

ATHLETICS



ATHLETIC HANDBOOK

The St. Charles Borromeo Catholic School athletic program is designed to promote Christian values and attitudes through team and competitive participation. Our athletes respect and appreciate their God given gifts and talents as well as those of others. Our athletes represent not only themselves, but also their parents, our school, and community. Considering this formidable task we endow them with, the following guidelines are adhered to.

Athletic Activities

(Providing adequate participation and qualified volunteer coaches are available.)

Basketball (boys and girls) Grades 5-8

Volleyball (boys and girls) Grades 5-8

(Eligibility may be extended to fourth grade students as needed.)

Cross-Country (boys and girls) Grades 5-8

(Running Club for boys and girls, grades 2-8, is not an interscholastic activity.)

A family athletic fee will be charged based on the degree of participation. The fee breakdown is:

Spirit Squad	\$50
Cross Country	\$50
Girls Volleyball	\$50
Boys Basketball	\$50
Girls Basketball	\$50
Boys Volleyball	\$50
Family Max	\$150

Responsibilities

The athlete's, parent's, and coach's greatest responsibility is to be a credit to themselves, their family, school and church. Therefore, the athletes, parents and coaches must, at all times:

1. Display a Christian attitude both on and off the field.
2. Remember that sports are a privilege. It is your responsibility to maintain your academic and behavioral eligibility.
3. Display respect for authority figures, including teachers, other coaches, officials and members of the opposing team.
4. Display a spirit of cooperation and outstanding sportsmanship.
5. An athlete and coach should be well groomed and dress with special care when attending an athletic contest at home or away. Remember you are a representative of what our school stands for and should take pride in yourself and your position.
6. The use of vulgar language or actions will not be tolerated on or off the playing field.
7. As a courtesy to our volunteer coaches, it is the parent's responsibility to pick up their athlete from practices on time.
8. The parents of an athlete must fully understand that it is their responsibility to transport their child to and from practices and games. A coach MAY NOT drive an athlete to or from any sporting event.
9. Each family of the athletes must work the concessions and entry door as assigned by the athletic director. These hours WILL count toward the mandatory family volunteer hours. Parents who CANNOT make their scheduled time slot are responsible for finding their own replacement.
10. Uniforms must be kept neat and clean.

11. Hair must be off the face and shoulders and held back with a soft ponytail holder. Jewelry (necklaces, rings, earrings) is not to be worn at any practice or game as they may become hazardous and therefore inappropriate.
12. Athletes may not wear make-up for games.
13. No food or gum is allowed at practices or games.
14. Athletes must wear appropriate clothing to and from practices and games.
15. Be gracious in victory and gracious in defeat.

Participation Requirements

1. Students participating in a sport will usually play with respective team. However, circumstances may arise for an athlete to 'play up'. This will be done with permission from the Athletic Board, parents, and principal. A player may never play down.
2. A \$75 charge will be required for all athletes that do not return complete school athletic uniforms and equipment at the conclusion of the season.
3. All players must have a current physical on file with the main office before ANY participation is allowed.
4. A player must have a signed parent's permission slip on file with the main office before any participation is allowed.
5. A player cannot play in a game or be at a practice if they have been absent, excused or unexcused, from school unless they are given permission by the principal.
6. Athletes who are absent due to illness on Friday may participate on the weekend, if they have parent and coach permission.
7. Any student excused from P.E. class will be ineligible for sports until a medical written release is received by the coach.
8. Detentions are not an excused absence. Detentions always take precedence over practice.
9. To be recognized as a participant of any sport, a student must complete the entire season including tournaments. In extreme situation the Athletic Board and principal may rule differently.
10. All coaches must have all Volunteer Paperwork complete and up to date as well as be on the approved volunteer list. Please check with the office if you have any questions.

Absences

The essence of any sport is participation. If an athlete is not regularly in attendance at all required practices and games, she/he cannot hope to be an effective member of the team. This not only hurts his/her participation, but the rest of the team as well.

1. If you are going to miss a practice or game, it is the student's responsibility to notify your coach in advance of the event.
2. The coach reserves the right to determine whether or not an absence is justified.
3. If an athlete misses a practice before a game due to an unexcused absence, she/he may not be allowed to participate in the game.
4. If an athlete misses a game due to an unexcused absence, she/he will not be allowed to participate at the next game.
5. If a student is absent due to illness or becomes ill during the day, she/he will be ineligible to attend practice or games scheduled for that day.
6. Again, detentions are not an excused absence.

