Coaching Handbook

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Dear FCPS Coaches,

Thank you for choosing to coach in Frederick County Public Schools. We are very excited to have you as a teammate on the best high school coaching staff in the state of Maryland.

This handbook is a compilation of policies, procedures, regulations and guidelines established by the Board of Education (BOE) of Frederick County, Frederick County Public Schools (FCPS), the Maryland Public Secondary Schools Athletic Association (MPSSAA) and the National Federation of State High School Association (NFHS).

As a coach of education-based athletics, this handbook will provide you with very important information on how/why we put safety and sportsmanship first, as well as how we plan on meeting our vision, mission and goal of interscholastic athletics as we teach life lessons through sport.

**Vision**
Create a Culture Committed to Excellence in Academics, Athletics and Character Development

**Mission**
To Develop a Community of Student-Athletes, Coaches and Parents who Accept Responsibility of Creating and Maintaining a Positive Competitive Environment Valuing Good Sportsmanship, Self-Discipline, Hard Work, Empathetic, Fair, and Courageous Team Play while Winning with Humility and Losing with Grace

**Goal**
To Play a Major Role in Preparing Student-Athletes for Post-Graduate Options

#TeamFCPS
Teaching Life Lessons Through Sport
PART I

OPERATING PROCEDURES
GUIDE FOR STUDENT ATHLETES AND PARENTS

GENERAL STANDARDS AND FORMS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

PURPOSE: This Athletic Brochure is designed to be useful as a guide for student-athletes and parents. The intent is to condense into one brochure that information which is necessary to effectively understand and participate in the athletic program in Frederick County Public Schools. The brochure includes a collection of information pertaining to state and county procedures and regulations. There may be questions which arise that may not be covered in this brochure. Remember, this brochure is only a guide. Only open communication between coaching staff, athletic director, parents, student-athletes and school administrators will ensure an effective athletic program.

ENROLLMENT: Students shall be officially registered, as required by Maryland school laws and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.

AGE: Students who are 19 years or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.

PHYSICAL EXAMINATION: A student shall be examined and certified as being physically fit to participate in any tryout, practice, or contest of a school team. This examination shall be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or a certified nurse practitioner. Verification of physical examinations must be submitted beginning on April 1 or after for each academic year of participation. Student physical examinations cover one school year only.

ATHLETIC INSURANCE AND PARENTAL PERMISSION: Every candidate for and participant on an interscholastic team must provide proof of parental permission and have insurance covering possible accident or injury in school-sponsored games, practice sessions and travel to and from athletic contests. Such coverage may be provided through the purchase of scholastic accident insurance, or by providing proof of similar or superior coverage.

Insurance may be purchased through www.StudentInsurance-KK.com.

FOOTBALL INSURANCE: A football accident policy is also available for purchase through a company approved to offer it through Maryland schools. Visit www.StudentInsurance-KK.com for policies and coverage. There is no guarantee that all medical bills and expenses will be borne by the football insurance. Every football candidate must provide proof of similar or superior coverage, or they may purchase the football coverage through the company above. If an injury occurs, parents and/or guardians should anticipate the distinct possibility of incurring medical expenses that will not be covered by insurance.

The football insurance coverage offered at www.StudentInsurance-KK.com has an option to cover students participating in football only. At school coverage and 24-hour coverage (excludes football) may be purchased separately. Before purchasing student insurance through www.StudentInsurance-KK.com, you may wish to consult with your insurance agent to see if policies you already hold provide adequate coverage. Note: FCPS is not affiliated with nor endorses these programs and does not handle claims or any associated problems.

INTERSCHOLASTIC ATHLETIC FEE: The school system will require that each student pay a nonrefundable fee of $95 for each team in which he or she is a member. You will not be able to pay online until your son or daughter is selected for the team and the roster has been finalized. Fees must be paid before the first regular season contest.

Fees collected will contribute to the county athletic program to underwrite transportation, coaches’ salaries, officials’ fees, equipment and uniforms.

SEASON OF COMPETITION: Students may participate in interscholastic athletic contests a maximum of four seasons in any one sport in grades 9, 10, 11, and 12.

OUTSIDE TEAM MEMBERSHIP: The outside participation shall not conflict with the practice or contest schedule of the school including district, regional and state championship play. A principal and coach must authorize in advance an absence from a school scheduled practice or competition.

ACADEMIC ELIGIBILITY: See FCPS Policy 509 and Regulation 500-24. A student, to be eligible to participate in extracurricular activities, must have the minimum of a 2.00 grade point average and no “F” or “WF” grades. Grades used to determine eligibility will be recorded on report card and interim grades. Grades used to determine ineligibility will be 9-week term grades only. Summer School, Frederick County Virtual School and Dual Enrollment grades do not affect this policy. Eligibility (except for 9th graders) for fall extracurricular activities is based on 4th-term grades from the last school year. Ineligible students may practice but may not accompany teams or groups or be excused from any class for extracurricular activities. To ensure continued eligibility, parents and student-athletes should monitor grades using “Home Access Center” (HAC). Log in regularly to check grades and assignments or sign up for e-mail alerts.

ATTENDANCE: Each student-athlete is required to attend school and classes regularly. On the day of an event (game or practice) a student-athlete must attend for the entire day; in the case of extenuating circumstances, the school administration may waive this rule.

Revised June 2019
DRUG, ALCOHOL, TOBACCO AND DRUG PARAPHERNALIA POLICY: Alcohol, drug, and tobacco use are extremely serious offenses. Not only is the quality of life of the student-athlete in jeopardy but the quality of life of innocent bystanders may be in jeopardy as well. Individuals participating in athletics depend on one another to be mentally and physically prepared to give their best effort each day. This cannot happen if the student-athlete is using alcohol, tobacco, or drugs that are not prescribed by a physician. Student-athletes using, possessing, or distributing drugs, alcohol, or tobacco on school premises or at a school sponsored event shall be subject to discipline as outlined in FCPS Regulation 400-8 “Student Discipline.”

SERIOUS ACTS BY STUDENT LEADERS: Students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious offense resulting in suspension may be removed from the position. Arrest, conviction, or legal judgment is not required.

STUDENT CONDUCT: Any behavior that is deemed disruptive or detrimental to the team may bring consequences ranging from diminished playing time to dismissal from the team. As a result of misconduct (as described by the principal and/or coach) the principal and/or coach shall be responsible for deciding appropriate punishment.

Any student-athlete ejected from an athletic contest will be suspended for the next contest. In addition to sitting out the next contest, student-athletes who are ejected from a competition must take the NFHS online course, “Sportsmanship.”

HAZING: Hazing will not be tolerated to any degree and will be punishable as outlined in Board regulation 400-8. Any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or emotional harm, extreme embarrassment, ridicule, or loss of dignity to another student for purposes of initiation into a student organization or activity will not be tolerated.

TITLE IX: FCPS supports the provisions of Title IX and believes the implementation of the athletic program should reflect equity in funding, scheduling, and access to programs and facilities. The supervisor of athletics in cooperation with the athletic director and building principal will annually evaluate the following areas to insure equity in athletic programs at all FCPS high schools.

Questions or concerns about the application of Title IX should be directed to the executive director of legal services who serves as the Title IX coordinator for Frederick County Public Schools.

STARTING DATES FOR PRACTICE: Fall sports, August 14; winter sports, November 15; spring sports, February 29. If the first day of practice falls on Sunday, practice can begin on Saturday.

OUT-OF-SEASON PRACTICE: Member schools and coaches shall confine all organized or formal practices for all students or teams to MPSSAA seasonal limitations. Any school group or team gathering consisting of three or more student-athletes that has assembled for the purpose of drilling would constitute a violation. Any paid or volunteer coach may coach a non-school team provided the team has no direct affiliation with the school (additional MPSSAA and FCPS limitations and out-of-season rules apply).

RECRUITING STATEMENT: No coach or school personnel are to discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent or other person of influence or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

EQUIPMENT RESPONSIBILITY: It is the responsibility of the student-athlete to maintain and return all equipment and uniforms issued to them. Parents will be financially responsible for any equipment or uniforms which are lost, stolen, or misplaced during the time the student-athlete is responsible for them. The price of replacing these items will be the actual cost to the school for purchasing new replacement items. Until any charges for lost equipment have been paid, the student-athlete may not receive a report card or be eligible to participate on any other high school athletic team.

