should fill out a **Check Request Form**. This form is available in the bookkeeper's office. (Do not list athletic costs such as mileage, meals, or lodging on teacher's leave forms.) **This form requires advance approval from the Athletic Director or Principal as well.**

## Transportation

- All transportation requests should be coordinated and processed through the athletic director.
- **Times and dates should be in the Athletic Office 1 month prior to travel for approval.**
- After approval, coaches are to enter trip requests in Versatrans. Coaches must work through Central Office (Tina O'dell ext. 2513) to acquire/request rights on the system.
- We have 2 types of transportation, regular bus and the small mini-bus. A trip request has to be submitted regardless of mode of transportation.
- Maximum number of occupants for the mini-bus is 10 (this includes the driver). You must have an approved **Driver's Agreement** on file at Transportation Office to drive mini-bus or a van.
- Keys for mini-buses are checked out through Athletic Office. You are to pick up a trip ticket at this time. Both the keys and the mileage ticket are due back in Athletic Office the next school day.
- Always give yourself enough time in the vans or mini-buses to check fuel, fluids and tires. If you need gas or know that you will on a longer trip, check out PCPS gas card from Athletic Office. The card and receipts should be turned in with trip ticket the next business day.
- Coaches are responsible for the supervision of their teams when traveling for competition. Please supervise your athletes accordingly.
- Buses are to be returned clean. **Coaches are responsible for the general cleaning of the bus upon return to the high school.**
- Metal cleats are not allowed on the bus.
- Transportation that consists of co-ed players should be divided on the bus according to gender. Coaches should sit in the middle of the bus to divide the groups.

### **School Policy states that:**

All team members are to be transported to and from competition on the bus provided for the team. .

**However, coaches at their discretion, may release players to the custody of their parents if necessary. Players may not be released to anyone other than a parent or guardian.** Parents or guardians must see them personally at the contest site to have students released to them.

## **Inclement Weather/Sports Team Travel**

Inclement weather can cause transportation problems or hazardous conditions that can vary widely in our region. Severe weather may result in teams being unable to travel for competitions. When it is deemed unsafe to travel by school personnel, then all teams will be unable to travel to competitions. This includes any individual athletes that desire to travel to the event on their own. These student athletes will NOT be allowed to compete and represent Pulaski Co. on an individual basis. Coaches will make the meet/contest director aware that due to weather conditions Pulaski Co. will not be attending and our athletes are not allowed to compete if they were to show up for competition.

## **Inventory - Care - Storage of Equipment**

Pulaski County School Board Policy requires all Head Coaches to submit a complete inventory of equipment and supplies at the conclusion of each season.

The inventory should be completed and submitted two weeks after the end of the season.

All uniforms and equipment should be properly cleaned and stored in the location designated for that purpose. The Athletic Director should be notified as to the location of the storage site.

Any student-athlete who does not return PCHS equipment at the end of the season will be prohibited from participating in another interscholastic activity until the equipment is either returned or paid for.

Coaches should require students to dress for games at the school (or the opponent's school). Athletes should not take uniforms home with them.

Coaches should submit a list of students who have not turned in equipment at the completion of the season to the Athletic Director.

## Awards

**Varsity** athletes and managers may earn letter awards. JV or freshman athletes are not eligible for letterman awards. The head coach of each varsity sport should establish the criteria for earning a letter and make this available to athletes and parents.

**First year letter winners receive:**

Certificate  
Chenille letter  
Medal depicting their sport

**Athletes who letter additional years receive:**

Certificate  
Bar

**Athletes who serve as a captain also receive:**

Star

Coaches should pick up their required certificates and medals from the Bookkeeper. Athletes, who letter for the first time at PCHS, are eligible to receive chenille 'PC'. Coaches are to remind athletes to bring certificate to Athletic Office.

**Coaches are responsible for scheduling their end of season banquets.** The Commons Area is available on a first come basis. Coaches should schedule the Commons Area by notifying the Athletic Director.

Coaches may also have their banquets at alternate sites in the community. Coaches should use Good judgment when choosing locations outside of the school setting to hold banquets.

