



NORTHERN HIGH SCHOOL

KNIGHTS

COACHES PLAYBOOK

2014-15



TABLE OF CONTENTS

I.	NHS Athletic Department Objectives and Strategies	Page 3
II.	Knight Life	Page 4
III.	NCHSAA Code of Ethics	Page 5
IV.	Characteristics of Successful Coaches	Page 6
V.	Expectations of the Coach	Page 7
VI.	Coaching Techniques	Page 8
VII.	Duties	Page 9
VIII.	Practice	Page 10
IX.	Games	Page 11-12
X.	Facilities	Page 13
XI.	Miscellaneous	Page 14-16
	Purchases/Finances	
	Activity Buses	
	Media	
	Coaches	
	Middle Schools	
	Banquets	
	Booster Club	
	Alarms	
	Sever Weather	
	Parent Meetings	
XII.	Points of Emphasis	Page 17
	Appendices:	
	A. Residency	Page 18
	B. Parent/Student Sportsmanship Pledge	Page 19
	C. NHS Drug and Alcohol Policy	Page 20
	D. Social Media Contract	Page 21
	E. Coaches Pledge	Page 22
	F. Athletic Department Annual Timeline	Page 23
	G. Scheduling Form	Page 24
	H. Facility Rental	Page 25
	I. UKnighted Strategies	Page 26
	J. Inventory Form	Page 27
	K. Awards Form	Page 28
	L. Emergency Action Plan	Page 29-51
	Softball Field, Track, Football Practice Field	Page 30-31
	Soccer/Lacrosse Field	Page 32-33
	Baseball/Practice Field	Page 34-35
	Tennis Courts	Page 36-37
	Poe/Auxiliary Gyms	Page 38-39
	Durham County Memorial Stadium	Page 40-41
	Addendum	Page 42-43
	Lightning/Sever Weather	Page 44-46
	Cardiac Emergencies	Page 47
	Head, Neck, Back Injuries	Page 48-49
	Concussion	Page 50
	Heat Illness	Page 51
	M. Emergency Action Plan Signature	Page 52
	N. Concussion Information and Statement	Page 53-54
	O. Coach's Evaluation Form	Page 55-58

Our Athletic program will help our young people become leaders of the 21st century. Athletics is an integral part of the total school experience. Northern High School will offer a variety of sports and activities to our students that demonstrate the potential, skill and desire to participate.

Our program seeks to promote mental, emotional, and social health in addition to the physical development necessary for an active life. Northern High School encourages each student to be engaged to the best of his/her ability in the sports of his or her choice. Each athlete is expected to maintain the same, if not better, academic standards as any other Northern student.

Athletics also serves as an effective dropout prevention program and as an incentive to achieve academically for our students. With sportsmanship as our cornerstone, the student athlete will learn to win graciously and lose with dignity.

Northern High School Athletic Department Objectives and Strategies

1. Develop Character

Group Meetings	Goal Setting
One on One Meetings	Discipline
Role Model	Physical & Mental Preparation

2. Meet/Entertain Needs of Fans

Quality Coaches and Athletes	Sustainability
Number of Coaches and Athletes	Scheduling Games
Facilities	Coaches Education (PD)

3. Improve Image of Athletic Program

Winning	Playoff games
Positive Attitudes	Scholarship Opportunities
Academic Programs	Good Sportsmanship
Media Coverage & Reporting	Build Capacity

4. Generate a Profit

Break Even	Minimize expenses
Increase Revenue	Fund Raising
Tournaments/Jamborees	Booster Involvement
Sponsorships/Partnerships	

5. Being a leader in Athletics

Be first with new ideas	Research and develop new ideas
-------------------------	--------------------------------

6. Build capacity to sustain a successful athletic program

Make a profit	Keep financial reserves
Participation rates	Booster organization
Publicity	Involve/nurture community
Middle school connection	Other organization connections
Add Support groups (Medieval Madness, Band, Clubs)	

Knight Life

What is Knight Life?

Knight is the basis for the Northern High School Athletic Brand. It is simple and represents 3 things:

1. Model Student
2. Model Citizen
3. Model Athlete

These three are the pillars to what we want every coach to emphasize. When people think about Northern High School, we want them to think about being the standard in the classroom, in the community, and on the playing field. We want to be the athletic program that every school models themselves after.

NORTH CAROLINA COACHES ASSOCIATION CODE OF ETHICS

COACHES RESPONSIBILITIES

When entering the coaching profession, a coach accepts certain obligations and responsibilities to players, fellow coaches, and to the game each coach directs. If we are to keep the coaching profession on a respected level, we must assume all these responsibilities in such a way that we give our profession honor and dignity.

The coach in contact with each player should, by principle and example, set a pattern of behavior for each student, for a coach influences students more than any other person. Parents put their dearest possessions under a coach's guidance, and should be able to see that they are better for having played under you.

The coach should see that every injured athlete is given immediate medical attention.

Coaches should remember the position they hold in the school system, and they must support the administration in all policies, rules, and regulations. Difference is philosophies should be discussed behind closed doors.

The coach should inspire in every student the ability to achieve the highest academic success possible.

Every coach should have knowledge of all rules of the game that he/she coaches. Coaches should never attempt to disregard any rules to use to their advantage.

Coaches should stress good sportsmanship, and if they defend the use of unsportsmanlike tactics, they should be considered guilty of a breach of coaching ethics.

Coaches must not leave school until their student athletes have left campus. Have coaches take turns staying, but we must be accountable for our athletes until their rides have picked them up.

Every coach should advise players as to the proper conduct they should exhibit in meeting with the press and how they should conduct themselves in player interviews, for their protection to avoid any embarrassment.

TEN MOST ADMIRABLE CHARACTERISTICS OF SUCCESSFUL COACHES

1. They are visionary and have the ability to create a clearly defined vision for their student-athletes.
2. They are highly effective facilitators and guides.
3. They are totally committed to the pursuit of excellence.
4. They are lifelong learners.
5. They are optimists.
6. They hold themselves and others accountable.
7. They continuously build relationships.
8. They possess a high level of emotional intelligence.
9. They are effective strategic thinkers and planners.
10. They are excellent listeners and hear what their players, coaches, and parents are saying.

EXPECTATIONS OF THE COACH

It is the responsibility of the coach to:

Promote sportsmanship by setting a positive example while coaching student athletes

Respect the integrity and judgment of the officials

Approach competition as a healthy and constructive exercise, not a life or death struggle that requires victory at any price

Recognize that the participants are young men and women with human frailties and limitations who are capable of making mistakes

Refrain from the use of crude or abusive language with players, coaches, officials, and spectators

Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior

Avoid behavior that will incite players, opponents, or spectators

Avoid and eliminate negative comments to radio, television, and newspaper reporters

Avoid use, misuse and negative impact of drugs, including alcohol and tobacco, in the players, spectators and the game

Develop good rapport with players, student body, professional staff, community, and parents

Display diligence, enthusiasm, honesty and a love for the game

Take advantage of opportunities presented for self-improvement

Develop positive attitudes toward you players and institute fairness and consistency

Game issues, including ejections, must be reported to Athletic Director immediately

Promote and cooperate with other NHS coaches for the well-being of the entire athletic department

Clean your areas, lock all doors, take care of the activity buses after every trip

Attend required NCHSAA rules clinics and complete required NFHS courses

Safety and welfare of players should be of utmost importance

COACHING TECHNIQUES

1. Use sound and acceptable teaching practices
2. Run well-organized practice sessions and adhere to work-out and practice times
3. Complete preseason planning well in advance of starting dates
4. Adhere to efficient and technically sound program of injury prevention. Communicate with NHS athletic trainer, player and parents if an injury occurs.
5. Construct a well-organized game plan.
6. Develop a sound system of equipment accountability, including seasonal inventory, repair, reconditioning, and replacement.
7. Keep assistant coaches, student managers, and statisticians well informed of your expectations.
8. Cooperate fully with maintenance staff, transportation people, and others similarly involved in the overall athletic program.