DUAL SPORTS IN A SINGLE SEASON: A student-athlete may not participate in more than one high school sport in any one season.

FCPS IN-SEASON TRANSFER: Students who legally and voluntarily transfer from one FCPS high school into another FCPS high school and request to participate on an interscholastic athletic team after the season has begun may be considered, at the discretion of the coach, to be part of the team. If selected for the team, the student-athlete may not participate in a regularly scheduled game or athletic contest until at least 20 calendar days have elapsed after and including the first day he or she practices with the new school/team. The beginning of each season (fall, winter and spring) is defined as the first allowable practice date set forth by the MPSSAA.

SPORTSMANSHIP AND RESPECT FOR ALL: It is FCPS’ expectation that good sportsmanship is displayed on the field and in the stands before, during and after an athletic contest. Promoting good sportsmanship is a team effort that includes student-athletes, coaches, officials, school and athletic administrators, spectators and parents/guardians. Sportsmanship Counts in FCPS. Spectators displaying unsportsmanlike conduct may be asked to leave the athletic contest. Please remember to “Respect the Game.”
GENERAL EXPECTATIONS FOR COACHES

- Lead a program built on honesty and integrity
- Be a professional, ethical and caring leader of student-athletes
- As a school system employee, you are responsible for understanding and applying all school system policies and procedures
- Create high expectations and role modeling for good sportsmanship and fair play among coaches, players, parents and the greater school community
- Communicate effectively with athletic director, team members, parents, media and the school community
- Provide a safe and competitive opportunity for all participants
- Understand the contemporary complexities of the sport including fundamentals, strategies, training and conditioning
- Develop positive relationships and maintain open lines of communication with parents and the community
- Create high expectations for good character, discipline and academic achievement
- Understand that the head coach has the responsibility for all coaches and all levels of the program
- Support the college selection and recruiting process for all student-athletes
- Be a team player and support the school, the administration and the athletic program
- Build a program with a 20-year integrity reflection component
- Maintain a high profile and proactive, professional advocacy promoting student-athletes’ abstinence from the use of tobacco, alcohol, drugs, steroids and performance enhancing drugs
OUT OF SEASON RESPONSIBILITIES

- Create high expectations year-round for academic achievement and good school and community citizenship
- Provide information and opportunities (within the rules) for student-athletes to improve skills, fundamentals, and physical conditioning
- Facilitate student-athletes in the college selection/placement process
- Be a visible and a supportive entity within the school
- Participate in professional growth opportunities to maintain a cutting-edge knowledge of sport fundamentals, strategies and physical conditioning
- Communicate regularly with the athletic director regarding ongoing initiatives in your program
- Work with local youth associations and feeder schools where appropriate
- Attend meetings that improve professionalism and effectiveness
- Assist the athletic director in developing team schedules

ADMINISTRATION AND ORGANIZATION OF THE PROGRAM

- Understand fully the requirements and expectations of an FCPS coach
- Provide student-athletes and parents a clear and complete picture of program requirements and expectations
- Comply with all guidelines, timelines and deadlines for required paperwork, meetings and responsibilities
- Provide for the health, safety and supervision of all student-athletes
- Account for all equipment and uniforms
- Cooperate with the media to report and promote the program
PRE-SEASON PLANNING REQUIREMENTS AND RECOMMENDATIONS

- Maintain current certification in first aid and CPR/AED
- Assist in hiring and training new coaches
- Develop team rules, guidelines, expectations and consequences (approved in advance by principal/athletic director)
- Gain a thorough knowledge of all state, county and school rules
- Plan with the athletic director a ‘Meet the Coach’ night
- Verify practice schedules and field preparation responsibilities with the athletic director
- Communicate in advance of the season with players and parents regarding practice and game schedules
- Assess and organize equipment and uniforms for distribution with an efficient inventory and accountable record keeping process
- Plan for health and safety: equip training kits and organize water and ice, non-latex gloves, etc.
- Organize and plan for distribution of all required forms and paperwork
- Plan and communicate with the athletic director in managing budget and accounting for all purchases that pertain to the sport program
- Develop an emergency action plan (coordinate with athletic director)

IN-SEASON REQUIREMENTS

- Communicate clearly to student-athletes and parents (in writing) all pertinent team rules, guidelines, expectations and schedules (parent and student-athlete affirmation/signatures required)
- Establish clear, objective criteria for team selection
- Establish clear guidelines/requirements for varsity letters and awards
- Conduct a ‘Meet the Coach’ meeting for parents prior to the season or immediately after team selection
• Account for all required student-athlete/parent paperwork, permission forms and fees before the beginning of practice

• Provide a safe practice environment

• Understand and apply proper health and safety measures for CPR, emergency first aid, concussions, hydration, lightning, handling bodily fluids, weight loss, nutrition and weight training safety and workout regimens

• Directly supervise all team members before, during and after practices and games

• Account for alternative transportation (private vehicle/parent permission and compliance with FCPS Reg. No. 400-46)

• Obtain and organize all game management and set up (timers, score keeper, announcers, etc.)

• Maintain and communicate team and individual statistics, records and results

• Complete MPSSAA paperwork for post-season play

• Participate in choosing all league, area and county teams

• Utilize technology to support player and team development

**CONDUCT EXPECTATIONS - COACHES AND PLAYERS**

• Coaches must conduct themselves in an honorable, professional and ethical manner at all times

• Respect for players, coaches, officials and parents is essential

• The use of profanity, abusive language and displays of temper are unacceptable

• Report player and coach misconduct to athletic director

• Complete and submit (to athletic director and supervisor) player/coach ejection report by the next school day

• Participation in the interscholastic athletic program is a privilege, not a right—to earn that privilege, student-athletes must conduct themselves, on and off the field as positive role models who exemplify good character
HEALTH AND SAFETY REQUIREMENTS

- Successful completion of the state mandated *Care and Prevention of Athletic Injuries* course
- Successful completion of the required *NFHS Concussion* course every 2 years
- Understand and follow proper protocol for concussions
- Successful one-time completion of the required *NFHS Guide to Heat Acclimatization and Heat Illness Prevention* course
- Understand and apply protocols for lightning, heat and humidity
- Verified FCPS fingerprint process
- Maintain current CPR/AED and first aid certifications
- Maintain fully stocked Athletic Training Kit
- Prepare an Emergency Action Plan
- Understand and apply proper protocol for handling bodily fluids
- Provide MRSA (staph infection) prevention information
- Monitor student-athlete weight loss/gain
- Provide for a safe practice environment
- Supervise all student-athletes in your charge at all times
- Ongoing and proactive emphasis on avoiding alcohol, drugs, tobacco and steroids (refer to FCPS Reg. 400-8 and BOE Policy 112)
- Keep medical/emergency procedure cards immediately available during season
- Report injuries to the athletic director, athletic trainer, parents and administration
- Provide for immediate and necessary care for injured players
- Student-Athletes receiving professional medical treatment cannot resume practice or play until an official doctor’s release is provided in writing
- Address preventive hazing and sexual harassment issues
EQUIPMENT CARE AND RESPONSIBILITIES

- Actively inspect and ensure that all equipment associated with student-athlete safety is in good order
- Maintain an ongoing inventory of all equipment in use on a day-to-day basis
- Provide the athletic director with a comprehensive inventory of all equipment, uniforms and all miscellaneous items associated with the program; pre-season and post-season accounting is required
- Collect and account for **ALL** uniforms and equipment issued to players
- Account for and collect appropriate remuneration for lost or stolen equipment and uniforms
- Work with athletic director to order new equipment and uniforms
- Work with athletic director for repair and replacement of equipment and uniforms

ESTABLISH TEAM RULES, GUIDELINES, EXPECTATIONS AND CONSEQUENCES

- Formulate written list of team rules—addressing practice attendance, conduct expectations, playing time, letter earning criteria
- Follow all state, county, school and region guidelines
- Review regulations and training rules with student-athletes and parents
- Inform players and parents of all rules and guidelines
  - **State regulations**
  - **County regulations**
  - **School policies**
  - **Your additional rules**
- Consequences must be clearly articulated, acknowledged and understood by parents and players
SEASON ENDING RESPONSIBILITIES

- Collect and store equipment and uniforms
- Year-end letters and awards accounting
- Season summary, paperwork, records and statistics to athletic director
- Recommendations to athletic director for equipment, facilities, and budget
- Budget requests for next season
- Equipment and uniform obligations
- Post-season activity schedule
- Inventory equipment
- Turn in keys and swipe cards
- Turn in first aid kit
- Make sure athletic director knows how to contact you

PARENT/COMMUNITY GUIDELINES AND RESPONSIBILITIES

- Create a cordial, professional relationship with parents
- WELCOME parents and discuss their role within the program
  
  Volunteerism  
  Sportsmanship and appropriate fan behavior  
  Guidelines for discussing problems in program (chain of command)  
  Topics that are ‘off limits’
- Attend Sports Booster meetings as needed
- Meet with parents’ pre-season
STATE RULES

Physical Examination – A student shall be examined and certified as being physically fit to participate in any tryout, practice or contest. This examination shall be performed by a qualified physician.