Practices

1. All practices will be scheduled with the Athletic Director, coaches and principal.
2. There will be no practices scheduled on major holidays (Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day, and Easter - Good Friday through Easter Sunday).
3. Attendance is required at all practices.
4. No one is allowed in the gym until a coach is present.
5. Any absence from practice must be made known to the coach in advance.

6. If school is closed for inclement weather or an emergency, all practices, games and meetings are canceled.

Games

1. All games will be scheduled through the Athletic Director and the principal.
2. Any schedule changes must be done through the principal with the Athletic Director.
3. Maximum number of games is determined by Diocesan guidelines.
4. All participants must be at all home games a minimum of 30 minutes prior to the start of a game unless directed otherwise by the coach.
5. All participants must arrive at the game location fully dressed in the sports uniform. No locker rooms will be available for changing clothes.
6. Any absence from a game must be cleared with the coach in advance.
7. Athletes will wear the appropriate school issued uniform, which will be neat and clean.
8. A team captain will be designated by the coach.
9. The captain will need to know court etiquette.
10. Every athlete is required to report to the coach when they arrive.
11. It is understood that scheduled conference games take precedence over other athletic scheduling.
12. If school is closed due to inclement weather or emergency all games will be canceled.

Eligibility

1. In order to actively participate in athletics, students must meet the requirements in all subject areas. An athlete will be ineligible for the following:
 - 2 or more missing assignments in any subject area in the same week. (i.e. 1 in math, 1 in science);
 - 2 or more "D"s in any combination of subject areas in the same week;
 - An "F" in any subject area in a week.

Ineligibility lasts one full week, Monday through Sunday. Absences and other extenuating circumstances will be taken into account by the staff and principal. **There will be no exceptions to this rule.**

2. Each Thursday by 2:00 p.m. the teachers will submit to the principal students' names that meet criteria involved in the grading procedure. Teachers will be asked to do this one time per week. There will be NO exception to this rule.
3. Notification will be made on Thursday afternoons by the principal. The note MUST be signed and returned to the homeroom teacher the next day.
4. When an athlete becomes ineligible, she/he will not be allowed to be at practice or at a game for one full week, Monday through Sunday.
5. An athlete that receives an F in the same subject area for three consecutive weeks will be removed from the team roster. Final removal must have the approval of the principal.
6. Behavioral eligibility will be determined by the principal with notice identical to academic policy.
7. The purpose of our eligibility program is to instill in our students the importance of doing their best academically.
8. If you as a parent have a question regarding your child's eligibility, please contact the school to arrange a meeting with your child's teacher.

Athletic Rules and Penalties

1. St. Charles Borromeo Catholic School policy will be enforced by all parents, teachers and coaches;
2. Acts of disobedience and/or misconduct will be a reason for disciplinary action;
3. Specific violations of conduct and the penalties which may be imposed for any acts which occur both on and off school grounds are as follows:

The following violations and penalties will be governed by the coaches:

Class A

Violation: Late to practice without a valid excuse. Individual coaches will provide specific rules or their team.

Penalties: 1st offense - verbal warning
2nd offense - one game suspension
3rd offense - one week suspension

Class B

Violation: Missing practice or game without prior notification and valid excuse.

Penalties: 1st offense - one game suspension
2nd offense - one week suspension
3rd offense - dismissal from team

The following offenses and penalties will be governed by coaches, Athletic Board and principal.

Class C

Violations: Gross disrespect by either verbal or nonverbal means;
Gross disrespect to an official, verbal or nonverbal;
Vandalism;
General horseplay, fooling around, defiance;
Fighting.

Penalties: Will vary due to severity of offense. Conference with coach, parents and Athletic Board/principal may be deemed necessary.

Class D

Violations: Possession of smoking materials;
Possession and or use of drugs or alcoholic beverages;
Behavior contrary to SCB's philosophy;
Gang involvement/weapons - refer to gang policy.

Penalties: Dismissal from the team for the remainder of the season

Uniforms

1. Participants will be issued a team uniform. It is the parent's/athlete's responsibility to purchase socks, shoes, knee-pads, etc.
2. Parents/athletes are responsible for the care of the uniform.
3. In order to participate, all players will be expected to wear the issued team/school uniform.
4. Parents are responsible for the actual cost of replacement if the uniform is not returned or damaged.
5. If a uniform is specially ordered for an athlete and that athlete quits the team, it will be the responsibility of the parent to pay all costs incurred regarding the uniform.
6. No participant will be allowed to keep his/her uniform for any reason.