DUTIES OF ALL CONCERNED WITH HIGH SCHOOL ATHLETICS

1. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
2. Eliminate all possibilities which tend to destroy the best values of the game
3. Stress the values derived from playing the game fairly
4. Show cordiality to visiting teams and officials
5. Establish a positive relationship between visitors and hosts
6. Respect the integrity and judgment of sports officials
7. Achieve a thorough understanding and acceptance of the rules of the game and the standard of eligibility
8. Encourage leadership, use of initiative, and good judgment by players of the team
9. Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players
10. Remember that an athletic contest is only a game, not a matter of life or death for player, coach, school official, fan, community, state or nation
11. Avoid unfavorable criticism of other coaches and school officials, present concerns to the proper authority
12. Study and practice the Sportsmanship code of the NCHSAA

PRACTICE

Scheduling of Practice

Organized practices are essential in order to capitalize on the time constraints we must deal with, as well as, maintain student involvement and interest. Practice schedules need to be given to the student, parent, athletic director, and athletics websites at the beginning of the season; with practice times generally scheduled for a maximum of two hours. Practice is strictly prohibited during the school day and on Sunday. Practice on teacher workdays is also not permissible during regular school hours. A practice may begin at 2:26 pm. If Durham Public Schools cancels schools for inclement weather, Board Policy states that there is to be no athletic event or practice.

Supervision

Supervision of students is required at all times. A plan should be established among the coaches to ensure that weight rooms, practice areas, and other facilities are being supervised until the last student leaves campus. Organized practice times will facilitate students leaving in a timely manner. Contact parents if they continue to pick up their athletes late.

Parking

Students should not park around Poe Gym. There is too much going on around the gym and the less traffic the better. Students should park in the student lot or in the bus parking lot on the corner of Tom Wilkinson and Milton Rd.

Injuries

All injuries sustained during practice (or games) should be reported to the Athletic Trainer. The coach should make parental notification at the time of the injury if the athletic trainer is not immediately available. Coaches should contact their players and/or parents to check on their player's health. Injuries occurring at away games, requiring hospital care, will necessitate the use of the critical contact form you should have with you at all times. If hospital care is required, you must call the athletic director and principal immediately.

Coaching Ethics

By encouraging and supporting their child to participate in interscholastic activities, parents are hoping their child will be taught life-long values that are not readily obtained in the classroom. Some of these "life lessons" would include: self-discipline, teamwork, and sportsmanship. It is the coach's responsibility to provide a wholesome atmosphere, on and

off the field that is representative of the high standards all parents expect. For this reason, profanity and degrading remarks will not be tolerated.

GAMES

Scheduling

Scheduling of games is the responsibility of the athletic director unless the coach would like to do the scheduling themselves. All coaches should have input on their schedules and will be required to fill out the scheduling worksheet found in the back of the handbook (Appendix G). Coordination with other NHS teams for facility use and transportation availability must be considered before finalizing game times. The Athletic Director will distribute tentative schedules to all coaches prior to graduation each year.

Dismissal Times For Away Games and Travel

The coach, with approval from the athletic director, will determine departure times necessary for away games. A coach is required to accompany the team to and from away games in order to provide proper supervision of student athletes on activity buses. Each trip shall be well planned to allow ample time to travel, eat, warm-up, etc. Student athletes should use school transportation to and from events. Coaches should give NHS staff notice of the players that will be leaving early and the time they are to be dismissed from class. If student-athletes miss class time, the coach is responsible for communicating with teachers and ensuring that missed assignments are completed.

Use of Visiting Facilities

Students should be encouraged to respect the host school's facilities. Destruction of property is a reflection of the student, team and school. Such vandalism will be dealt with severely. The coach is ultimately responsible for the condition of the facility and should, therefore, inspect the facilities for cleanliness and damages upon arrival and prior to departure.

Sportsmanship

A high level of sportsmanship by students and coaches is demanded at all times. At no time should the desire to win overshadow the desire to compete. Students ejected from a contest will be dealt with immediately. Temporary or permanent suspension from the team should be strongly considered. Coaches ejected from a game will be dealt with in accordance with the NCHSAA handbook. As stated in the handbook, all forms required after an ejection are to be completed with the athletic director on the following day. It is imperative that coaches inform the athletic director immediately after an ejection (coach or player) from any game. The coach will pay fines levied on the coach for his or her actions and failure to attend mandatory rules clinics and meetings.

Uniforms

Uniforms are expensive. Please keep a running inventory of uniforms. The team's year-end inventory must be submitted to the athletic director within two weeks after the final game.

Game postponement and rescheduling

The decision to postpone a game will be collectively made by the coach, athletic director, and, if needed, the principal. The athletic director and coach will be responsible for contacting the visiting school, game officials, and local media. The coach and athletic director will work together to reschedule the postponed game. Do not add a game to your schedule without contacting the athletic director first.

Gameday

Coaches are responsible for the setup of their facilities. Marking fields, moving mats, goals, standards, bleachers, and any other activity required in order for the game to take place is the coach's responsibility.

Tear down and cleanup of a facility after the contest is also the responsibility of the coaching staff.

Coaches are also responsible for reporting scores to local media outlets after a contest. The community wants to know what happened, win, lose or tie. Make sure the information you are providing is as accurate as possible. Student athletes should not report information or have access to scorebooks and statistical information without you present.

Game information should also be reported on MaxPreps and you will be given training on how to write and publish an article for our website (nhsknights.com), as well as, how to send the article to local media outlets.

Playoffs

Participation in state playoffs games requires coordination between Northern High School, the opposing team, and the NCHSAA. It is imperative the athletic director and head coach remain in constant communication to ensure that all appropriate NCHSAA procedures are followed within the stringent timeline.

Facilities

Use of Facilities

For the safety of our students and general maintenance, areas in need of repair should be reported to the athletic director and the assistant principal as soon as noted via email. Coaches using athletic facilities are required to secure the facility/building upon completion of the activity. It is the coach's responsibility to maintain the cleanliness of their facilities. A good rule of thumb is: "leave it cleaner than you found it."

Locker Rooms

Coaches must have their student-athletes keep our locker rooms clean.

Preseason Checklist of Facilities

To avoid possible delays during the season, the coach should make a preseason check of the entire facility. This should be done at least two months before the start of the season to allow county maintenance or outside contractors ample time to make necessary repairs. Suggested items to be checked would include lights, score boards, PA systems, bleachers, and locker room facilities. All needed repairs should be submitted, in writing, to the athletic director and the assistant principal.

Outsider use of Facilities

Organizations requesting the use of Northern High School facilities are required to make arrangements through DPS Community Ed. department. Coaches may coordinate the use of Northern facilities for fundraising purposes. An Athletic Facility rental form must be filled out by the coordinating coach and submitted to the athletic director for approval. The form may be found in Appendix H.

MISCELLANEOUS ITEMS

Purchases/Finances

All purchases and any use of school funds require prior approval from the athletic director or principal. The athletic department budget that comes from downtown is spent entirely on transportation costs. Therefore, it is imperative that you do some type of fundraising to help defray costs of having your needs and wants met. All fundraising money will go into your individual account.

The costs of booking fees, game officials, and security will come out of the general athletics account. All gate money will go into the general athletics account. The Athletic Director and Principal will develop a budget schedule at the end of the school year for each program.

Coaches must have prior approval for reimbursement. Payment for expenditures not made within these guidelines will be the responsibility of the coach. All teams will be required to purchase uniforms and training equipment.

Money collected for the school should be receipted and turned in daily to the school treasurer. All fundraisers must be preapproved by the principal. Money collected from fundraisers should be spent wisely - needs/wants.