Outside participation shall not conflict with the practice or contest schedule of the school including conference, regional and state championship play. A principal and coach must authorize in advance an absence from a school-scheduled practice or competition.

Students shall be officially registered, as required by Maryland school laws and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.

Students who are 19 years old or older as of August 31 are ineligible to participate in the interscholastic athletics for the school year ahead.

Students may participate in interscholastic athletic contests a maximum of four seasons in any one sport in grades 9, 10, 11 and 12.

Students legally transferred to another school may participate in that school’s program. The term ‘legally transferred’ means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.

Students shall maintain amateur status. Any student who has not used, or is not using, his athletic skill as a player for financial gain, or who has not competed under an assumed name as a player, shall be considered an amateur. Employment as an instructor, counselor, or official may not be considered a violation. Students may not apply for reinstatement until at least sixty (60) days after the date of the violation. A student who has ceased to be an amateur may not represent his/her school in interscholastic athletics.

Graduates of high schools are not eligible to practice with, or participate on, interscholastic sports teams. However, they may participate in the remaining athletic contest of that semester.

Schools may only compete against teams who have met the MPSSAA standards competition and participate in events sanctioned by MPSSAA.

Middle, intermediate or junior high school students are not eligible to compete or practice with high school teams.

An MPSSAA member school shall not provide school uniforms or equipment for students who attend a camp outside of the defined sport season.

Unmanned Aircraft Systems (Drones):

Per our Security & Emergency Management Team, as well as other Supervisors of Athletics, FCPS will be formally implementing the following practice beginning 2017-2018.

In the interest of public safety and competitive equity, the use of unmanned aircraft systems (drones) is prohibited during FCPS, and MPSSAA district, region, and state tournament competition. Unmanned aircraft systems may not operate in airspace over host school grounds or facilities conducting FCPS or MPSSAA events.
**Out of Season Practice:**

Member schools and coaches shall confine all organized or formal practices for all students or teams to MPSSAA seasonal limitations. Any school group or team gathering consisting of three or more student-athletes that has assembled for the purpose of drilling would constitute a violation. Any paid or volunteer coach may coach a non-school team provided the team has no direct affiliation with the school (additional MPSSAA and FCPS limitations and out-of-season rules apply).

All FCPS coaches who will be coaching our teams during the school year **MUST NOT:**

- Sponsor, organize or conduct summer camps involving returning players
- Direct returning players to any one selected individual, team, club or camp for additional coaching and playing opportunities

Sponsoring or conducting a camp for returning players is prohibited.
COUNTY RULES

* Collection and validation of required FCPS Documents *

The following forms must be collected and validated for accuracy and signatures before student-athletes will be allowed to practice: **as we utilize an online registration service as of FY16, most, if not all of the forms below, are part of the online registration process.

➢ Physical Evaluation Form
➢ Authorization for Participation Form (including health insurance info)
➢ Concussion Awareness Form
➢ Pre-participation Head Injury Reporting Form
➢ Student Information/Health and Emergency Information Card
➢ Required Insurance & Permission Forms for Football

ACADEMIC ELIGIBILITY:

To participate in extracurricular activities, high school students need a minimum 2.00 grade point average and no “F” grades. Only "traditional" FCPS 9-week term grades determine eligibility. Dual enrollment, virtual school (VOS) and summer school classes are not factored into academic eligibility. Eligibility (except for 9th graders) for fall extracurricular activities is based on 4th-term grades from the last school year. Ineligible students may practice but may not accompany teams or groups or be excused from any class for extracurricular activities. See FCPS Policy 509 and Regulation 500-24. To ensure continued eligibility, parents and student-athletes should monitor grades using “Home Access Center” (HAC). Log in regularly to check grades and assignments or sign up for e-mail alerts.

SCHOOL/CLASS ATTENDANCE:

Each student-athlete is required to attend school and classes regularly. On the day of an event (game or practice) a student-athlete must attend for the entire day. In the case of extenuating circumstances, the school administration may waive this rule.

ATTENDANCE AT TEAM PRACTICES AND CONTESTS

Student-Athletes are required to attend all team practices and contests unless the absence is excused in advance by the coach.

OBSERVANCE OF RELIGIOUS HOLIDAYS

Coaches may not penalize (not start, decrease playing time, etc.) student-athletes who miss practice or an athletic contest due to observing a religious holiday. Student-athletes must inform coaches in advance of their absence.
ATHLETIC PARTICIPATION FEE:

All FCPS student-athletes are assessed a non-refundable, seasonal fee of $95 to help with the cost of transportation, officials, equipment, and uniforms. This fee must be paid before the first athletic contest. Parents/Guardians unable to pay the full activity fee due to financial hardship should be referred to the school’s athletic director for assistance.

ALCOHOL/DRUG/TOBACCO USE/DRUG PARAPHERNALIA POLICY:

Alcohol, drug and tobacco use is an extremely serious issue. Not only is the quality of life for the student-athlete in jeopardy, but the quality of life on innocent by-standers may be in jeopardy as well. Team members depend on each other to be mentally and physically prepared to give their best effort each day. This cannot happen if the student-athlete is using alcohol or drugs.

Unmanned Aircraft Systems (Drones):

Per our Security & Emergency Management Team, as well as other Supervisors of Athletics, FCPS will be formally implementing the following practice beginning 2017-2018.

In the interest of public safety and competitive equity, the use of unmanned aircraft systems (drones) is prohibited during FCPS, and MPSSAA district, region, and state tournament competition. Unmanned aircraft systems may not operate in airspace over host school grounds or facilities conducting FCPS or MPSSAA events.

PLAYER EJECTION:

Players ‘ejected’ (removed by officials) from games or contests must ‘sit out’ the next game or contest. An FCPS Ejection Report must be filed by the next school day following the ejection. In addition to sitting out the next contest, student-athletes who are ejected from a competition must take the NFHS online course, “Sportsmanship.” A certificate of completion must be emailed to the Supervisor of Athletics before the next athletic contest. If there are questions related to the nature of the ejection warranting taking the class, please contact the Supervisor of Athletics for direction. All ejections will still warrant a one-game suspension.

“Sportsmanship” - https://nfhslearn.com/courses/61130/sportsmanship

COACH EJECTION:

Coaches ‘ejected’ from regular season games or contests will be subject to the same disciplinary consequences as players. Below is an additional NFHS class that schools have utilized when a coach has been ejected.

“Teaching and Modeling Behavior” -
https://nfhslearn.com/courses/8000/teaching-and-modeling-behavior

DUAL SPORTS IN A SINGLE SEASON

A student may not participate in more than one high school sport in any one season.
FCPS IN-SEASON ATHLETIC TRANSFER:

Students who legally and voluntarily transfer from one FCPS high school into another FCPS high school and request to participate on an interscholastic athletic team after the season has begun may be considered, at the discretion of the coach, to be part of the team. If selected for the team, the student-athlete may not participate in a regularly scheduled game or athletic contest until at least 20 calendar days have elapsed after and including the first day he or she practices with the new school/team. The beginning of each season (fall, winter and spring) is defined as the first allowable practice date set forth by the MPSSAA.