## **The Coach - Media Relationship**

### **Think Before You Speak**

You represent your school in every interview. The public, parents, and your players read the newspaper articles.

### **Redirect Win-Loss Questions**

Try to focus on the process of player development and improvement instead of concentrating on win-loss and statistics.

### **Avoid Blaming - Officials, Conditions, or Your Team**

Rise above finger pointing, even if someone does deserve it. It won't change the outcome, it often sounds like an excuse, and it may hurt your team's chances in the future.

### **Protect the Privacy of Your Athletes**

You are not required to state all the details of a disciplinary situation or a personal situation. Consistency is important to your credibility. Usually saying that the athlete has been suspended for a violation of team rules will suffice. Politely refuse any clarification questions beyond that statement. Discuss how to handle specific situations with the Athletic Director and/or Principal, and then make a short general statement.

### **Assume All Comments are for the Record**

Members of the media can sometimes find ways to make your "off the record" information part of the story.

### **Do Not Downgrade an Opponent or Opposing Coach**

### **Report Your Scores Win or Lose**

### **Advise Your Athletes**

Discuss media relations with your players and advise them how to respond to reporter's questions.

### **The Media Relationship is Important - Cooperate and Communicate**

### **Provide a Preseason Prospectus and Suggest Feature Ideas.**

#### **Local Media**

Our local newspaper is the Southwest Times

980-5220

The Patriot

808-3949

The Roanoke Times

1-800-346-1234, Ext. 123

[sports@southwesttimes.com](mailto:sports@southwesttimes.com)

[publisher@pcpatriot.com](mailto:publisher@pcpatriot.com)

## **Athletic Booster Club**

**The Athletic Booster Club exists as an organization of parents and community persons dedicated to:**

Supporting, encouraging, and advancing the athletic program or specific sport.

Promote projects to improve facilities and equipment necessary to provide an adequate athletic program for participation in the River Ridge District and Class 3 Region D.

**The Athletic Booster Club does not exist to do the following:**

Seek to direct or influence the technical activities or policies of the school administration or the school officials who are charged with the responsibility of conducting the athletic program.

Violate the rules of Pulaski County High School or the Pulaski County School Board.

Influence coaches' decisions about playing time or game/practice decisions.

**Coaches are encouraged to take advantage of every opportunity to work with their booster club in their many efforts to support your program.**

## Pre-Season Meetings

Coaches are required to hold pre-season meetings with parents/guardians and team members to discuss matters relevant to participation in their sport. These meetings will be held in conjunction with the Fall, Winter and Spring meetings held by Athletic Director.

Criteria to be discussed could include (but are not limited to) the following:

- Provide a schedule of the season's contests.
- Answer any remaining questions on drug policy and take up signed agreement.
- Answer any remaining concussion questions and take up signed notification agreement.
- Provide a tentative practice schedule (complete season) including start and end times.
- Emphasize and point out any requirements for weekends and holidays.
- Discuss overall objectives and team goals.
- Discuss overall policies, requirements, and expectations.
- Discuss travel requirements.
- Discuss eligibility requirements and academic expectations and requirements.
- Discuss your discipline policy (for missed practice etc...) and procedures.
- Cover sport-specific health risks and instructional measures used to minimize risks.
- Discuss methods and procedures for parent/guardian to discuss questions and concerns with the coach.
- Discuss the proper supportive role of the parent:
  - A. They must allow you to be the coach.
  - B. You expect their support.
  - C. They as the parent/guardian should provide unqualified support and love for their child – no matter how well or poorly they play.
  - D. They should strive to provide the proper role model for their child.
  - E. Good sportsmanship helps our school. We are censured for poor sportsmanship.
  - F. Parent contacts with coaches should be arranged by appointment. Make it clear that your responsibilities for supervision do not end when the buzzer sounds to end the game.
  - G. Discussions over playing time will involve suggestions for improvement for the athlete. They will not be negative shouting matches.

**\*\*\*If possible, put your policies and requirements down on paper and have the parent/guardian sign off on them to indicate that they have been made aware of them.**

**\*\*\*Remember that good communication can prevent a situation from becoming a problem!**

## **Disciplinary Actions**

Communicate your policies and requirements to parents/guardians and team members at your pre-season meeting and get their signature indicating that they understand and will adhere to your guidelines.