Activity Buses

PLEASE DO YOUR PART TO KEEP OUR BUSES CLEAN!! Get your players and managers to help clean the bus after your group uses it. If the bus you are using is dirty, please notify the athletic director so we can find out which team or field trip group was responsible. Failure to clean up after yourselves may result in a fine from your team account or buses may be grounded by the DPS Transportation department.

All coaches are encouraged to have a valid Commercial Driver's License (CDL). Coaches who do not have a CDL have three options: obtain your CDL, have an assistant or jv coach drive, find a driver to be paid from the team's school or booster club account.

Media

Coaches will provide the media with all necessary statistics and game information. Requests by the media for information by phone will be honored in a timely manner by the coach. Comments made about student performance will be in a positive and constructive manner at all times. While we must make every possible effort to keep open lines of communication with the media, care must be taken to avoid invasion of students' rights, as well as, possible misinterpretation of our comments by the public. The athletic director, principal, and the superintendent's office will handle potentially sensitive situations.

Each team will be responsible for maintaining their portion of the Northern High School athletics website. www.nhsknights.com

Coaches will have a workshop on how to navigate the site as soon as possible.

It is also recommended that each team be active on twitter to help grow the brand of the school and the team. Overall athletic updates can be found @KnightsNHS

Volunteer/Non-faculty Coaches

All off campus coaches must go through the DPS intake process. No persons shall work with our teams unless they have been approved by DPS and have completed the necessary NFHS courses.

Middle School - Public Relations

Times have changed in our current public school system. Our middle school students choose where they will go to high school. Contact our feeder schools and the coach to go to practice or bring the middle school team over for a game. Establish a positive relationship with our middle school coaches.

Banquets/Celebrations

Every team will recognize seniors for their contribution to the team. It is up to the coach on how you would like to honor your seniors.

Each individual team is responsible for an end of the year banquet or celebration. Be mindful of the costs associated with this. Create a parent distribution list (or other communication method) to inform families about upcoming celebrations, etc.

Two awards will be paid for by the general athletics account for each varsity team. Any other awards that coaches give must be paid for out of their individual team account.

Participation certificates, varsity letter certificates, scholar athlete certificates, all-conference certificates and senior athletic certificate will be printed by the athletic director.

Booster Club

The purpose of the Booster Club is to support, encourage, and advance ALL athletic programs and related activities at Northern High School. The Booster club will help maintain equipment, hold fundraisers, organize and facilitate Hall of Fame events, and help with needs that benefit the overall athletic program.

The Booster club meets the first Monday of each month.

All programs are expected to have representation at each Booster club meeting.

Alarms

All coaches should have an alarm code to enter the downstairs area of Poe Gym. If you do not have a code please see Mr. Hunt to work on that process.

If you need special alarm settings, late arrival from a game, early departure for a game, or requests for weekend alarms, please notify the principal in advance so the request can be made.

Individual coaches will be charged for the cost of the security call if you set off an alarm. You will have to pay the bookkeeper by personal or certified check. The fee will not come out of team funds if you set off an alarm.

Please have the 800 number available when you enter the building in case of a problem.

Hot Weather/Severe Weather Guidelines

Necessary precautions should be taken to prevent heat-related problems.

Water should be available in unlimited amounts throughout practices and games.

Breaks are recommended every 20-30 minutes depending on practice conditions.

Any questions are concerned should be addressed with the Athletic Training staff.

Please use extreme caution during times of excessive heat.

Athletes should be removed from the field in instances of lightning, high wind conditions, and intense rain storms.

At first sight of a storm, move athletes indoors as quickly as possible.

Parent Meetings

Parent Meetings should be held prior to the first contest. Team rules, expectations of students and parents, and the NCHSAA eligibility power point should be discussed at this meeting. The Northern High School Student-Athlete/Parent Handbook should also be given to each family during this meeting.

Coaches should also have parents and students sign Residency form (appendix A), Parent/student sportsmanship pledge (appendix B), NHS Drug and Alcohol policy (appendix C), and the Social media contract (appendix D) and turn the completed forms into the athletic director prior to the first game.

POINTS OF EMPHASIS

1. Each coach that represents NHS will complete the NFHS Fundamentals of Coaching and Concussion courses online and give the certificate to the athletic director.
2. The Head Coach should be familiar with the NHS Emergency Action Plan.
3. The Head Coach should submit the 4 UKnighted strategies to the athletic director and administration prior to the first game (appendix I).
4. The Head Coach is responsible for knowing and adhering to the NCHSAA and DPS policies and procedures. Failure to abide by rules that result in a fine will be the responsibility of the head coach. (The coach will pay the levied fine)
5. Coaches should make sure activity buses are clean after returning from a contest.
6. Eligibility forms must be turned in three days prior to your first contest to the athletic director.
7. All medical eligibility forms must be turned in to the Athletic Trainer prior to an athlete participating in practice.
8. A post practice and game pick up location must be established. Student-athletes are not allowed to wait for rides inside the school building after practice (without supervision).
9. Inventory of uniforms and equipment must be submitted to the athletic director within two weeks after the completion of your sport's season.
10. Coaches will communicate effectively with each other, administration, and parents.
11. Coaches will not recruit players from other schools, use pressure on teachers in regards to grades, intercede on the athlete's behalf regarding school disciplinary issues, give favors to athletes you would not give to other students, and require or suggest an athlete play only one sport while they are at Northern High School.
12. Leave no one behind - no athlete should be left unsupervised after games or practices.

Appendix A Residency Form

Durham Public Schools Student Athletic Address Documentation Form

This is to certify that _____, parent/guardian of _____, an athlete in Durham Public Schools do certify that my primary residence is located in the attendance zone of _____ School. This is my primary domicile (living residence) and I realize that for athletic purposes I can only have one Primary domicile (living residence). I further understand that this residence must be inside of the Durham Public Schools Administrative Unit.

I certify that my address _____ is within the said district and that the school in which my child attends is in the attendance zone for the school that he/she is currently attending. If I am not attending the school that is my normal attendance zone assignment, I am attending this school because the Office of Student Assignment has issued an approved student transfer or an approved program assignment for me to attend my current school valid for the current school year.

I also realize that if I have given an incorrect or false address that my child will be declared ineligible to participate in the school sports program. My signature further signifies that I have completed this form and that I fully understand the consequences associated with giving information that is incorrect and false.

Parent/Guardian Signature _____

Date Signed _____

Student Signature _____

Date Signed _____

Witness _____

Date Signed _____

Appendix B

Parent/Student Sportsmanship Pledge

Student Athlete Pledge

As a student-athlete, I know I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the behavior expectations of my school, my conference, and the NCHSAA and hereby accept the responsibility and privilege of representing this school and community as a student athlete.

Student Athlete Signature _____

Date _____

Student Athlete's Parent Pledge

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and good sportsmanship expected by our school, conference and the NCHSAA. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student athlete.

Parent/Legal Guardian Signature _____

Date _____

Appendix C

Northern High School Drug and Alcohol Policy

I will not sell, distribute, use, or possess any alcohol, tobacco, recreational or illegal drugs throughout my athletic career at Northern High School. I accept this agreement as morally binding and will honor each item in this agreement. Breaking this agreement will be grounds for actions indicated below, as well as, possible consequences for violating the DPS student code of conduct. I understand that any individual selling or under the false pretense of selling drugs will lose all athletic eligibility and will not be allowed to participate on any athletic team at Northern High School.

Alcohol, Recreational Drug, Illegal Drug Offenses

1st Offense:

1. Suspension of 20% of regular season games. If during playoffs, suspension of 20% of playoff contests.
2. Parent conference at NHS with head coach before participating in practices or games.
3. Suspension from practices at coach's discretion.

2nd Offense:

1. Suspension from 40% of the number of regular season games. If during the playoffs, suspension from 40% of playoff contests.
2. Parent conference at NHS with head coach before participating in practices or games.
3. Suspension from practices at coach's discretion.

3rd Offense: Ineligible for the remainder of athletic career at Northern High School.

Selling Drugs: Ineligible for entire career at Northern High School.