Spectators

Spectators are expected to exhibit good sportsmanship at all times. **Students attending athletic games must be accompanied by an adult.** Unsupervised children who misbehave will have their parents called and be picked up. The school has the right to ban spectator(s) for the entirety of the sport's season.

Unsportsmanlike conduct has absolutely no place in the kind of environment desired at all athletic events in which St. Charles Borromeo Catholic School participates.

A spectator may be asked to leave the athletic contest by a representative of the school if unsportsmanlike conduct is displayed.

Parent's Code

Parents should remember:

- Children have more need for example than criticism.
- Make athletic participation for your child a positive experience. Attempt to relieve the pressure of competition, not increase it.
- Be kind to your child's coach and officials. The coach is a volunteer giving of personal time and money to provide a recreational activity for your child. The only reward received is the personal satisfaction of having served the community.
- Between the exuberance of the winner and the disappointment of the loser stands the referee. All of them follow the same creed to watch every move of every player and to call the game to the best of their ability. Do not openly question their judgment - and never their honesty. The referee is a symbol of fair play, integrity and sportsmanship.
- Accept the results of each game. Encourage the children to be gracious in victory and turn defeat into victory by working towards improvement.
- Parental evaluation carries a great deal of weight with children. The attitude shown by parents at games towards their child, the opposing team, the officials and the coaches influence the child's values and behavior in sports. Criticism and disrespect undermines the purpose of the sport and takes away from the wholeness of the game.
- We want the program to be fun for all. Those who enjoy the game will have the desire to improve. When is the last time you had fun while someone you respected was openly criticizing you and the game you were associated with?
- Please remember that athletics are a privilege. Parents are responsible for their child's academic progress.

Grievance Procedure

It should be noted that if a coach is not in accordance with the coaching philosophy of St. Charles Borromeo, the coaching commitment will be canceled. The following are grounds for termination:

- Every coach must complete the paperwork and training required by the Diocese. The coach will not use physical or verbal abuse/harassment at any time.
- The drinking of alcoholic beverages or smoking while representing SCB in the coaching capacity; □ The use of illegal drugs;
- Foul language will not be tolerated;
- Setting a bad example for players at practices/games;
- Leaving practices or games without another adult (age 21) supervising;
- Leaving a game/practice before all athletes have been picked up;

Should you have a concern or grievance with a coach, please present your concern in writing to the Athletic Director and principal. All concerns will be addressed as immediately as possible.

Application and Recruitment of Coaches

All persons interested in applying for a coaching position need to contact the school office as soon as possible.

Every effort will be made so that the most experienced and qualified candidate will be available to coach.

All coaches must have all Volunteer Paperwork complete and up to date as well as be on the Approved Volunteer List. Please check with the office if you have any questions.

The appointment of coaches will be the responsibility of the principal. All coaches will be accountable to the Athletic Director and principal.

St. Charles Borromeo Catholic School and/or the Diocese of Rockford retain the right to amend this handbook as necessary. Students and parents will be informed of any changes in a timely manner.

Diocesan policy and guidelines take precedence over St. Charles Borromeo Catholic School athletic policies.

Diocese of Rockford Policy on Parental Cooperation

As members of the community of St. Charles Borromeo Catholic School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this Diocesan policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff member, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the school administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the School, may result in corrective action, up to and including exclusion from School events. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent, and the exclusion from School events.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advanced warning will be given prior to being excluded from future School events. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

Interscholastic/Sports Emergency Action Plan

These emergency procedures are applicable at the following location at St. Charles Borromeo School: Gymnasium and areas immediately adjacent to this venue.

St. Charles Borromeo School has a written emergency plan that should be followed in the event of an emergency. All medical personnel, administrators, coaches, student assistants, and other school personnel who may reasonably be called upon to assist in an emergency should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the school administrator.

MEDICAL EMERGENCIES

A **medical emergency** is an incident whereby the athlete's life may be in danger or he/she risks permanent impairment. These injuries include but are not limited to: cervical spine injuries, head injuries, loss of limb, serious bleeding, shock, serious fractures, anaphylaxis, heat stress and cardiac or respiratory arrest.