- Have players and parents sign your athlete agreement
- Strive to apply discipline as fairly and consistently as possible. Communication is the key.
- Meet with the student athlete to discuss the problem.
- Keep the parent/guardian informed of discipline situations.
- Document discipline incidents.
- Keep the Athletic Director and/or the Principal aware of ongoing discipline problems.
- Notify the Athletic Director and Principal as soon as possible concerning any severe discipline actions such as temporary suspension or dismissal.

## **Academics & Academic Progress**

Communicate to your team members that the number one role of a student athlete is to be a student. Discuss the NCAA requirements a student must meet in order to qualify for a chance to become a college athlete.

Academics must be their number one priority.

Demonstrate in words and actions your commitment to the proper role of academics.

Discuss eligibility requirements with your athletes and make sure that they understand the requirements for participation. Double-check to insure that all of your athletes are eligible and have been included on your roster.

Discuss academic performance with your athletes on an individual basis and encourage them to excel in the classroom as well as on the athletic field.

Perform routine checks of your student athlete's performance in the classroom. This is especially important at the semester break (January and June) or in situations involving the need for summer school.

## **Insurance**

### **General Information:**

- The athletic insurance coverage offered by Pulaski County High School is only a secondary insurance policy.
- The claim must be presented to the athlete's primary policy (personal or family) for payment before it can be submitted to the school's insurance carrier.
- Whether or not the student-athlete has other insurance, the secondary insurance may only pay a portion of the cost of care.
- Medical treatment must commence within thirty (30) days of the injury.
- The Claim Form must be submitted to the school's insurance carrier within ninety (90) days of the injury. It is the parent/guardian's responsibility to submit the claim form and appropriate paperwork to this insurance.

### **Procedure:**

If an injury occurs, the parent/guardian needs to contact Athletic Trainer to pick up a claim form as soon as possible following the injury. The athletic trainer, or designated school official, will complete Part I of the form. The form cannot be submitted without a school official's signature.

The parent/guardian must complete part 2 of the form following the instructions for filing the claim found on the back of form.



## Injuries

- Have Medical Information packet (with VHSL physical form page 4 of each athlete on your team) readily accessible at all practices, workouts, and contests. Make sure that each form has been completed with names and phone numbers for emergency contact, and that it is signed by a parent/guardian.
- Review your Emergency Action Plans and First-Aid/CPR/AED on a regular basis. In the event of an injury, use the knowledge and skill in which you have been trained.
- When an injury occurs, determine whether or not it is an emergency and call 911 if needed. **Do not wait** for the athletic trainer or other medical/administrative personnel to arrive if it is a true emergency.
- Designate someone to contact the Athletic Trainer, providing him/her with vital information, particularly whether this is an emergency or a non-emergent injury. Let the athletic trainer know your location and what care is being administered.
- Have your medical kit readily accessible and be familiar with the items in it. Use what you need, and/or have it available for the athletic trainer (home or away) to use.

## Head Trauma In Sports

Concussion training is required of all coaches. The information below is a handout we use for parent and student-athlete education on sports information nights.

# HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

## A FACT SHEET FOR PARENTS

### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just “not feeling right” or “feeling down”</li> </ul>	<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> </ul>

### How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
  - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

### What should you do if you think your child has a concussion?

**SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

**KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**If you think your teen has a concussion:**  
Don't assess it yourself. Take him/her out of play.  
Seek the advice of a health care professional.

**It's better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



# HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

## Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

## What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

## What should I do if I think I have a concussion?

**DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

**GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

**TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

## How can I help prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

### If you think you have a concussion:

Don't hide it. Report it. Take time to recover.

**It's better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

April 2013



## **Thunder & Lightning**

### **Guidelines on Handling Contests/Practices during Lightning Disturbances**

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

#### **Proactive Planning**

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play;
  - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - b. Thirty Minute Rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the "Guidelines for Lightning Safety" contained in the NFHS Sports Medicine Handbook.