Tobacco Offenses

1st Offense: Parent conference at Northern High School with head coach before participating in practices or games.

2nd Offense: Parent conference at Northern High School with head coach. Suspension from 1 game and practice suspension at coach's discretion.

Beyond 2nd Offense: Suspension from 2 games for each offense and practice suspension at coach's discretion.

Signature of Athlete _____ Date _____

Signature of Parent _____ Date _____

Sport(s) _____

Appendix D

Northern High School Social Media Contract

The use of social media is not prohibited by Northern High School Athletics, however, a student athlete must abide by the following rules if he/she chooses to use social media (Facebook, Twitter, Instagram, etc.). As a student athlete you are held to a higher standard than a normal Knight.

1. Under no circumstances should you say anything negative towards a member of the school (teammate, coach, manager, trainer, or administrator).
2. Under no circumstances should you say anything negative towards a member of an opposing team (team member, coach, manager, trainer, or administrator).
3. Do not disclose any information that is sensitive to our team (injuries or other issues that should stay internal to the program).
4. If you make a comment which the coaching staff sees as inappropriate you will agree to delete the comment if asked to do so.
5. Think before you make a post! When in doubt, don't post anything.
6. Any comments that are seen as discriminatory or harassing are prohibited and you will be asked to delete them immediately.
7. If a post makes anyone at the school uncomfortable at all, please report it to the coaching staff and it will be dealt with appropriately.

Failure to abide by these social media rules will result in disciplinary actions taken by the athletic department. In addition, some offenses (based on the DPS student code of conduct) may result in disciplinary action by the administrative team.

1st Offense: Asked to delete the post, Hand written apology

2nd Offense: Post deletion, hand written apology, suspension from team for 3 days

3rd Offense: Post deletion, hand written apology, suspension from team for 1 week

4th Offense: Permanent suspension from the team

Athlete's Printed name: _____

Athlete's Signature: _____

Parent Printed name: _____

Parent signature: _____

Appendix E

Northern High School Coaches Pledge

As a coach, I acknowledge that I am a role model and a leader. I know that the principles of good sportsmanship are integrity, fairness, safety, and respect. While teaching the skills of the game, I must also teach student athletes how to win and lose graciously, and that sport is meant to be educational, competitive, and fun. I know the behavior expectations of me by this school, conference, and the NCHSAA, and hereby accept my responsibility to be a model of ethical behavior, integrity, and good citizenship.

Coach Signature _____ Date _____

Sport(s) _____

Contact information:

Name _____

Address _____

Telephone _____ (cell) _____ (home)

Email _____

Date of Birth _____

Emergency Contact _____

Phone Number _____

Appendix F

Northern High School Athletic Department Annual Timeline

Action	Team Member	Date
Collect physicals from student-athletes and coordinate with Doc Brown prior to off-season workouts. <i>Students must have updated physicals to participate.</i>	Coach	Before off-seasons workouts
Share 4 UKnighted strategies with AD and administration. <i>Team Rules and Expectations</i> <i>UKnighted Game of the Year</i> <i>Middle School Night(s)</i> <i>Email to Staff with Roster/Expectations/Contact Info.</i>	Coach	Before first game
Hold parent meeting (and share details with AD). <i>Get Athletic Handbook copies from AD.</i> <i>Turn in required athlete and parent forms to the AD.</i>	Coach	Before first game
Complete eligibility paperwork.	AD & coaches	Before first game
Complete <i>Schedule Form, Inventory Form</i> and <i>Awards Form</i> , and send to AD. Contact parents regarding the year-end banquet.	Coaches	Within 2 weeks after the final game
Conduct year-end <i>Coaching Evaluation</i> and season review meeting.	AD	Within 3 weeks after the final game
Distribute next year's schedules to coaches.	AD	June 1 st Spring – Aug 30 th
Attend first Booster Club Meeting – bring your completed resources form.	AD & coaches & team parent rep.	August Meeting

Appendix G SCHEDULING FORM

_____ I would like for the athletic director to schedule my games for me.

_____ I would prefer to schedule my own non-conference games and will check with athletic director before confirming in order to make sure facilities and transportation are available.

Teams I would like to play for non-conference contests (in order of preference):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Are there any particular dates you would like to avoid? If so, what are those dates?

I understand that schedules are subject to change based on opponents wants and needs, exam periods in different districts, and the possibility that more teams may be added to our conference during mid-term realignment.

Forms should be turned in to athletic director 10 days after completion of your season so scheduling can begin as quickly as possible.

_____ Coach's signature

Appendix H Athletics Facility Rental

2014-15 Rental Procedures

Coaches may coordinate the use of Northern’s athletic fields/courts for fundraising purposes. Northern’s coaches must be present during the entire event. In addition, this form must be completed prior to each event.

1. Coaches contact Mr. Rigsbee to request facilities for outside groups/organizations. Mr. Rigsbee approves usage and adds it to his calendar.
2. Coaches contact their partner organization.
3. Coaches submit this form to the Lydia Powell in the front office.
4. Coaches contact Mr. Hunt with weekend hours (if necessary) to arrange for alarms.
5. The partner organization submits facilities rental paperwork to Community Education office (Michelle.Brossette@dpsnc.net).
6. Once all of the necessary paperwork is submitted, Ms. Brossette emails the following individuals with a request for approval: Mr. Rigsbee, Mr. Russell, Mr. Hunt, and Northern coach (who will supervise the event).
7. Mr. Rigsbee will approve the event via email.

Northern Staff Member: _____

Northern Team Sponsor: _____

Partner Organization/Contact: _____

Date(s)/Time(s) of Event: _____

Amount of Donation to Northern: _____

Account (Circle One): Team Account (School) Team Account (Booster Club)

General Account (School) General Account (Booster Club)

Other Information:

Appendix J Northern High School Inventory Form

Please complete the inventory form and turn in to the athletic director within 2 weeks of your final game.

Uniforms:

Number of Home Uniforms _____ Number of Away uniforms _____

Uniform needs _____

Uniform wants _____

Equipment:

Please list all sports specific equipment of your program.

- 1.
- 2.
- 3.
- 4.
- 5.

Equipment needs _____

Equipment wants _____

Facilities:

Please list any needs for your facility

Please list any wants for your facility

Appendix K

Northern High School Awards Form

Please complete the information below and turn in to the athletic director within 2 weeks of your final game. Only 2 awards will be paid for from the school account for varsity programs only.

Sport _____

Name of Award

Student-Athlete Name

1.

2.

Additional awards to be paid for out of team account:

1.

2.

3.

Provide both Varsity and JV Roster for certificates.

Provide names of any athlete that has been in your program for 4 years.

Athletic Director will complete Scholar athlete and all-conference certificates.

Date, time, and location of banquet/celebration _____.

Appendix L

NORTHERN HIGH SCHOOL EMERGENCY ACTION PLAN FOR ATHLETICS

Contents:

- Venue Specific Emergency Action Plans
 - Softball Field, Track, Practice Football Field
 - Soccer/Lacrosse Field
 - Baseball and Adjacent Practice Field
 - Tennis Court
 - Poe Gymnasium and Auxiliary Gymnasium
 - Durham County Memorial Stadium
- Emergency Action Plan Addendum
- Lightning/Severe Weather Policy
- Management of Cardiac Emergencies
- Management of Head, Neck, or Back Injuries
- Management of Suspected Concussion
- Management of Suspected Heat Related Illness

Northern Durham High School

117 Tom Wilkinson Road

Durham, NC 27712

Phone: 919-560-3956

Fax: 919-479-3001

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan for Contests at the Softball Field, Track, and Football Practice Field

Layout

~ EMS Personal Access

Enter school campus at front of school (117 Tom Wilkinson Road). Access road to softball field, practice football field, and track is located between the school's vocational wing and the track.

~ Location of Rescue and First Aid Equipment

Routine first aid response equipment is located adjacent to the home team bench or main entrance to track.