RECRUITING

No coach or school personnel are to discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent or other person of influence or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

FUNDRAISING:

- Regulation 300-38 must be approved by the Principal
- Cannot be mandatory for athletes
- If it involves transportation – permission form needs to be used
- May not punish athletes who do not participate

TEAM TRANSPORTATION:

All teams should be transported to and from a contest in a vehicle provided by the Frederick County Board of Education. The Athletic Transportation Waiver will be used when FCPS transportation is not provided to and from sport events, including those events on school property as well as off-site locations. Please see your athletic director for the FCPS Athletic Transportation Waiver.

All players are to ride with the team unless written permission from the parent/guardian is submitted and approved in advance by the coach, the athletic director or an administrator. This will be limited to special circumstances only.

INSURANCE:

Students participating in interscholastic athletic programs are required to be covered by some form of medical insurance. This requirement may be satisfied by one of the following:

1. Participation in an employer-provided medical insurance plan which shows dependent coverage and is verified in the form of a group enrollment card issued by the insurance company evidencing family coverage.
2. Participation in an individual medical insurance policy, which provides dependent coverage and verified by an enrollment card issued by the insurance company evidencing family coverage.
3. Participation in the 24-hour school insurance coverage offered by the Board of Education, with the exception of football.

**Special football insurance is required when no dependent coverage is available.**
JUNIORS ON JUNIOR VARSITY (with athletic director approval only)

Juniors may be eligible to compete at the junior varsity level when the number of freshmen and sophomore participants is not sufficient in number to safely field a competitive team, or with special permission of the athletic director on an isolated case-by-case basis. (Freshmen and sophomores must not be cut in order to make a spot for a junior.)

PRAYING AT ATHLETIC EVENTS

In accordance with Supreme Court rulings and Board of Education Policy 427 Religious Expression, employees and volunteers when acting in their official capacities are representatives of the state and are prohibited by the Establishment Clause of the First Amendment from encouraging, organizing or actively participating in religious activity.

Under the Free Exercise Clause of the First Amendment, students may initiate and participate in prayer, provided it is student-led, voluntary and not disruptive to the athletic event. Coaches may be in proximity of the activity in a supervisory/custodial role to the same extent school employees provide supervision when an assembly of students occurs.

Also, it is a recommended practice to provide notification in a program or announcement that in the event students engage in prayer before or after the game/contest, such activity is neither endorsed by nor discouraged by the school system. It is the role of school officials to remain neutral with regard to religion while acting in their official capacity and also to respect the rights of students.

VARSITY LETTER REQUIREMENTS

- Must complete the season in good standing.
- Must attend practices and games on a regular basis.
- Must be academically eligible to compete for the entire season.
- Must attend all playoff/postseason competitions.
- Coach may have other rules but they must be in writing to the athletes.
PREPARING STUDENT-ATHLETES FOR THEIR FUTURE

- Promote high expectations for academic achievement and character development
- Encourage and promote excellence in all endeavors
- Develop a culture of outstanding school and community citizens
- Be a respectful and valued family member
- Nurture empathy as a core value
- Value contributions of others
- Be a team player
- Develop superior physical conditioning: strength, speed, power and explosiveness
- Develop expert technicians grounded in the fundamentals of the game
- Instill a comprehensive understanding of game strategies and a sophisticated understanding and appreciation of the game
- Develop tenacious competitors with a strong will to win
- Instill a sense of fair play and good sportsmanship
- Develop a spirit of community service
FCPS Systemic Procedures for Reporting Accusations/Use of Racial Slurs or Discriminatory Practices at Athletic Contests

Below are the procedures that must be followed when the use or accusation of racial slurs or discriminatory practices are reported, heard, or observed at an athletic contest:

1. Officials have been directed to immediately report the situation to the coach and athletic director or designated game administrator/manager.

2. Coaches have been directed to immediately report the situation to the athletic director or designated game administrator/manager.
   a. If student-athletes hear or observe racial slurs or discriminatory practices, they should report it immediately to their coach.
   b. If coaches become aware of accusations of racial slurs or discriminatory practices during a game and cannot leave the sideline, etc., they should send a member of their coaching staff to report it immediately to the athletic director or designated game administrator/manager.

3. Spectators should be educated on and directed to immediately report the situation to the athletic director or designated game administrator/manager.

4. Athletic Directors have been directed to immediately report the situation to the following staff.
   a. The game administrator on site (if present) and their own school’s principal
   b. The opposing athletic director
   c. The supervisor of athletics
PART II

POLICIES AND

REGULATIONS
August 21, 2019

To:    Local Supervisors of Athletics, Member School Athletic Directors

From: R. Andrew Warner, Executive Director, MPSSAA

RE:    NFHS Uniform Standards

Pursuant to National Federation of State High School Associations (NFHS) regulations, each state association may, in keeping with applicable laws, authorize exceptions to NFHS playing rules. The exception shall not fundamentally alter the sport, heighten the risk of injury to the athlete/others, or place opponents at a competitive disadvantage.

The Maryland Public Secondary Schools Athletic Association (MPSSAA) herein grants an exception to the NFHS uniform standards for religious purposes for any participant to wear a head covering, wrap or other required religious garments which are not abrasive, hard, or dangerous to any other player and which are attached in such a way that it is unlikely to come off during play.

Questions regarding exceptions to NFHS uniform standards that fundamentally alter the sport, heighten the risk of injury to the athlete/others or place opponents at a competitive disadvantage shall be referred to the local educational agency and/or the MPSSAA for further review.

The MPSSAA recommends coaches have a copy of this letter available at each contest in the event an official or opposing school questions uniform compliance.
**Important Workplace Safety Notices for All Employees**

The Board of Education desires to maintain a safe, healthy, and productive environment for all employees and students of the Frederick County Public Schools. The following describes Board policies and regulations concerning sexual harassment, weapons, alcohol, drugs, and tobacco and the standards of conduct with which all employees must comply in regard to these policies. For additional detail, please refer to the policies referenced or contact the individual listed.

**Sexual Harassment**

The Board of Education prohibits discrimination on the basis of sex in its education program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964. The Board recognizes sexual harassment as a form of sexual discrimination.

In the belief that sexual harassment is offensive and morally wrong, the Board prohibits sexual harassment of or by employees, students, volunteers, vendors, or others having business or contacts with the school system. The Board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees and students who violate this policy will be disciplined. (See Policy 318.)

**Contact: Executive Director of Human Resources – 301.644.5086**

**Weapon Possession**

It is a serious offense to possess any rifle, gun, knife, or deadly weapon of any kind on any school property in Maryland. Offenders face criminal prosecution from the State’s Attorney’s Office and severe personnel consequences including termination from school system employment. FCPS Reg. 300-39 details the law and consequences. This regulation does not pertain to use of antique weapons for historical demonstrations and classroom presentations as outlined in Reg. 200.47.

**Contact: Executive Director of Legal Services – 301.696.6851**

**Drug, Alcohol, and Tobacco-free Workplace**

The Board of Education desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any dorm, on school property or school-sponsored event* at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

* **School property** means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

* **School-sponsored event** means an event organized by an employee in the scope of their employment.

All individuals employed by the board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students (Policy 112.3.A).

Policy 112 details the provisions applicable for employees and students. The Board of Education will refer violations to law enforcement officials for prosecution and will take appropriate disciplinary action against an offender up to and including suspension or termination of employment. The Board may require the employee to participate in a drug and alcohol abuse assistance or rehabilitation program.

Copies of policies and/or regulations are available on the FCPS web page at www.fcps.org and in the office of the Executive Director of Legal Services – 301.696.6851
112.1 Purpose

The Board of Education (Board) values health and wellness, and promotes educational programs and activities to maintain a safe, healthy, and productive environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any form, on school property at any time is prohibited. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

Exemptions:

A. **Health/instructional**: For purposes of the policy, it shall not be considered a violation for individuals or schools to possess or house products that contain alcohol or drugs as it relates to legitimate health and educational program needs.

B. **Religious**: For purposes of the policy, it shall not be considered a violation for students to consume alcohol for legitimately recognized religious ceremonies as verified by parents/legal guardians.

112.2 Definitions

A. **Alcohol** – Alcoholic beverages and/or any other intoxicating liquid that contains one half of one percent or more of alcohol by volume.