5. This school year PCHS has partnered with the Pulaski County Emergency Management

## Pulaski County Public Schools STUDENT INJURY REPORT FORM

**Student Information**

Name \_\_\_\_\_ Date of Incident \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Time of Incident \_\_\_\_\_  
 Grade \_\_\_\_\_  Male  Female

**Parent/Guardian Information**

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # Work \_\_\_\_\_ Home \_\_\_\_\_

**School Information**

School \_\_\_\_\_ Phone # \_\_\_\_\_  
 Principal \_\_\_\_\_

**Location of Incident (check appropriate box):**

- |   |  |
|---|--|
| <input type="checkbox"/> Athletic Field | <input type="checkbox"/> Playground                          |
| <input type="checkbox"/> Cafeteria      | <input type="checkbox"/> No equipment involved               |
| <input type="checkbox"/> Classroom      | <input type="checkbox"/> Equipment involved (describe) _____ |
| <input type="checkbox"/> Gymnasium      |  |
| <input type="checkbox"/> Hallway        |  |
| <input type="checkbox"/> Bus            | <input type="checkbox"/> Parking Lot                         |
| <input type="checkbox"/> Stairway       | <input type="checkbox"/> Vocation/Shop Lab                   |
| <input type="checkbox"/> Restroom       | <input type="checkbox"/> Other (explain): _____              |

**When Did the Incident Occur (check appropriate box):**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Recess              | <input type="checkbox"/> Athletic Practice/Session: | <input type="checkbox"/> Field Trip  |
| <input type="checkbox"/> Lunch               | <input type="checkbox"/> Athletic Team Competition  | <input type="checkbox"/> Unknown     |
| <input type="checkbox"/> P.E. Class          | <input type="checkbox"/> Intramural Competition     | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> In Class (not P.E.) | <input type="checkbox"/> Before School              |                                      |
| <input type="checkbox"/> Class Change        | <input type="checkbox"/> After School               |                                      |

**Surface (check all that apply):**

- |                                   |                                   |                                     |  |  |
|-----------------------------------|-----------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Asphalt  | <input type="checkbox"/> Dirt     | <input type="checkbox"/> Lawn/Grass | <input type="checkbox"/> Wood Chips/Mulch  | <input type="checkbox"/> Gymnasium Floor       |
| <input type="checkbox"/> Carpet   | <input type="checkbox"/> Gravel   | <input type="checkbox"/> Mat(s)     | <input type="checkbox"/> Tile              | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Ice/Snow | <input type="checkbox"/> Sand       | <input type="checkbox"/> Synthetic Surface |  |

**Type of Injury (check all that apply):**

	Head	Eye	Ear	Nose	Mouth/Lips	Tooth/Teeth	Jaw	Chin	Neck/Throat	Collarbone	Shoulder	Upper Arm	Elbow	Forearm	Wrist	Hand	Finger	Fingernail	Chest/Ribs	Back	Abdomen	Groin	Genitals	Penis/Thip	Leg	Knee	Ankle	Foot	Toe
Abrasion/Scrape																													
Bite																													
Bump/Swelling																													
Bruise																													
Burn/Scald																													
Cut/Laceration																													
Dislocation																													
Fracture																													
Pain/Tenderness																													
Puncture																													
Sprain																													
Other																													

## Overnight Trip Release –Parental Permission Form

**Contributing Factors** (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Animal Bite           | <input type="checkbox"/> Overextension/Twisted               | <input type="checkbox"/> Contact with Hot or Toxic Substance       |
| <input type="checkbox"/> Collision with Object | <input type="checkbox"/> Foreign Body/Object                 | <input type="checkbox"/> Drug, Alcohol or Other Substance Involved |
| <input type="checkbox"/> Collision with Person | <input type="checkbox"/> Hit with Thrown Object              | <input type="checkbox"/> Weapon                                    |
| <input type="checkbox"/> Compression/Pinch     | <input type="checkbox"/> Tripped/Slipped                     | Specify _____  |
| <input type="checkbox"/> Fall                  | <input type="checkbox"/> Struck by Object (bat, swing, etc.) | <input type="checkbox"/> Unknown                                   |
| <input type="checkbox"/> Fighting              | <input type="checkbox"/> Struck by Auto, Bike, etc.          | <input type="checkbox"/> Other _____                               |