~ Location of Telephone

Cell phone or Athletic Directors Office located in Poe Gymnasium lobby.

Bench Equipment (Home Contests and Football Practices)

~ Sports Medicine Kit (completely stocked)

~ AED

~ Crutch/Splint Bag

~ Injury Ice

Personnel

~ Internal

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

+ Head Coaches

+ Administrators

+ Deputy Sheriff

~ External

+ EMS Personnel

+ Fire/Rescue

Staff Responsibilities

~ Provide care

(Provide appropriate emergency care until arrival of EMS personnel. Upon arrival of EMS personnel, provide critical contact form of the injured athlete and other pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request. Assist with emergency care as needed.)

~ Contact EMS

(When contacting EMS caller should be prepared to provide the following information: name, address, telephone number of caller; number of victims and their condition; first-aid treatment initiated; specific directions as needed to locate scene; other information as requested by dispatcher.)

~ Control bystanders

~ Meet EMS and direct them to athletic venue.

~ Transport athlete (when appropriate)

(Responsibilities should be designated depending on the number of athletic training staff members present. Some responsibilities may be delegated to other internal personnel.)

Communication

~ Contact EMS (911)

~ Contact athlete's parent/guardian

~ Explain the situation to the coach

Follow-up

~ Complete accident/injury report or any documentation

~ Replace equipment/supplies

~ Check on condition of athlete

~ Review Emergency Action Plan

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan for Contests Held at the Soccer/Lacrosse Field

Layout

~ EMS Personal Access

Enter Northern High School Soccer venue on Milton Road across from North Regional Library Branch 221 Milton Road.

~ Location of Rescue and First Aid Equipment

Routine first aid response equipment is located on the home team bench.

~ Location of Telephone

Cell phone or Athletic Directors Office located in Poe Gymnasium lobby.

Bench Equipment (Home contests when Athletic Trainer/First Responder is in attendance)

~ Sports Medicine Kit (completely stocked)

~ AED

~ Crutch/Splint Bag

~ Injury Ice

Personnel

~ Internal

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

+ Head Coaches

+ Administrators

+ Deputy Sheriff

~ External

+ EMS Personnel

+ Fire/Rescue

Emergency Action Plan for Contests Held at the Soccer/Lacrosse Field

(Page 2)

Staff Responsibilities

~ Provide care

(Provide appropriate emergency care until arrival of EMS personnel. Upon arrival of EMS personnel, provide critical contact form of the injured athlete and other pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request. Assist with emergency care as needed.)

~ Contact EMS

(When contacting EMS caller should be prepared to provide the following information: name, address, telephone number of caller; number of victims and their condition; first-aid treatment initiated; specific directions as needed to locate scene; other information as requested by dispatcher.)

~ Control bystanders

~ Meet EMS and direct them to athletic venue.

~ Transport athlete (when appropriate)

(Responsibilities should be designated depending on the number of athletic training staff members present. Some responsibilities may be delegated to other internal personnel.)

Communication

~ Contact EMS (911)

~ Contact athlete's parent/guardian

~ Explain the situation to the coach

Follow-up

~ Complete accident/injury report or any documentation

~ Replace equipment/supplies

~ Check on condition of athlete

~ Review Emergency Action Plan

Revised 2/2014

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan for Contests Held at the Baseball Field and Adjacent Practice Field

Layout

~ EMS Personal Access

Enter school campus at student parking lot located on Milton Road across from Long Crescent Drive and proceed to baseball stadium.

~ Location of Rescue and First Aid Equipment

Routine first aid response equipment is located adjacent to the home team bench or practice field.

~ Location of Telephone

Cell phone or Athletic Directors Office located in Poe Gymnasium lobby.

Bench Equipment (Home contests when Athletic Trainer/First Responder is in attendance.)

~ Sports Medicine Kit (completely stocked)

~ AED

~ Crutch/Splint Bag

~ Injury Ice

Personnel

~ Internal

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

+ Head Coaches

+ Administrators

+ Deputy Sheriff

~ External

+ EMS Personnel

+ Fire/Rescue

Emergency Action Plan for Contests Held at the Baseball Field and Adjacent Practice Field

Page 2

Staff Responsibilities

~ Provide care

(Provide appropriate emergency care until arrival of EMS personnel. Upon arrival of EMS personnel, provide critical contact form of the injured athlete and other pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request. Assist with emergency care as needed.)

~ Contact EMS

(When contacting EMS caller should be prepared to provide the following information: name, address, telephone number of caller; number of victims and their condition; first-aid treatment initiated; specific directions as needed to locate scene; other information as requested by dispatcher.)

~ Control bystanders

~ Meet EMS and direct them to athletic venue.

~ Transport athlete (when appropriate)

(Responsibilities should be designated depending on the number of athletic training staff members present. Some responsibilities may be delegated to other internal personnel.)

Communication

~ Contact EMS (911)

~ Contact athlete's parent/guardian

~ Explain the situation to the coach

Follow-up

~ Complete accident/injury report or any documentation

~ Replace equipment/supplies

~ Check on condition of athlete

~ Review Emergency Action Plan

Revised 2/2014

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan for Athletic Contests Held at the Tennis Court

Layout

~ EMS Personal Access

Enter Northern High School Tennis venue on North Roxboro Road located across from Greater Orange Grove Baptist Church 5524 North Roxboro Road.

~ Location of Rescue and First Aid Equipment

Routine first aid response equipment is located on the home team bench.

~ Location of Telephone

Cell phone or Athletic Directors Office located in Poe Gymnasium lobby.

Bench Equipment (Home contests when Athletic Trainer/First Responder is in attendance.)

~ Sports Medicine Kit (completely stocked)

~ AED

~ Crutch/Splint Bag

~ Injury Ice

Personnel

~ Internal

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210- 1828

+ Head Coaches

+ Administrators

+ Deputy Sheriff

~ External

+ EMS Personnel

+ Fire/Rescue

Revised 2/2014

Emergency Action Plan for Contests Held at the Tennis Court Page 2

Staff Responsibilities

~ Provide care

(Provide appropriate emergency care until arrival of EMS personnel. Upon arrival of EMS personnel, provide critical contact form of the injured athlete and other pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request. Assist with emergency care as needed.)

~ Contact EMS

(When contacting EMS caller should be prepared to provide the following information: name, address, telephone number of caller; number of victims and their condition; first-aid treatment initiated; specific directions as needed to locate scene; other information as requested by dispatcher.)

~ Control bystanders

~ Meet EMS and direct them to athletic venue.

~ Transport athlete (when appropriate)

(Responsibilities should be designated depending on the number of athletic training staff members present. Some responsibilities may be delegated to other internal personnel.)

Communication

~ Contact EMS (911)

~ Contact athlete's parent/guardian

~ Explain the situation to the coach

Follow-up

~ Complete accident/injury report or any documentation

~ Replace equipment/supplies

~ Check on condition of athlete

~ Review Emergency Action Plan

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan for Athletic Contests Held in Poe Gym and Auxiliary Gym

Layout

~ EMS Personal Access

Enter school campus at front of school (117 Tom Wilkinson Road). Access road to Poe Gymnasium and auxiliary gymnasium is located between the school's vocational wing and the track.

~ Location of Rescue and First Aid Equipment

Routine first aid response equipment is located adjacent to the home team bench. Additional equipment is available in the athletic training storage area (north entrance ticket booth of Poe Gymnasium).

~ Location of Telephone

Cell phone or Athletic Directors Office

~ Exits and Evacuation Routes

Exits are located at the east and west ends of Poe Gymnasium.