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**Legal Reference**

| § 7-401, § 7-411 and § 7-426.5 Education Article, Annotated Code of Maryland |
| § 5-101 and § 5-627 Criminal Law Article, Annotated Code of Maryland |

**Source Document**

*Heroin and Opioid Education and Community Action Act of 2017 (Start Talking Maryland Act) HB 1082/SB 1060*

**Policy History**

Reviewed 2017, 2018 | Adopted 7/13/05 | Revised 9/12/18
B. **Drug** means:

1. Substances recognized in the official United States Pharmacopoeia, official homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; and

2. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; and

3. Substances (other than food) intended to affect the structure or any function of the body of humans or animals; and

4. Substances intended for use as a component of any article specified in clause 1, 2, or 3 of this paragraph; but does not include devices or their components, parts, or accessories.

C. **Drug** includes:

1. A controlled dangerous substance that is regulated under the Federal/Maryland Controlled Dangerous Substance Act. *Note:* Anabolic steroids are included within this definition.

   Although under Maryland law individuals may be issued written certifications for medical cannabis, under the Federal Controlled Substances Act medical cannabis remains classified as a Schedule I drug with no accepted medical use.

2. A prescription medication used or dispensed improperly or in contradiction to the prescription.

3. A chemical substance when used for unintended and harmful purposes.

D. **Tobacco**, for the purposes of this policy, includes any lighted or unlighted cigarette, cigar, pipe, bidi, hookah smoking product, clove cigarette and any other smoking product, spit tobacco (also known as smokeless, dip, chew, snuff, in any form), nicotine or nicotine-delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute. This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation that do not emit vapor or smoke.

   The prohibition against tobacco also includes electronic cigarettes, meaning any oral device that provides a vapor of liquid nicotine, lobelia and/or other substance and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as vaporizers, e-cigarettes, e-cigars, e-pipes or any other electronic nicotine delivery system under any product name or description.

E. **School buildings** means local school system owned or leased buildings.

F. **School grounds** means local school system owned or leased land that surrounds a school building.
G. School property means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

H. School-sponsored event means an event organized by an employee in the scope of their employment.

112.3 Provisions Applicable to Employees

A. All individuals employed by the Board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students. Employees are prohibited from engaging in any of the above in the presence of students at a school-sponsored event; and in the absence of students, employees are prohibited from engaging in any of the above while performing official business on behalf of the school system as directed by his/her supervisor.

B. Any violation of this policy may result in appropriate disciplinary action against an offender up to and including suspension or termination of employment. Any illegal activities may be referred to law enforcement officials. An employee may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

C. All employees will be furnished information periodically about the dangers of drug abuse in the workplace and informed about drug or alcohol counseling and rehabilitation programs.

D. Eligible employees may also access services through the employee assistance program offered through the Frederick County Public Schools (FCPS) medical plan.

E. Any employee who is taking medication which may affect the employee’s ability to perform a job in a safe and productive manner, must report such use to the work site supervisor. The supervisor, in consultation with Human Resources/Employee Benefits staff, will determine if the employee should remain at work, be restricted in duties, or be sent home.

NOTE: Employees may not be under the influence of medical cannabis while they are acting in the scope of their employment.

F. Employees must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Appropriate disciplinary action against the offender up to and including suspension or termination of employment will be taken which may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

112.4 Provisions Applicable to Students

A. The school system shall take appropriate disciplinary action against a student who violates these standards up to and including suspension and expulsion and referral for prosecution. The student may be required to complete an appropriate rehabilitation program. Students and parents will be informed about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.
B. Age-appropriate, developmentally-based drug and alcohol education and prevention programs must be provided for all students in all grades. The programs must address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

C. A drug and alcohol assessment is mandatory for students who are suspended for substance abuse. The assessment procedure requires family involvement conducted for the purpose of providing consultation and suggestions to the family. This is a combined effort of the Frederick County Health Department and the Frederick County School Counseling Program.

D. Teachers and other staff members who suspect a student of violating this policy must refer the student to the building administrator. Students seeking help should not be referred for disciplinary action. Administrators are to investigate possible violations in accordance with regulations issued by the Superintendent. Administrators must assure that any disciplinary action is taken in accordance with due process.

112.5 Provisions Applicable to Outside Persons and Groups

A. Individuals other than employees/students who violate the policy shall be reported to the appropriate police authority.

B. Outside individuals who violate the policy regarding tobacco use shall be subject to the following:

- **1st offense**: Verbal warning that must include the explanation of the Board policy.

- **2nd offense**: Written statement of the policy shall be issued with the warning that a no trespass letter will be filed with the police if the violations continue.

- **3rd offense**: No trespass letter issued with stipulation that the violator can only be on local school system owned or leased property with administrator or manager permission.

C. Any person or organization permitted to use school buildings or school grounds (e.g., use of facility form) must comply with the policy. Violations of the policy will result in the use permit being terminated through the remainder of the use period.

D. This policy shall also be in effect for any person or entity leasing or otherwise occupying a school system owned building. Violations of the policy will result in reporting the violation to the lessor, in writing, with a specific request for compliance.
112.6 Provisions Applicable to Heroin and Opioid Education and Awareness

The Board recognizes its role and responsibility to work jointly and collaboratively with the Frederick County Health Department and the Maryland State Board of Education to execute its responsibility under the Heroin and Opioid Education and Community Action Act of 2017 (Start Talking Maryland Act) as it relates to:

- implementing curriculum related to heroin and opioid addiction and prevention,
- administration of naloxone or other overdose-reversing medication to an individual on school property who is believed to be experiencing an opioid overdose,
- to store such medication according to state regulation; and
- to provide notification of this policy to parents/guardians of FCPS students.

The Superintendent is directed to issue regulation to implement the mandates of this policy.
POLICY 112 Q & A GUIDELINES

Drug, Alcohol, and Tobacco-Free Workplace and School System (Excerpt from Board Policy 112)

The Board of Education desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any dorm, on school property or school-sponsored event* at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

* School property means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

* School-sponsored event means an event organized by an employee in the scope of their employment.

* Policy 112.3 A. and B. states:
  A. “All individuals employed by the board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students. Employees are prohibited from consuming alcohol in the presence of students at a school-sponsored event; and in the absence of students, employees are prohibited from consuming alcohol while performing official business on behalf of the school system as directed by his/her supervisor.
  B. Any violation of this policy may result in appropriate disciplinary action against an offender up to and including suspension or termination of employment. Any illegal activities may be referred to law enforcement officials. An employee may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.”

Q & A

With regard to Policy 112, the following questions and answers may provide further guidance:

1. As a coach, what are the expectations for “school-sponsored events” under Board Policy 112?
   
   A. A “school-sponsored event” under Board Policy 112 means any activity/event that is a normal part of team “operations.” This includes but is not limited to activities associated with such items as pre/post season meetings with athletes and parents, practices, games, recognition ceremonies, and similar gatherings where team business is all or part of the event. Team activities are not limited to those occurring on school campuses as also stated in Board Policy 112. Coaches are expected to consult with their school administration/athletic director when holding team events off school campus that are not part of the normal practice/game schedules.

2. Is my home considered “school property”?
   
   A. Board Policy 112 indicates that, school property means “any other location that is used for a school-sponsored event.” So, yes, if you are using your home for a team activity that is approved by the principal or assistant principal it can be considered school property.

3. If I attend a professional conference or meeting where students are not present and alcohol is available, may I elect to consume in that setting without violating Board Policy 112?
   
   A. Yes, if your attendance is voluntary. Based on Board Policy 112.3 B., employees are prohibited from consuming alcohol in the presence of students at a school-sponsored event, and in the absence of students, employees are prohibited from consuming alcohol while performing official business on behalf of the school system as directed by his/her supervisor. Consequently, you may elect to consume alcohol if your attendance at the conference or meeting is voluntary (i.e., your supervisor is not requiring your attendance; rather it is by personal choice that you are attending.)
I. Policy 400.1

II. Procedures

A. The Board of Education of Frederick County establishes policies to provide focus and strategic guidance of the school system. The superintendent of schools establishes regulations to provide procedural guidelines for administrative staff in the implementation of board policies.

B. The superintendent’s advisory council provides input from a wide range of perspectives in the continued evaluation of school system regulations and procedures. The advisory council is comprised of individuals appointed by the superintendent representing diverse viewpoints from various offices within the school system and the community including: administrative staff; PTA representatives; teachers’, support personnel, and administrative and supervisory unions; and members of the local business community.