It is important in these situations that coordination between the coaches and Athletic Director or administrator on duty be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 9-1-1 should be called are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin)
- suspected heat stroke
- anaphylactic shock
- severe bleeding that cannot be stopped
- any other illness or injury deemed to have the risk death or permanent impairment.

Chain of Command for Medical Emergencies:

1. Administrator on duty or Athletic Director
2. Head Coach
3. Assistant Coach
4. Other School Personnel

The highest person in the chain of command who is present at a scene will be the designated person in charge, or incident commander. That person is responsible for deciding whether or not to call 9-1-1, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives. Once it has been decided that the EMS system should be activated, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the incident commander and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist.
2. The highest person on the chain of command will make the call to EMS (if he/she is not needed to provide emergency care) or will designate another person to make the call. The 9-1-1 operator should be told what the nature of the emergency is, the condition of the athlete, what emergency measures are being taken and how to get to where the athlete is located. **The address of St. Charles Borromeo School is: 288 E Jefferson Avenue, Hampshire, IL 60140.** If enough personnel are available, tell 9-1-1 that someone will meet them at the entrance to aid in directing the emergency vehicles. **DO NOT HANG UP UNTIL THE 9-1-1 OPERATOR HANGS UP FIRST!**
3. The landline phone at St. Charles Borromeo School is located in the main office. Cell phones at St. Charles Borromeo School should be used in emergency situations.
4. The Incident Commander will send runners (when available) to the appropriate entrance of the school to direct emergency vehicles to the incident's location.
5. The Incident Commander will contact or designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found in the red folder at the scorer's table. An additional copy is available in the red Emergency binder above the**

PA system in the secretary's office. If a parent is not present, a responsible adult and the form should accompany the athlete to the hospital.

6. If the incident involves multiple victims, the standard School Incident Command System will be implemented as needed (see Mass Casualty Guidelines below).

ATHLETIC TRAINING STAFF:

Emergency Communication:

Emergency communication between staff and responding personnel will be via cell phones. A land line phone is in the main office on the desk.

Emergency Equipment Retrieval: An AED is available on the wall by the main gym entrance.

EMERGENCY ACTION PLAN

Critical Incident/Catastrophic Injury

1. In case of a catastrophic injury the coach, Athletic Director, or administrator in command at the incident will:

- a. Contact/update athletic staff and school administration staff if not yet familiar with situation.
 - i. Athletic Director
 - ii. Principal
 - iii. Assistant Principal
- b. Contact family by appropriate individual (use assistance as needed), through the school office.

2. Once contacted the appropriate administrator will:

- a. Plan a coordinated media plan through the Principal's office under the direction of the Athletic Director.
 - i. NO CONTACT WITH MEDIA from the Athletic Training Staff, Hospital Staff or Medical Personnel or Coaching Staff except through the St. Charles Borromeo School Principal, District Administration or Athletic Director.
 - ii. Establish hospital contact person.
- b. Initiate a meeting with the affected athletic team to discuss situation.
 - i. NO OUTSIDE DISCUSSION OF MEETING WITH MEDIA
- c. Complete documentation of events on an Incident/Accident Form including everyone involved: all coaches, administrators, and other staff present at the event.
- d. Collect and secure all athletic equipment and materials involved, if applicable.
- e. Construct a detailed time line of events related to the incident.
- f. Involve appropriate Counseling and Campus Ministry personnel.
- g. Assign school staff member to be with family at all times upon arrival; assist family as needed; protect from outside persons.

Concussion Policy

St. Charles Borromeo Catholic School Concussion Policy Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
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| <ul style="list-style-type: none">● Headaches● “Pressure in head”● Nausea or vomiting● Neck pain● Balance problems or dizziness● Blurred, double, or fuzzy vision● Sensitivity to light or noise● Feeling sluggish or slowed down● Feeling foggy or groggy● Drowsiness● Change in sleep patterns | <ul style="list-style-type: none">● Amnesia● “Don’t feel right”● Fatigue or low energy● Sadness● Nervousness or anxiety● Irritability● More emotional● Confusion● Concentration or memory problems (forgetting game plays)● Repeating the same question/comment |
|--|--|

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

St. Charles Borromeo Catholic School Concussion Policy Information (Cont.)

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-toPlay Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Student/Parent Consent and Acknowledgements By signing this form, we acknowledge we have been provided information regarding concussions.