Bench Equipment (Home contests when Athletic Trainer/First Responder is in attendance)

~ Sports Medicine Kit (completely stocked)

~ AED

~ Crutch/Splint Bag

~ Injury Ice

~ Water Cooler

Personnel

~ Internal

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

+ Head Coaches

+ Administrators

+ Deputy Sheriff

~ External

+ EMS Personnel

+ Fire/Rescue

Revised 2/2014

Emergency Action Plan for Athletic Contests Held in Poe Gym and Auxiliary Gym Page 2

Staff Responsibilities

~ Provide care

(Provide appropriate emergency care until arrival of EMS personnel. Upon arrival of EMS personnel, provide critical contact form of the injured athlete and other pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request. Assist with emergency care as needed.)

~ Contact EMS

(When contacting EMS caller should be prepared to provide the following information: name, address, telephone number of caller; number of victims and their condition; first-aid treatment initiated; specific directions as needed to locate scene; other information as requested by dispatcher.)

~ Control bystanders

~ Meet EMS and direct them to gymnasium floor.

~ Transport athlete (when appropriate)

(Responsibilities should be designated depending on the number of athletic training staff members present. Some responsibilities may be delegated to other internal personnel.)

Communication

~ Contact EMS (911)

~ Contact athlete's parent/guardian

~ Explain the situation to the coach

Follow-up

~ Complete accident/injury report or any documentation

~ Replace equipment/supplies

~ Check on condition of athlete

~ Review Emergency Action Plan

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan for Contest Held at Durham County Memorial Football Stadium

Layout

~ EMS Personal Access

Entrance to the Durham County Stadium is located at 750 Stadium Drive. The field can be accessed at the east entrance near the score board.

~ Location of Rescue and First Aid Equipment

Routine first aid response equipment is located adjacent to the home team bench.

~ Location of Telephone

Cell phone or office phone located on second level at Durham County Memorial Stadium.

Bench Equipment (Home Contests)

~ Sports Medicine Kit (completely stocked)

~ AED

~ Crutch/Splint Bag

~ Injury Ice

~ Water Cooler

Personnel

~ Internal

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

+ Head Coaches

+ Administrators

+ Deputy Sheriff

~ External

+ EMS Personnel

+ Fire/Rescue

Revised 2/2014

Emergency Action Plan for Contests Held at the Durham County Memorial Football Stadium
Page 2

Staff Responsibilities

~ Provide care

(Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request. Assist with emergency care as needed.)

~ Contact EMS

(When contacting EMS caller should be prepared to provide the following information: name, address, telephone number of caller; number of victims and their condition; first-aid treatment initiated; specific directions as needed to locate scene; other information as requested by dispatcher.)

~ Control bystanders

~ Meet EMS and direct them to stadium floor.

~ Transport athlete (when appropriate)

(Responsibilities should be designated depending on the number of athletic training staff members present. Some responsibilities may be delegated to other internal personnel.)

Communication

~ Contact EMS (911)

~ Contact athlete's parent/guardian

~ Explain the situation to the coach

Follow-up

~ Complete accident/injury report or any documentation

~ Replace equipment/supplies

~ Check on condition of athlete

~ Review Emergency Action Plan

NORTHERN HIGH SCHOOL SPORTS MEDICINE

Emergency Action Plan Addendum

“A safe environment for training and competing can considerably reduce the incidence of athletic injuries.”

Facilities

1. Inspect field, dugouts, and cages.
2. Inspect playing equipment and protective equipment (such as batting helmets, catcher's gear, nets)
3. Be sure that there is no unused equipment or gear is close to playing area.
4. Be sure that fences and any mounted objects are properly covered.
5. Be sure to check field in extreme weather such as ice and rain.
6. Encourage athletes to take responsibility for equipment and the facilities. Ask athletes to report any unsafe conditions they may observe.
7. Report facility damage and request that it be repaired. Re-inspect area once repairs are made.
8. Report equipment damage/malfunction and request that they be repaired or replaced. Be sure that damaged equipment is not used. (Remove damaged equipment to prevent inadvertent usage)
9. Prevent athletes from practicing or playing in an area that is unsafe.
10. Provide plenty of water for fluid replacement during all practices and games.
11. Be sure emergency/first aid supplies are readily available and easily accessible. Have kit, injury ice, and splints in dugout. Be sure supplies and emergency equipment is properly maintained and replaced if needed.
12. Ensure telephone access to contact EMS if needed.

Equipment

1. Make sure equipment is :
 - ~ Being use for its designed and intended purpose.
 - ~ Appropriate for the activity in which is being used.
 - ~ Of high-quality.
 - ~ In good condition.
 - ~ Fits properly or is correctly sized.
 - ~ Used properly.
 - ~ Maintained and correctly taken care of.
 - ~ Repaired or replaced whenever damaged.
2. Require the athletes to use correct safety gear when using the equipment, such as helmets, chest protectors, etc.
3. Inspect new equipment for defects.
4. Warn athletes of any dangers associated with equipment use and misuse.

Emergency Action Plan Addendum Page 2

Athlete Supervision

1. Consider athlete's maturity, age, size, weight, conditioning, and skill.
2. Supervise all activities related to the baseball. (Traveling to and from games, staying overnight, eating meals, assembling equipment, warming up, training and competing, cooling down, putting equipment away, receiving treatment or attention for injuries)
3. Act quickly to correct conditions that may cause danger or injury.
4. As the level of danger or potential for injury increases, so should the level of supervision. Always be alert to changing situations.
5. Be sure athletes are using proper training techniques not to injury themselves.
6. Be sure athletes use equipment and facilities properly.
7. Be accessible to the athletes and coaching staff.
8. Be aware of any pre-existing medical conditions that the athletes may have, such as asthma. Also be aware of other factors in given care, such as the athlete wearing contacts or any allergies.
9. Make athletes aware of the importance of nutritional requirements and fluid replacement.
10. Be aware of extreme overexertion, overuse or stress of the athletes.

Emergency Signals

Physician: arm extended overhead with clenched fist

Paramedics: point to location in end zone by home locker room and wave onto field

Spine board: arms held horizontally

Stretcher: supinated hands in front of body or waist level

Splints: hand to lower leg or thigh

NORTHERN DURHAM HIGH SCHOOL ATHLETIC DEPARTMENT

NORTHERN DURHAM HIGH SCHOOL SPORTS MEDICINE LIGHTNING/SEVERE WEATHER POLICY

Athletic Practices

Chain of Command:

The responsibility for terminating an athletic activity in the event of lightning, severe weather, and/or storms lies with the Northern Durham High School certified athletic trainer (or his or her designee), head coach, or assistant coach.

- The Northern Durham High School certified athletic trainer (or his or her designee), head coach, or assistant coach will communicate to their athletes of the potential for a lightning strike, severe weather, and/or storm, and will make the recommendation that all activities stop immediately.
- If the head coach is not present, an assistant coach will assume responsibility.
- If a coach makes the decision to continue to practice or engage in additional activity despite a National Weather Service Severe Weather Warning and/or the verbal instruction by the Northern Durham High School certified athletic trainer (or his or her designee), he or she will be doing so against the recommendations of the Northern Durham High School Athletics Department, and will be personally liable for any and all injuries.

Criteria For Evacuation Of The Practice /Game Area

The policy of the Northern Durham High School Athletics Department will be as follows:

- The Northern Durham High School certified athletic trainer (or his or her designee), head coach, or assistant coach will inform the athletic team of Northern Durham's policy with regards to lightning, severe weather, and/or storms prior to practice. The athletic team will also be provided directions to and location of a safe structure.
- The Northern Durham High School certified athletic trainer (or his or her designee), head coach, or assistant coach will watch for lightning and listen for thunder.

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning.

At this time, all practice activities are to cease IMMEDIATELY, and all persons are to evacuate to a safe structure or location.

1. Suspend play and take shelter immediately.
2. 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.
3. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.

Safe Structure or Location

• A safe structure or location is defined as- “any sturdy, fully enclosed, substantial, and frequently inhabited building that has plumbing and/or electrical wiring that acts to electrically ground the structure”. Examples of locations that routinely DO NOT meet the criteria include-

- o Baseball / softball dugouts;
- o Baseball / softball “covered” batting cages;
- o Outside storage sheds; and/or
- o Canopy / awning / tent.