**Description of the Incident:**

**Witnesses to the Incident:** \_\_\_\_\_

- Staff involved:**    Teacher    Nurse    Principal    Assistant Staff    Custodian    Bus Driver  
 Secretary    Cafeteria    Other (specify) \_\_\_\_\_

**Incident Response** (check all that apply):

- First Aid  
Time \_\_\_\_\_ By Whom \_\_\_\_\_
- Parent/Guardian Notified  
Time \_\_\_\_\_ By Whom \_\_\_\_\_
- Unable to Contact Parent/Guardian  
Time \_\_\_\_\_ By Whom \_\_\_\_\_
- Parents Deemed No Medical Action Necessary
- Returned to Class
- Sent/Taken Home  
Days of School Missed \_\_\_\_\_
- Assessment/Follow-up by School Nurse  
Action Taken \_\_\_\_\_
- Called 9-1-1
- Taken to Health Care Provider/Clinic/Hospital/Urgent Care  
Diagnosis \_\_\_\_\_  
Days of School Missed \_\_\_\_\_
- Hospitalized  
Diagnosis \_\_\_\_\_  
Days of School Missed \_\_\_\_\_
- Restricted School Activity  
Explain \_\_\_\_\_  
Length of Time Restricted \_\_\_\_\_  
Days of School Missed \_\_\_\_\_
- Other \_\_\_\_\_

**Describe care provided to the student:**

**Additional Comments:**

<b>Signature of Staff Member Completing Form</b> _____	Date/time _____
<b>Nurse's Signature</b> _____	Date/time _____
<b>Principal's Signature</b> _____	Date/time _____



## Pulaski County Schools Health Information Form

School Year: 2024-2025 Grade: \_\_\_\_\_ School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Sex:  M  F

Dear Parent or Guardian:

In order to provide the best educational experience, school personnel must understand your child's health needs. Please complete this form and return it to the school nurse as soon as possible. All medical information is kept confidential. It is only shared with Pulaski County School Staff who are responsible for your child's care at school. **Your child will not be allowed to participate in field trips, sports or other extracurricular activities until the school nurse has this signed and completed form on file in the school clinic.**

Student's Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Birth date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Emergency Contact(s) \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor Name: \_\_\_\_\_

**\*Please list any allergies to: Foods:**

\_\_\_\_\_

**Bees/Insects:**

\_\_\_\_\_

**Latex:**

Are any of these allergies severe enough to require an **Epi-Pen**? Yes \_\_\_\_\_ No \_\_\_\_\_ (If an **Epi-Pen is required**, we must have a written and signed Medication Authorization Form from physician and signed by parent.)

Chronic, Recurring and Special Health Conditions (Please check any of the following that apply)

Anxiety (excessive)		Heart Problems and/or Disease	
Arthritis		High Blood Pressure	
<b>**Asthma</b>		Hypoglycemia (Low Blood Sugar)	
Attention Deficit/Hyperactivity Disorder (ADD/ADHD)		Intestinal Disorder	
Anemia		Lead poisoning	
Autism		Kidney Disease	
Behavioral Problems		Mental Health Concerns	
Bladder Problems and/or wetting accidents		Muscular problems/disease	
Bone or Joint Disorders		<b>**Seizures</b>	
Bowel problems and/or accidents		Scoliosis	
Cancer, Tumors, Growths		Sickle Cell Disease	
Cerebral Palsy		Skin Problems/Disease	
Chronic Bronchitis		Speech Problems	
Cystic Fibrosis		Spina Bifida	
Dental Problems		Spinal injury	
Depression			
Development Delays/Problems		Stomach Problems/Ulcer	
<b>**Diabetes</b>		Organ Transplant	
Dizziness/Fainting Spells		Thyroid Disease	
Eating Disorders/problems		Weight Problems	
Emotional Problems		Vision Problems/blindness	
Frequent Headaches/migraines		Medication allergies (please list)	
Frequent Nosebleeds		Other health problem (please list)	
Head injury, concussions			
Hearing Problems or deafness			

**\* Please talk with school nurse about completing a Healthcare plan and medication authorization form.**

If you would like to discuss any other health information concerning your child please call or schedule an appointment to meet with your child's school nurse.