**St. Charles Borromeo Catholic School Concussion Policy Information
Acknowledgement and Consent**

Student

Student Name (Print): _____ Grade: _____

Student Signature: _____
Date: _____

Parent or Legal Guardian

Name (Print): _____

Signature: _____
Date: _____ Relationship to student: _____

INCLEMENT WEATHER PROCEDURES:

General Policy

In the case of inclement weather (i.e.; Thunderstorms, Lightning, Hail, Tornado, Local Flooding), it will be under the direct discretion of the on-site administrator on duty to determine if the practice/game fields should be evacuated. In the absence of an on-site administrator on duty, the head coach will have the duty and responsibility to suspend the activity in the absence of an athletic training staff member.

Lightning:

Lightning is a dangerous phenomenon. The athletic training staff has developed a lightning policy to minimize the risk of injury from lightning strike to St. Charles Borromeo School athletes, coaches, support staff and fans. To monitor lightning the coaches will utilize both the Flash-Bang method. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason, the following guidelines, adopted from the IESA, must be observed if it appears that lightning is possible for the area:

1. The nearest safe shelter is the Gymnasium, weight room, and locker rooms. All students must be inside of a building and at least 10 feet from a door or window. Other safety tips for sheltering indoors:
2. Stay off corded phones. You can use cellular or cordless phones. Don't touch electrical equipment or cords. Avoid plumbing. Do not wash your hands, take a shower. Stay away from windows and doors. Do not lie on concrete floors or lean against concrete walls.
3. The countdown or "Flash Bang" method. To use the Flash Bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equals how far away (in miles) the lightning is occurring. For example, 20 second count = 4 miles). As a minimum, the NFHS and the National Severe Storms laboratory (NSSL), strongly recommend that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles).
4. However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40 seconds or 8 miles. If lightning is in the immediate area, the athletic trainer will notify the head coach as to the status of the inclement weather and of need to take shelter. Teams may return to the fields within 30 minutes from last sight of lightning.
5. If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts. Unsafe shelter areas: water, open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, light poles. AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD. ***Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 ft between athletes (NLSI, 2000).

If unable to reach safe shelter, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters the victim through the ground rather than direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it is suggested to run for shelter rather than stay in the middle of the field.

If he/she then feels that his/her hair standing on end, they should immediately crouch as described in item # 4 above. If someone is struck by lightning, activate the Emergency Action Plan. A person struck by lightning does not carry an electrical charge; immediately initiate the EAP and begin the primary survey. If possible, move victim to a safe location.

Avoid using a landline telephone except in emergency situations. People have been struck by lightning while using a landline telephone. A cellular phone or a portable phone is a safer alternative to landline telephones, if the person and the antenna are located within a safe structure, and if all other precautions are followed.

Tornado: Areas of safety in the SCB Building will be communicated to the AD and the coaches.

Announcement of Suspension of Activity: Once it is determined that there is danger of a lightning strike, the Athletic Training staff member will notify the head coach or official and subsequently summon athletes (via PA or whistle) from the playing field or court.

Evacuation of the Playing Field: Immediately following the announcement of suspension of activity, all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded (Gymnasium/Locker rooms)

Evacuation of the Stands: During competition once the official signals to suspend activity, a member of the Sports Information staff will announce via the bullhorn something like: "May I have your attention. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter at the following areas: the Gymnasium. Though protection from lightning is not guaranteed, you may also seek shelter in an automobile. Thank you for your cooperation."

Resumption of Activity: Activity may resume once a member of the Athletic Training staff gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash- Bang-Method.

High Heat Index / High Humidity

During summer and early fall and late spring, high temperatures and possibly high humidity can be present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion and/illness.

1. If temperatures range from 80 degrees to 90 degrees, fatigue is possible with prolonged exposure.
2. Between 90 and 105 degrees, heatstroke, heat cramps, and heat exhaustion are possible. An emergency immersion tank should be filled and available on campus. For off-campus sports the responsible coach should prepare ice towels and other methods for rapid cooling.
3. Then heat index climbs to 105 to 130 degrees heatstroke, heat cramps, and heat exhaustion are likely and heat stroke is possible with prolonged exposure. Coaches may need to modify practices by decreasing time outdoors and removing protective pads (that can increase body temperature). An emergency immersion tank should be filled and available on campus. For off-campus sports the responsible coach should prepare ice towels and other methods for rapid cooling.
4. At 130 degrees or higher heatstroke or heatstroke are highly likely with continued exposure to sun; and all outdoor events should be suspended until the heat index is below 130 ° F.
5. If heat index reaches 105 and 130 extreme caution must be taken and practice(s) may need to be postponed to a cooler part of day (6-9 AM , or 6-8 PM).