• In the absence of a sturdy, fully enclosed, substantial, and frequently inhabited location as described above, a secondary structure such as a fully enclosed vehicle with a hard metal roof, rubber tires, and completely closed windows can provide a measure of safety. Persons should not touch the sides of the vehicle! Convertible and “soft-top” vehicles, and golf carts do not provide a high level of protection and cannot be considered safe from lightning.

• Persons should avoid taking showers and using plumbing facilities (including indoor and outdoor pools, whirlpools, Jacuzzis, and hot tubs) and land-line telephones during a thunderstorm.

• If no safe structure or location is within a reasonable distance, personnel should find a thick grove of small trees surrounded by taller trees or a dry ditch. Everyone should assume the “lightning-safe” position- a crouched position on the ground with the feet together, weight on the balls of the feet, head lowered, and ears covered. DO NOT LIE FLAT! Minimize the body’s surface area and minimize contact with the ground.

• If unable to reach safe shelter, persons should stay away from the tallest trees or objects (i.e. light poles, flag poles, etc.), metal objects (i.e. fences, bleachers, etc.), individual trees, standing pools of water, and open fields. Persons should avoid being the highest object in an open field.

• In situations where thunder and/or lightning may or may not be present, yet someone feels his/her hair stand on end and skin tingle, LIGHTNING IS IMMINENT! Therefore, all persons should assume the “lightning-safe” position as described above.

• A cellular and/or portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

• All individuals should have the right to leave a site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel that they are in danger from impending lightning activity.

NFHS GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES
National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

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.

“IF YOU HEAR IT, CLEAR IT; IF YOU SEE IT, FLEE IT.”

Northern High School Sports Medicine Management of Cardiac Emergencies

The following are possible signs and symptoms of a cardiac emergency. If any of these signs are observed in an athlete that you suspect of having a cardiac issue, call 911 immediately.

If the Athletic Trainer/First Responder is available, contact him/her immediately so emergency care can be performed. If you are certified in CPR/FA, provide appropriate care until EMS,

Athletic Trainer /First Responder, or trained professional rescuer arrives. Provide EMS with the athletes Critical Contact Form upon their arrival.

Possible Signs and Symptoms of a Cardiac Emergency:

- Chest Discomfort
- Jaw, neck, shoulder or arm pain
- Shortness of Breath
- Nausea
- Lightheadedness
- Profuse Sweating

*** After calling the parents, make sure to contact both the Athletic Director and Athletic Trainer/First Responder if they are not present on the scene. ***

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Two AEDs are located on our campus. One AED is located in the Athletic Training Room. The second AED is located adjacent to the Poe Gymnasium concession stand storage room. In the event that an AED is needed and an Athletic Trainer/First Responder is not at the practice/game site with one, send someone to obtain an AED from one of these two locations.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

ONLY certified staff may use the AED.

If you retrieve the AED, please turn it ON while bringing it to the site of the emergency.

Updated 2/2014

Northern High School Sports Medicine Management of Head, Neck, or Back Injuries

Head, neck, and/or back injuries can be the most fatal and critical injuries that athletes sustain. If you suspect that a person has a head, neck, or back injury, tell him or her to respond verbally to any questions you ask and to avoid nodding or shaking their head.

The goal in caring for a person with a head, neck, or back injury is to minimize movement of the head and neck. If the athlete is unconscious or has an altered level of consciousness 911 should be called immediately. Upon arrival of EMS personnel, provide critical contact form of the injured athlete and other pertinent information such as mechanism of injury, vital signs, and treatment rendered. Medical history including information such as conditions, medications, and allergies should be on site and easily accessible upon request.

Possible Signs and Symptoms of a Head, Neck, or back Injury:

- Change in consciousness
- Severe pain or pressure in the head, neck, or back
- Tingling or loss of sensation in the hands, fingers, feet, or toes
- Partial or complete loss of movement of any body part
- Unusual bumps or depressions on the head or over the spine
- Blood or other fluids in the ears or nose
- Heavy external bleeding of the head, neck, or back
- Seizures
- Impaired breathing or vision as a result of injury
- Nausea or vomiting
- Persistent headache
- Loss of balance
- Bruising of the head, especially around the eyes or behind the ears

Management of Head, Neck, or Back Injuries (Page 2)

If the Athletic Trainer/First Responder is available, contact him/her immediately so an evaluation can be performed. If the Athletic Trainer/First Responder is not accessible provide the following care.

Care for Head, Neck, and Back Injury:

- Minimize movement of the head, neck, and/or back
- Check for consciousness and breathing.
- Maintain an open airway.
- Control any external bleeding.
- Keep the victim calm. Comfort and reassure them. Encourage them to stay still until help (Athletic Trainer/First Responder or EMS) arrives.

*** After calling the parents, make sure to contact both the Athletic Director and Athletic Trainer/First Responder if they are not present on the scene. ***

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

Revised 2/2014

Northern High School Sports Medicine Management of a Suspected Concussion

What is a concussion? A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. It can occur from a fall, a blow to the head, or a blow to the body that causes the head and the brain to move quickly back and forth.

How do I recognize a concussion? There are many signs and symptoms a person may experience following concussion that can affect their thinking, emotions or mood, physical abilities, or sleep. Signs and symptoms of a possible concussion are listed below. If you observe an athlete experiencing even one of these symptoms, the athlete MUST be removed immediately from all participation. If the Athletic Trainer/First Responder is available, contact him/her immediately so an evaluation can be performed. If the Athletic Trainer/First Responder is not accessible, contact parent and recommend a prompt evaluation by a medical professional trained in concussion management.

*** After calling the parents, make sure to contact the Athletic Director or Athletic Trainer/First Responder if they are not present on the scene. ***

+ Sports Medicine Staff

Ken Brown - Head Athletic Trainer (919) 309-5096

Amy Brubaker- First Responder (919) 599-0831

Corina Martinez- Duke Outreach Athletic Trainer (919) 236-3699

+ Athletic Director

Alan "Boo" Rigsbee (919) 210-1828

Possible Signs and Symptoms of a Concussion:

Nausea (feeling that you might vomit)

Balance problems or dizziness

Double or fuzzy vision

Sensitivity to light or noise

Headache

Feeling sluggish

Feeling foggy or groggy

Concentration or memory problems

Confusion

What are the warning signs that a more significant head injury may have occurred? If they have a headache that gets worse over time, experience loss of coordination or abnormal body movements, have repeated nausea, vomiting, slurred speech, or you witness what you believe to be a severe head impact, you should refer them to appropriate medical personnel immediately.

Revised 2/2014

Management of Suspected Heat Related Illness

Signs and symptoms of a possible heat illness are listed below. If you observe an athlete experiencing even one of these symptoms, the athlete MUST immediately be removed from all participation.

If the ATC/First Responder is available, contact him/her immediately so an evaluation can be performed. If the ATC/First Responder is not accessible provide the following care. Please note that if the athlete is unconscious or has an altered level of consciousness 911 should be called immediately.

Signs and Symptoms of Heat Illness:

Early Stages (sometimes called heat exhaustion)

- Cool, moist, pale, ashen, or flushed skin
- Headache, nausea, dizziness
- Weakness, exhaustion

Late Stages (sometimes called heat stroke)

- Heavy sweating
- Red, hot, dry skin
- Changes in level of consciousness
- Vomiting

Care for Heat Illness:

1. Place athlete in shade or in cooler area.
2. Provide cold fluid to drink, preferably water (unless unconscious).
3. Remove excess clothing and equipment.
4. Monitor signs and symptoms. If in 10 minutes the athlete does not improve, or if condition worsens at any point, call 911.
5. Contact parents regardless of whether 911 is called.
6. Contact ATC or AD to notify them of the incident.