The council may provide input on development and/or modification of regulations that govern the day-to-day operations of the school system. Staff members who wish to propose new regulations or modify existing regulations may present a proposal to the council for review. Unless otherwise waived by the superintendent, such proposals must be submitted by a council member. On occasion, the advisory council is asked to provide input regarding recommended changes to board policy prior to presentation to the board.

Policies and regulations are maintained on the FCPS web site by the Office of Legal Services. Policies and regulations are continually revised and updated to comply with state and federal laws and the school system is apprised of these revisions via the FCPS web site and email notices to all departments and schools.

C. The Office of Legal Services coordinates the superintendent’s advisory council meetings and distributes the meeting agendas. Members must submit items for the agenda to the executive director of legal services at least one week prior to the meeting.

Approved

Original signed by

Linda D. Burgee
Superintendent
This document highlights portions of some BOE policies and FCPS regulations pertaining to coaching. Access complete policies and regulations at www.fcps.org

➢ select red tab About FCPS
➢ select Policies and Regulations at drop-down menu

Regulation 200 FCPS Policies & Regulations

The Board of Education of Frederick County establishes policies to provide focus and strategic guidance of the school system. The superintendent of schools establishes regulations to provide procedural guidelines for administrative staff in the implementation of board policies.

Policy 112 Drug, Alcohol & Tobacco-Free Workplace & School System

The board desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment applicable to anyone on its premises. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any form, on school property at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

Policy 318 Sexual Harassment

A. The board prohibits discrimination on the basis of sex in its educational program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964 and recognizes sexual harassment as a form of sexual discrimination. (Cross-reference Regulation 400-48.)

B. It is the policy of the board to maintain a learning and working environment that is free from sexual harassment. The board believes that sexual harassment is offensive and morally wrong. Therefore, the board prohibits sexual harassment of, or by, employees, students, volunteers, vendors, or others having business or contacts with the school system. The board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees and students who violate this policy will be disciplined, as outlined in section 318.8 of this policy.

Regulation 200-23 Bloodborne Pathogen Control

The Frederick County Public School system is committed to providing a safe and healthful work environment for all employees. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.” Additionally, the exposure control plan provides direction regarding necessary actions following an exposure and information regarding training and record keeping requirements.

Bloodborne pathogens include, but are not limited to Hepatitis B virus (HBV), Hepatitis C and human immunodeficiency (HIV).
NOTE: This protocol applies to Frederick County Public School system employees.

*(When a student has been exposed to blood, the principal/principal's designee shall notify the student’s parent/guardian(s). The parent/guardian(s) are then responsible for the treatment and follow-up of the student.)*

Regulation 200-39 EpiPen-Allergic Reactions

Many individuals may have life threatening allergic reactions when exposed to a wide variety of substances. An EPIPEN is a pre-filled syringe designed to automatically inject epinephrine (adrenaline) into the outer thigh to provide initial emergency treatment for these reactions. When an EPIPEN is used, 911 must always be called.

Regulation 300-7 Reporting Allegations of Fraud or Illegal Activity Impacting FCPS Business Operations

It is an expectation that management will create a culture that supports employees who wish to report dishonest, fraudulent or illegal activities. Employees are also expected to embrace and support a climate that promotes ethical behavior. It is important that employees wishing to make an oral or written report understand the degree to which their identity can be held confidential. It is an expectation that supervisors ensure that the employee(s) making the initial report will not be responsible for conducting an investigation, determining fault or recommending disciplinary action. Finally, it is important that the employee(s) understand that retaliation will not occur.

Regulation 400-15 Assignment & Transfer of Students

The Department of Student Services receives requests for student transfers to schools outside of the student’s home attendance district. These written requests from parents or guardians may be granted if one (1) or more of the [stated] conditions exist, the school being requested is not restricted to out-of-district transfers, and it does not pose an undue burden on the school system.

Transferring for the purpose of participating in athletics is not a legitimate reason to request a transfer.

Regulation 400-28 Student Accident Reports

The board of education carries a comprehensive general liability insurance policy to protect it and its personnel in the event of bodily injury to a student for which the board of education and/or its employees may be held liable.

A student accident insurance program is available. The board of education's function in this program is the timely completion of claim forms for accidental injuries to students for parents' submission to the insurance carrier.

All students desiring to participate in athletics are required to provide proof of medical insurance coverage in order to participate. Students who participate in football are required to purchase a special student accident insurance that is available or produce satisfactory evidence that the parents have insurance providing similar coverage.
Regulation 400-46 Student Travel

Schools shall provide Board of Education of Frederick County vehicles to transport students whenever possible. If the school system provides bus transportation, it is an expectation that students will ride the bus for activities and events unless granted an exception under Section B.

Regulation 400-47 Child Abuse & Neglect

The legal responsibility to make determination of abuse or neglect is vested in the agency authorities to whom the report is made. Any person who makes or participates in the making of a good faith report of abuse or neglect or participates in the investigation or in a judicial proceeding resulting from the report is immune from any civil liability or criminal penalty. The identity of the reporter is kept confidential, however, the reporter may be subpoenaed to testify to knowledge he/she may have regarding health and safety matters concerning the alleged victim.

Maryland law requires that every employee and volunteer of the local school system, health practitioner, human services worker, or law enforcement officer who has reason to believe that a child has been subjected to physical abuse, sexual abuse, mental injury or neglect shall immediately report to the local department of social services or appropriate law enforcement agency. The oral report must be made as soon as reasonably possible. At the same time, the employee shall also notify the school principal/designee or immediate supervisor, if the person is not school based.

Regulation 400-48 Bullying, Intimidation & Harassment

All school employees who observe, receive reports of, overhear, or otherwise witness bullying, intimidation, or harassment or to whom such harassment is reported shall take prompt and appropriate action.

Staff members who engage in or fail to appropriately address bullying, intimidation, or harassment may be subject to disciplinary consequences up to and including termination. Per Maryland law, a school employee who reports an act of bullying, intimidation, or harassment in accordance with this regulation is not civilly liable for any act or omission in reporting or failing to report an act of bullying, intimidation, or harassment.

**NOTE:** Cross-reference policies 305 and 323 for information regarding consequences. Cross-reference regulation 400-66 for disability discrimination regarding 504 issues.

Regulation 400-92 Physical Education and Athletic Programs for Students with Disabilities

(Refer to Policy 402 and COMAR 13A.06.03). This regulation is based on recent state legislation to promote and protect the inclusion of students with disabilities into physical education and athletic programs.

Regulation 500-24 Academic Standards Extracurricular Activities

"Extracurricular activities" are those school-sponsored activities other than regular class activities in which the student represents the school. (Examples: athletics, student clubs/organizations, class/club officers.)
PART III

JOB DESCRIPTIONS AND CREDENTIALS
The head coach of an individual sport activity must realize that any sport sponsored by a school is an integral part of the total educational process and is designed to have a positive influence on students. Those in charge of such activities must utilize solid principles and goals if athletics are to be a worthwhile part of the overall school program. As a school system employee, the head coach is responsible for understanding and applying all school system policies and procedures.

The head coach is responsible for the following duties:

1. Organize and administer the team which he/she coaches under the supervision of the athletic director and building administration.

2. Decide the student personnel of the team.

3. Provide input for selection of assistant coaches.

4. Assume control of the team in all matters pertaining to coaching and athletic discipline.

5. Ensure that all coaches have completed all local and state requirements before they are allowed to work directly with athletes.

6. Formulate a written list of team rules and procedures to be issued to each team member and file with the athletic director. All rules must be approved by the building principal.

7. Attend all practice sessions and all contests of the sport in which he/she coaches. This includes the supervision at all times of the locker/shower areas until all members have departed the building.

8. Promote positive academic achievement, character, and sportsmanship.

9. Assume responsibility for the selection and training of all team managers, score keepers, and statisticians.

10. Submit a squad list to the athletic director for the purpose of verifying the eligibility of each athlete.

11. Assume the responsibility for enforcing all eligibility requirements to include academics.

12. Attend school, county, and state meetings which pertain directly to the sport in which he/she coaches. This applies specifically to MPSSAA rules interpretation sessions conducted prior to the beginning of each sports season.