Active Shooter/Violent Intruder

In any violent situation, quickly determine the most reasonable way to protect your own life. Remember that athletes, students, fans and visitors are likely to follow the lead of coaches, faculty and staff members during an active shooter/violent intruder event.

Your response should follow the A.L.I.C.E. procedure: "ALICE" is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the "ALICE" response does not follow a set of actions you "shall, must, will" do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don't worry about unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality. You will be deciding the appropriate action to take.

ALERT: Stay alert; be aware of your surroundings and any unusual activity: gunfire, PA announcement, phone alerts.

LOCKDOWN: This is a semi-secure starting point from which you will make survival decisions. If you decide not to evacuate, secure the room.

1. Lock the door.
2. Cover any windows in the door if possible.
3. Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
4. Barricade the door with anything available (desks, chairs, etc.).
5. Look for alternate escape routes (windows, other doors).
6. Call 9-1-1.
7. Move out of the doorway in case gunfire comes through.
8. Silence or place cell phones on vibrate
9. Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
10. Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
11. Put yourself in position to surprise the active shooter should they enter the room.

INFORM: Using any means necessary to pass on real time information.

1. Given in plain language
2. Can be derived from 9-1-1 calls, video surveillance, etc.
3. Who, what, where, when and how information
4. Can be used by people in the area or who may come into it to make common sense decisions
5. Can be given by "Flash Alerts", PA Announcements or Police Radio speakers

COUNTER: This is the use of simple, proactive techniques should you be confronted by the Active Shooter.

1. Anything can be a weapon
2. Throws things at the shooters head to disrupt their aim
3. Create as much noise as possible
4. Attack in a group (swarm)
5. Grab the shooters limbs and head and take them to the ground and hold them there
6. Fight dirty-bite, kick, scratch, gouge eyes, etc.
7. Run around the room and create chaos
8. If you have control of the shooter call 9-1-1 and tell the police where you are and listen to their commands when officers arrive on scene.

EVACUATE: Remove yourself from the danger zone as quickly as possible.

1. Decide if you can safely evacuate.
2. Run in a zigzag pattern as fast as you can.
3. Do not stop running until you are far away from the area.
4. Bring something to throw with you in case you would encounter the Active Shooter.
5. Consider if the fall from a window will kill you.
6. Break out windows and attempt to quickly clear glass from the frame.
7. Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
8. Hang by your hands from the window ledge to shorten your drop.
9. Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
10. Do not attempt to drive from the area.

Secondary Issues

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Remain calm and follow any

directions they may give you. You may be asked questions, patted down, and given orders to exit.

- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used to secure tourniquets.
- Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until can safely move an injured person. The actions you take immediately to treat them may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss before hand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and staff members before hand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

HAZARDOUS MATERIAL (HAZ-MAT) INCIDENT:

Hazardous materials accidents can occur inside buildings, on campus, in nearby areas that can impact athletic events on campus.

When a chemical spill or hazardous material incident has occurred inside of a building:

- Immediately notify the Athletic Director or administrator on duty.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.) if safe to do so.
- Secure the area and alert other site personnel. Account for all student-athletes.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number (9-1-1), if required.
- Call the Fire Department (9-1-1), and follow directions of fire and emergency services officials.
- Evacuate building as necessary, and account for student-athlete once evacuated.

When a hazardous material incident has occurred outside of a building:

- Notify the Athletic Director or administrator on duty.
- Call 9-1-1 and follow directions of fire and emergency services officials.
- If a shelter in place strategy is implemented: Close all windows and doors.
- Turn off heating/cooling systems (HVAC).
- Tape doors, windows and any access to the outside, which could allow hazardous material into the building.
- Account for all student athletes.

MASS CASUALTY INCIDENT:

- Call 9-1-1 and establish contact with Hampshire Fire Protection District.
- When scene is safe; establish Incident Command System (ICS) with personnel on scene.
- Establish a triage and treatment area with school personnel as available.
- Have coaches do a roll call and report to administrator.
- Upon arrival of Fire/EMS and/or Police transfer command and manage school resources per Incident Commander.

- Release students to parents with help of coaches or administrator on duty.
- Discontinue School ICS as appropriate.