Equipment or aids used by your child: \_\_\_\_\_Glasses/Contacts \_\_\_\_\_Wheelchair \_\_\_\_\_Hearing Aid \_\_\_\_\_Crutches  
 \_\_\_\_\_Walker other (please list): \_\_\_\_\_

**Special medical procedures required by your child during the school day** (nebulizer, blood sugar monitoring, tube feeding, catheterization, etc.) **These may require a doctor's order- please consult with the school nurse:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medications taken by your child may cause side effects, allergic reactions, changes in personality and other problems. Please list all medications you child is taking at **Home** or at **School** (**medications at school require written authorization from parent and doctor**). Forms are available on the Pulaski County Public Schools webpage under Health and at your child's school.

Medications taken by your	Dosage	Time(s) Taken	Taken at Home	Taken at School

Is your child covered by: \_\_\_\_\_Private Insurance \_\_\_\_\_ Medicaid \_\_\_\_\_ FAMIS \_\_\_\_\_Has no insurance

Does your child have Dental Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

FAMIS is a state and federally funded health insurance program designed to cover children who do not qualify for Children's Medicaid and who do not have private health insurance. Medical, hospitalization, prescription, vision and dental services are provided by FAMIS. If you have questions or would like to sign up for FAMIS you can call the Radford University Outreach Project at (540) 831-7693 or Toll Free 1-866-902-6747. You can call toll free **1-866-873-2647**, or apply online at [www.famis.org](http://www.famis.org)  
 You can also apply at your local Department of Social Services.

**Signature of Parent/Guardian completing Health Information Form:**

**Parent/Guardian:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**\*\*If your child's health condition should change, please notify the school nurse.**

To: All Teachers

From: Scott Vest, Activities Director

Student: \_\_\_\_\_ Sport: \_\_\_\_\_

In accordance with Virginia High School League regulations, all individual athletes must pass at least 3 credit subjects first semester and be enrolled in at least 3 credit subjects second semester in order to be eligible to participate in a VHSL sponsored activity.

Because we have athletic events scheduled before report cards are to be sent home, we must know the standing of each athlete prior to his/her participation in any athletic contest. **Please sign below and indicate the final grade status of the above student.** Incompletes count as a failure as far as this rule is concerned. **No athlete will be allowed to compete in any event until this form has been signed by all 4 teachers.**

_____ 1 <sup>st</sup> block class	_____ Teacher Signature	_____ Pass/Fail
_____ 2 <sup>nd</sup> block class	_____ Teacher Signature	_____ Pass/Fail
_____ 3 <sup>rd</sup> block class	_____ Teacher Signature	_____ Pass/Fail
_____ 4 <sup>th</sup> block class	_____ Teacher Signature	_____ Pass/Fail

## PULASKI COUNTY PUBLIC SCHOOLS ACTIVITIES CODE OF CONDUCT

Pulaski County Public Schools are dedicated to producing competitive, successful, well-behaved, and respected students, coaches and activity sponsors. Extracurricular activity programs are a privilege and are completely voluntary for students. Students participating in extracurricular programs are considered to be in positions of leadership. They represent the school and the community.

This Code of Conduct is designed to establish reasonable, high standards for participants in all extracurricular activities that are sponsored by the Virginia High School League (VHSL). This code is designed to help students choose not to participate in activities that are illegal or unhealthy. It is also designed to help support parents in their efforts to guide children towards healthy lifestyles.

**The principal and head coach/sponsor of each activity are responsible for the enforcement of the provisions of the Code of Conduct. Violations may result in one or more of the following consequences:**

- a. Detention before, during or after school.
- b. Disciplinary action by the coach or sponsor of the individual activity.
- c. Single or multiple game or event suspension.
- d. Dismissal from the athletic team or activity.
- e. Suspension from school.
- f. Expulsion from school.
- g. Arrest by local authorities.
- h. Placement in an alternative school program.