13. Require a medical examination and parental permission on each athlete before the first tryout or practice, and be aware of special needs or medical conditions. The examination shall be performed by a qualified physician and on file with the athletic director.
14. Administer, organize, collect, and account for all athletic activity fees in a timely manner.

15. Assume responsibility for the distribution and collection of the school’s athletic uniforms and equipment in the sport in which he/she coaches.

16. Implement and administer substance abuse awareness and prevention program.

17. Travel with the team to and from all away athletic events.

18. Provide, when appropriate, advertising, pre-game publicity, press coverage of games, and post-game reports to the media.

19. Assume the responsibility of each team member while involved in the program as a participant or as a representative of the school.

20. Assist the athletic director, when requested, in scheduling and determining proper use of the athletic facilities.

21. Assist the athletic director and school administration in fostering good school/community relations by keeping the community aware of and responsive to the athletic program.

22. Assist the athletic director, when appropriate, with rescheduling of postponed contests.

23. Assist in the reporting of unsafe playing areas, bleachers, and equipment to the athletic director or school administration.

24. Submit to the athletic director current inventory and need for athletic supplies, equipment, and uniforms.

25. Assume the responsibility for completing accident reports and reporting same to the athletic director or school administrator.

26. Assist the athletic director with the cleaning, care and storage of athletic equipment pertaining to his/her sport.

27. Counsel/Advise and monitor student academic progress and individual needs.

28. Organize and administer parent preseason orientation.

29. Communicate to parents concerns and problems regarding student athletes.

30. Prepare, maintain, and keep immediately available a fully equipped training kit that includes latex gloves and germ-killing solvent.

31. Maintain accurate records for weight gain/weight loss during summer and fall practice and games.

32. Prepare practice and game fields.
33. Assume responsibility to read, understand, implement, and distribute county league and state literature.

34. Communicate regularly with the athletic director.

35. Monitor student attendance to make sure student has been in school for the definition of a complete school day before practicing or participating in a game.

36. When applicable, advise and be available for community youth sports groups for clinics and speaking at banquets.

37. Actively participate in league, district, and state committees.

38. Attend all organizational meetings called by the athletic director.

39. Work within the framework of the budget prepared by the athletic director (any unauthorized purchases will be the total responsibility of the coach).

40. Monitor injured student athletes and coordinate treatment with athletic trainer (in order to resume participation in a sport, the injured athlete must have a written release from his/her physician).

41. No coach or school personnel are to discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent, or other person of influence or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

42. Enforce that all students will be dressed in appropriate uniforms. Students will not be able to participate in any county championship without the proper attire.

43. Any and all fundraising activities must be approved by the school administration. All money collected for, and net proceeds from, all fundraisers, camps, clinics, etc. must be maintained in accounts approved by the school administration.

44. Provide input and evaluate officials as requested.

45. Establish continuity of skills and philosophy between varsity, junior varsity and freshman programs (as applicable).
HIGH SCHOOL ASSISTANT COACH - ATHLETICS

Job Description

The assistant coach of an individual sport activity must realize that any sport sponsored by a school is an integral part of the total educational process and is designed to have a positive influence on students.

Those in charge of such activities must utilize solid principles and goals if athletics are to be a worthwhile part of the overall school program. As a school system employee, the assistant coach is responsible for understanding and applying all school system policies and procedures.

The assistant coach performs all duties as assigned by the head coach and works closely with the head coach in carrying out his/her responsibilities.
After July 1, 2010 All Emergency Coaches are REQUIRED to become a credentialed coach prior to the start of his/her fourth year as an Emergency Coach.

CREDENTIALED COACH REQUIREMENTS

✓ Complete two successful years as a FCPS Emergency Coach (FCPS Coach Evaluation)

✓ Successfully complete the NFHS Fundamentals of Coaching Course (http://nfhslearn.com/courses/61001)

✓ Successfully complete MSDE Required Care & Prevention of Athletic Injuries Course

✓ Successfully complete sport specific class of teaching skills and fundamentals (NFHS courses are preferred)

✓ Complete FCPS Coach Leadership Seminar

• All records, validations, certificates, and course completion credentials must be submitted to the FCPS Office of Athletics for final approval and certification.

Kevin Kendro
Supervisor of Athletics & Extracurricular Activities
191 South East Street
Frederick, MD 21701
301-696-6845 phone
301-696-6801 fax
PART IV

HEALTH & SAFETY
National Athletic Trainers’ Association Official Statement on Athletic Health Care Provider “Time Outs” Before Athletic Events

The National Athletic Trainers’ Association recommends a “time out” system be adopted for athletic health care. Before the start of each athletic event – practice or competition – a time out should be held to convene the athletic health care professionals who comprise the emergency response team. The purpose of the meeting is to go through a pre-athletic event checklist reviewing the venue’s emergency action plan (EAP).

Time out is a common term both in athletics and medicine. Time outs are taken immediately before surgery when all operating room participants stop to verify the procedure, patient identity, correct site and side. Coaches and athletes call time out to gather the team together and discuss game strategies or call a play. This new application of time out is expected to save lives by ascertaining all those involved in emergency care are properly briefed and ready before a potentially dangerous or life-threatening injury occurs.

A time out will help produce a decisive, coordinated emergency response and outcome. Typically the athletic trainer is the first person to respond to an athletic emergency situation. Other individuals also are involved – physicians, EMTs – and need to be part of the pre-event briefing so they are fully informed. Effective communication with all relevant parties is critical to ensure the athlete receives the best care when an emergency arises.

EAP Time Out: Pre-Athletic Event Checklist

- Athletic health care providers meet before start of each practice or competition to review the emergency action plan.
- Determine the role and location of each person present (i.e., AT, EMT, MD)
- Establish how communication will occur (i.e., voice commands, radio, hand signals). What is the primary means of communication? What is the secondary or back-up method of communication?
- An ambulance should be present at all high-risk events. Where is it physically located? What is the planned route for entrance/exit and is the route unencumbered? Is the ambulance a dedicated unit or on stand-by? If an ambulance is not on site, what is the mechanism for calling one?
- In the event of emergency transport, what is the designated hospital? Consider the most appropriate facility for the injury/illness when selecting the hospital.
- What emergency equipment is present? Where is it located? Has it been checked to confirm it is in working order and fully ready for use?
- Are there any issues that could potentially impact the emergency action plan (i.e., construction, weather, crowd flow)?

References


8/1/12
Guidelines for Lightning/Thunder
During Athletic Practices or Games

▪ Anytime lightning is seen or thunder is heard, all outside activities must be stopped immediately and students/athletes/participants/spectators must be sent to safe shelter (school building, permanent structure or automobiles). Allow 30 minutes or more to pass from last strike of lightning or sound of thunder.

▪ Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any athletic activity or returning outdoors. In other words, if the ‘thirty minute clock’ has been started to monitor return to activity, it must be reset after each sound of thunder or flash of lightning.

▪ It is extremely important to be inside a safe structure or location long before the lightning threat becomes dangerous. It is also imperative to understand that lightning is a real and deadly weather phenomenon. It can come in ahead of the rain and it can strike as far as ten miles from where it is raining. Therefore, do not wait until rain begins to postpone a game or practice. Lastly, blue sky or sunshine peeking through thunderstorm clouds are not safe reasons to shorten the 30 minute rule. Avoid becoming a casualty statistic.
Heat Acclimatization Guidelines Introduction

Each year high school athletes experience serious injury and even death as a result of heat-related illnesses. It has become a major concern in that the number of deaths over the last 15 years has remained constant. That statistic becomes more alarming given that heat-related illness and death are almost entirely preventable. The need to dramatically increase awareness of the issue, recognize the symptoms of heat illness and treatment of suspected cases has become a primary consideration for early season practice routines.

Frederick County Public Schools has formulated specific guidelines for acclimatization of athletes to warm weather conditions. Resources for all sections of this document may be found on the Health and Safety page at www.mpssaa.org.

Education

Coaches, parents and students play a critical role in understanding the dynamics associated with heat related illnesses. For many, the concept of heat acclimatization is a vague term. Likewise, the awareness of hydration and/or heat related emergency procedures are also limited among the general population. Raising the awareness level of the components of heat related illness should be a priority of each school athletic department.