Appendix M

Northern Durham High School Sports Medicine Emergency Action Plan

Your signature below indicates that:

- You have been provided with a copy of the Emergency Action Plan for Northern Durham High School Athletics.
- You understand that it is your responsibility as Head Coach to communicate the Emergency Action Plan with your assistant coaches and /or volunteers associated with your team.

Signature: _____ Date _____

Appendix N CONCUSSION

Information for Coaches/School Nurse/School Volunteers

What is a concussion? A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. It can occur from a fall, a blow to the head, or a blow to the body that causes the head and brain to move quickly back and forth.

How do I recognize a concussion? There are many signs and symptoms a person may experience following a concussion that can affect their thinking, emotions or mood, physical abilities, or sleep.

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability	Sleeping more than usual
Feeling slowed down	Fuzzy/blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Nausea/vomiting	More emotional than normal	Trouble falling asleep
Difficulty remembering new information	Dizziness	Feeling nervous or anxious	
	Balance problems	Crying more	
	Sensitivity to noise or light		

Table from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think a student-athlete has sustained a concussion? If you suspect a student-athlete is experiencing any of the signs and symptoms listed above, you immediately remove them from participation, let their parents know, and/or refer them to the appropriate medical personnel.

What are the warning signs that a more significant head injury may have occurred? If they have a headache that gets worse over time, experience loss of coordination or abnormal body movements, have repeated nausea, vomiting, slurred speech, or you witness what you believe to be a severe head impact, you should refer them to appropriate medical personnel immediately.

What are some of the long-term or cumulative issues that may result from a concussion? Individuals may have trouble in some of their classes at school or even with activities at home. Down the road, especially if their injury is not managed properly, or if they return to play too early, they may experience issues such as being depressed, not feeling well, or have trouble remembering things for a long time. Once an individual has a concussion, they are also more likely to sustain another concussion.

How do I know when it's ok for a student-athlete to return to participation after a suspected concussion? Any student-athlete experiencing signs and symptoms consistent with a concussion should be immediately removed from play or practice and referred to appropriate medical personnel. They should not be returned to play or practice on the same day. To return to play or practice, they will need written clearance from a medical professional trained in concussion management.

No athlete should be returned to play or practice while experiencing any concussion-related signs or symptoms following rest or activity.

This information is provided to you by the UNC Matthew Gfeller Sport-related TBI Research Center, North Carolina Medical Society, North Carolina Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina High School Athletic Association.

Coach/School Nurse/Volunteer Concussion Statement

I have read the *Concussion Information Sheet*. If true, please check box.

I should not allow any student-athlete exhibiting signs and symptoms consistent with concussion to return to play or practice on the same day. If you agree, please check box.

After reading the information sheet, I am aware of the following information:

_____ A concussion is a brain injury.

Initial

_____ A concussion can affect a student-athlete’s ability to perform everyday activities, their ability to think, their balance, and their classroom performance.

Initial

_____ I realize I cannot see a concussion, but I might notice some of the signs in a student athlete right away. Other signs/symptoms can show up hours or days after an injury.

Initial

_____ If I suspect a student-athlete has a concussion, I am responsible for removing them from activity and referring them to a medical professional trained in concussion management.

Initial

_____ Student-athletes need written clearance from a medical professional trained in concussion management to return to play or practice after a concussion.

Initial

_____ I will not allow any student-athlete to return to play or practice if I suspect that he/she has received a blow to the head or body that resulted in signs/symptoms consistent with a concussion.

Initial

_____ Following concussion the brain needs time to heal. I understand that student-athletes are much more likely to sustain another concussion or more serious brain injury if they return to play or practice before symptoms resolve.

Initial

_____ In rare cases, repeat concussions can cause serious and long-lasting problems.

Initial

_____ I have read the signs/symptoms listed on the Concussion Information Sheet.

Initial

Signature of Coach/School Nurse/Volunteer

Date

Printed name of Coach/School Nurse/Volunteer

Appendix O

Coach’s Evaluation Form (Adapted from Eau Claire School District)

Coach	Team	Northern High School
Athletic Director	Date	

Based on the evaluator’s appraisal of this performance, check the appropriate response. Comments are optional unless a “1” is checked.

Rating Scale	(3) Performance Above Expectation (2) Performance Meets Expectation (1) Performance Below Expectation	BELOW EXPECTATION	MEETS EXPECTATION	ABOVE EXPECTATION
---------------------	---	----------------------	----------------------	----------------------

STANDARD 1: THE COACH COMMUNICATES WELL.

- | | | | |
|---|----------------------------|----------------------------|----------------------------|
| 1.1 Communicates with athletes, parents, other coaches, and Principal. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 1.2 Promotes professional communication with parents. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 1.3 Fosters accurate and balanced communication with news personnel. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 1.4 Shows self-control and poise in all areas related to coaching responsibilities. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 1.5 Provides an atmosphere for open dialogue with student athletes. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

Comments

STANDARD 2: THE COACH KNOWS HOW TO ORGANIZE AN ATHLETIC ENVIRONMENT.

- | | | | |
|--|----------------------------|----------------------------|----------------------------|
| 2.1 Provides an adequate system for management of equipment. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 2.2 Cooperates with Principal in regards to completion of responsibilities related to coaching assignment. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

Rating Scale	(3) Performance Above Expectation	BELOW EXPECTATION	MEETS EXPECTATION	ABOVE EXPECTATION
	(2) Performance Meets Expectation			
	(1) Performance Below Expectation			

Comments

STANDARD 3: THE COACH IS KNOWLEDGEABLE OF THE SPORT THEY ARE COACHING.

- | | | | | |
|-----|--|----------------------------|----------------------------|----------------------------|
| 3.1 | Is well-versed and knowledgeable in matters pertaining to their sport. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 3.2 | Abides by event regulations including district, conference, state (NCHSAA) and national rules. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 3.3 | Keeps informed of modern trends, techniques, and strategies (i.e. clinic, staff development and workshop opportunities). | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

Comments

STANDARD 4: THE COACH IS ABLE TO IDENTIFY AND APPLY ETHICAL CONDUCT IN THEIR SPORT.

- | | | | | |
|-----|---|----------------------------|----------------------------|----------------------------|
| 4.1 | Maintains self-control in the competitive arena, providing an example of sporting behavior. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 4.2 | Uses ethical means of motivation. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 4.3 | Enforces training rules, codes, eligibility, and Board of Education policies. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

Comments?

Rating Scale	(3) Performance Above Expectation	BELOW EXPECTATION	MEETS EXPECTATION	ABOVE EXPECTATION
	(2) Performance Meets Expectation			
	(1) Performance Below Expectation			

STANDARD 5: THE COACH PROVIDES A SAFE ENVIRONMENT FOR PRACTICES AND COMPETITIONS.

- | | | | | |
|-----|--|----------------------------|----------------------------|----------------------------|
| 5.1 | Appropriately supervises the student athlete in locker rooms, training areas, and while being transported. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 5.2 | Organizes, supervises, coordinates, and evaluates practice sessions and related activities with attention to individual and group safety. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 5.3 | Understands the potential for injury and recognizes the importance of first aid, injury policies, and working with medical professionals including athletic trainer. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

Comments?

STANDARD 6: THE COACH IS CONNECTED WITH OTHER COACHES AND THE ATHLETIC COMMUNITY.

- | | | | | |
|-----|---|----------------------------|----------------------------|----------------------------|
| 6.1 | Maintains a positive rapport with his/her assistants. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 6.2 | Displays cooperation and support for the school's athletic program. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

Comments?

Rating Scale	(3) Performance Above Expectation	BELOW EXPECTATION	MEETS EXPECTATION	ABOVE EXPECTATION
	(2) Performance Meets Expectation			
	(1) Performance Below Expectation			

OVERALL SUMMARY OF COACHING PERFORMANCE

ATTACH “PLAN FOR IMPROVEMENT” IF APPLICABLE.

COACH’S SIGNATURE _____ **DATE** _____