All students participating in extracurricular activities shall abide by the following rules at all times *including* those activities scheduled during school vacations, weekends, and non-school hours:

1. Strict compliance with Pulaski County School Board's policies related to student discipline (JFC, JFC-R).
2. No possession or use of tobacco (smoking, chewing, or snuff or other related products), alcohol, or illegal drugs at any time or place. Further, participants shall not engage in behavior that enables others to illegally use these substances.
3. Good citizenship and conduct at all times as a representative of the school, team, and community. This includes.
  - a. Displaying cordial behavior to visiting teams at all times.
  - a. Displaying good sportsmanship.
  - b. Respecting the integrity and judgment of officials, coaches, and fans.
  - c. Avoiding derisive action or words.
  - d. Avoiding all profanity, vulgarity, rowdiness, obscene gestures, and taunting.
4. Conformity of additional rules established by coaches or sponsors.
5. Compliance with all VHSL regulations concerning eligibility in the semester immediately prior to the activity or season.
6. Regular and prompt attendance of all practices, games, and activity functions is mandatory. If it becomes necessary to miss such an activity, prior arrangements must be made with the advisor/coach. An athlete who has been injured and has seen a physician may not return to activity until a signed release form from a physician is presented to the head coach.
7. Regular and prompt attendance of all classes is mandatory.
8. Good standing at the end of the season in order to be eligible for post-season honors, awards, or letter.
9. Financial responsibility for all athletic equipment and uniforms issued. If any financial obligation is incurred during a season, the obligation must be paid in full by the end of the season.
10. Adherence to travel regulations that require participants to travel to and from events via school-provided transportation. Exceptions are injury to a participant that would require special transportation or prior arrangements approved by a building administrator.





Dear Student and Parents/Guardians:

As a service to parents and participants of school activities, our School Board has adopted an “Activities Code of Conduct.” As acknowledgement of your understanding of Pulaski County Public Schools’ expectations for students participating in extracurricular activities, please sign below and return this form to your coach.

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Jennifer Bolling  
Principal, Pulaski County High School

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Scott Vest  
Athletic Director

We have read the “Activities Code of Conduct” (Code) and agree to abide by this Code. I understand that violation of any part of this Code may result in being suspended or dismissed from Pulaski County High School activities and/or Pulaski County High School.

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Student Signature

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Printed Name

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Student Number

---

Parent/Guardian Signature

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Printed Name

# PCHS Athletics

# Concussion

# Awareness

By signing this I/we have received the PCHS concussion information sheet. It is my responsibility to read and understand to read and understand the information provided.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Coaches signature: \_\_\_\_\_

**Pulaski County High School**  
5414 Cougar Trail  
Dublin, Virginia 24084

Office: (540) 643-0747  
Fax: (540) 643-0212

**REACH  
EACH  
STUDENT**

**Dual Athlete Contract/ Policy**

Pulaski County High School supports student –athletes who wish to participate in up to two (2) sports during the same season. All athletes and parents, who wish to play two (2) sports during the same season must first read and acknowledge the following PCHS Policy.

Pulaski County High School Administration/Athletics Department recognizes the difference between “team” sports versus “individual” sports. In cases where a student-athlete is on the roster for two (2) sports playing in the same season, the “team” sport will always be the primary sport. This means an athlete on a “team” sport roster will not miss any regular or post-season games due to participation in an “individual” event. In the event an athlete is competing in two (2) team sports or two (2) individual; they will choose the “primary”. Coaches of both sports should be made aware of the athlete’s intentions before the season and sign the statement. Copies of this agreement should go to the Athletic Director’s office, both coaches and athlete.

**I have read and understand the P.C.H.S. policy on playing two (2) sports within a single season. I acknowledge that all parties have been made aware of the above policy.**

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**Student Athlete**

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**Parent**

---

**Coach**

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**Coach**

Practices dates, first contests and dead periods have been scheduled by the **VHSL**. Please visit [vhsl.org](http://vhsl.org) to access those dates. Pulaski County High School will reserve the right to extend the dead periods for out-of season-sports until the “first play date” in an effort to relieve stress on the facilities.

Coaches are required by VHSL to attend rules clinics in person or on-line. Schools will be fined \$100.00 and head varsity coach will have to take a written rules exam if the clinic is not finished by required date. Only varsity head coaches or their designee needs to attend.