Frederick County Public Schools will take a number of educational initiatives including:

- All coaches will complete the National Federation of State High School Associations (NFHS) online course entitled, “A Guide to Heat Acclimatization and Heat Illness Prevention.” The class can be found at www.nfhslearn.com and is free of charge. The course will become operational on July 15, 2012.

- Handouts of materials formulated by CDC will be provided to parents and discussed at pre-season “Meet the Coach Nights.”

- Agenda item at team meetings for each fall sport.

- Placement of pertinent material on FCPS website and links to related materials on MPSSAA website.

- Public Service announcements at games.
Resources on Education


**Important Definitions**

For the purpose of this document the following definitions will be used to provide meaning and further interpretations of the guidelines. Definitions for heat acclimatization, practice, and recovery period were derived directly from House Bill 1080 while the definition of a walk-through comes from the National Athletic Trainers Association Preseason Heat-Acclimatization Guidelines for Secondary School Athletics.

**Heat Acclimatization** – Enhancing an individual’s exercise heat tolerance and ability to exercise safely and effectively in warm to hot conditions.

**Practice** – A period of time a student-athlete engages in physical activity during a coach-supervised, school-approved sports- or conditioning-related activity, including warm-up, stretching, weight training, and cool-down periods.
Walk-Through – A teaching opportunity when an athlete is not wearing protective equipment, including helmets, shoulder pads, catcher’s gear, or shin guards, or using other sports-related equipment (e.g., footballs, lacrosse sticks, blocking sleds, pitching machines, soccer balls, marker cones).

Recovery Period – The time between the end of one practice or walk-through and the beginning of the next practice or walk-through.

Hydration – The process of drinking fluid to restore fluid levels in the body to avoid poor performance, muscle cramps, dizziness, fatigue, and other heat related illnesses.

Scrimmage - A practice or game in which no score is reported, no admission is charged, no public report is made, and the sole purpose is for instructional purposes.

Hydration Awareness

The purpose of proper hydration in regard to the overall safety and conditioning to a student-athlete is a key part of a successful high school athletic program and one of the most preventable ways to combat heat illnesses. The responsibility to prevent injury and to successfully hydrate student-athletes is shared among the student-athlete, coaching staff, and athletic trainers.

Many student-athletes are not educated on the need and do not voluntarily drink enough water to prevent significant dehydration during physical activity. National recommendations suggest student-athletes drink regularly throughout all physical activities. An athlete cannot always rely on his or her sense of thirst to sufficiently maintain proper hydration.

FCPS Suggested Guidelines Include:

- Readily available and unlimited amounts of water during practice and designated breaks.

- Drink before, during, and after practice and games. For example:
  - Drink 16 ounces of fluid 2 hours before physical activity.
  - Drink another 8 to 16 ounces 15 minutes before physical activity.
  - During physical activity, drink 4 to 8 ounces of fluid every 15 to 20 minutes (some athletes who sweat considerably can safely tolerate up to 48 ounces per hour).

- After physical activity, drink 16 to 20 ounces of fluid for every pound lost during physical activity to achieve normal hydration status before the next practice or competition.

- Student-athletes who do not properly rehydrate their bodies between practices run the risk of cumulative dehydration. Cumulative dehydration develops insidiously over several days and raises the risk for heat illness, especially in the first few days of acclimatization. (See NATA position statement on Fluid Replacement for Athletes).
• Student-athletes can monitor their hydration level by the color and volume of urine. Small amounts of dark urine indicate the need to drink more, while a “regular” amount of light-colored urine is normal and indicates the student-athlete is well hydrated. A urine chart, such as the one used by the University of Maryland, should be posted so that student-athletes can access their individual hydration.

• Weight charts should be utilized to assess an athlete’s weight loss and hydration status. Weights should be taken prior to and after practice.

- Athletic trainers, if available, should assess in the monitoring of student-athletes during times where athletes are becoming acclimated to a new sports season and when temperatures are high.

Resources on Hydration


- NATA Position Statement: Fluid Replacement for Athletes. 
  [http://www.mpssaa.org/assets/HealthandSafety/NATA%20FluidReplacementsForAthletes.pdf](http://www.mpssaa.org/assets/HealthandSafety/NATA%20FluidReplacementsForAthletes.pdf)

- NATA Position Statement: Exertional Heat Illnesses. 

- Hydration Color Chart. 
Environmental and Non-Environmental Risk Factors

Enacting guidelines to fit every situation is problematic when individual and local differences often render unique circumstances. Frederick County Public Schools will be prepared to make interpretations and err on the side of caution when dealing with unique circumstances.

The FCPS guidelines are requirements designed to acclimatize student-athletes so they can participate effectively in warm and hot conditions and reduce the risk of heat related illnesses. However, environmental and non-environmental risk factors can increase the risk of heat illness per individual participant and per individual school. FCPS will enact policy when needed to address environmental and non-environmental risk factors. (See FCPS Heat and Humidity Guidelines)

Environmental Risk Factors

FCPS will assess the environmental conditions for each day of practice and have procedures in place depending on the assessment of the conditions. The more humid and hot conditions are on any given day of practice, the higher the risk for heat illness; therefore, appropriate modifications to the practice schedule may be necessary.

Air temperature, combined with humidity, wind speed and the amount of radiant heat are all contributing environmental factors that can increase the risk of heat illness.

Resources for Environmental Risk Factors

- NATA Position Statement: Exertional Heat Illnesses:

- The NOAA national Weather Service’s Heat Index Chart:
  http://www.nws.noaa.gov/om/heat/index.shtml

Non-Environmental Risk Factors

The inter-association task force on exertional heat illnesses consensus statement details factors that may increase the risk associated with participation in the heat for individual students.

During moderate exercise, 70 to 90 percent of the energy produced by the body is released as heat. There are a number of factors that can hamper heat dissipation and put an athlete at increased risk for heat illness. The NFHS Sports Medicine Advisory Committee (SMAC) lists the following non-environmental risk factors.

Risk Factors:

- Clothing and Equipment — Clothing and equipment inhibit heat loss from the body and increase the risk for heat illness. Dry clothing and equipment absorb sweat and prevent evaporative heat loss. Dark clothing or equipment produces radiant
heat gain. Clothing and equipment decrease convective heat loss by interfering
with air contact with the body. During periods of high WBGT or Heat Index, the risk
of heat illnesses increases when clothing and equipment are worn. Thus, risk may
be minimized through removing equipment and participating in drills wearing shirts
and shorts only. Given that a great deal of heat is radiated from the head, helmets
should be removed early on in hot and humid conditions.

- Age — Children acclimatize to heat more slowly and are less effective in
  regulating body heat than adults.

- Dehydration — It has been shown that moderate levels of dehydration (3-5% of body
  weight) can cause a significant decrease in performance and predispose an athlete
to exertional heat illness. Lack of sufficient water to be released by the sweat glands
makes it very difficult for the body to dissipate heat through evaporation. Thirst is a
poor indication of hydration. (See more in the Hydration Section)

- Pre-activity Hydration Status — Athletes who begin activity in an already
dehydrated state are at increased risk for exertional heat illness. Pre-activity
hydration status may be compromised by inadequate rehydration following
previous session, alcohol consumption, rapid weight loss regimes (i.e., wrestling),
and febrile or gastrointestinal illness (vomiting or diarrhea).

- High Body Fat — Athletes with a high percentage of body fat are at increased risk
  for heat illness, as fat acts to insulate the body and decreases the body's ability to
dissipate heat.

- Poor Acclimatization/Fitness Level — Those not yet acclimatized to the
  heat or inadequately conditioned are at increased risk.

- Febrile Illness — A fever increases core temperature and decreases the ability of
  the body to compensate. It is dangerous to exercise with a fever, especially when
Wet Bulb Globe Test (WBGT) is high. Athletes with a fever, respiratory illness,
vomiting or diarrhea should not exercise, especially in a hot environment.

- Medications — Amphetamines (including ADHD medications), ephedrine,
synephrine, ma huang and other stimulants increase heat production. Some
medications have anti- cholinergic actions (amitriptyline, Atrovent) resulting in
decreased sweat production. Diuretics can produce dehydration. Athletes taking
medication for ADHD should be monitored closely for signs and symptoms of heat
illness.

- Sickle Cell Trait — Athletes with sickle cell trait (SCT) are at increased risk for a
  sickling crisis with exercise during hot weather. Special precautions should be
taken in hot and humid conditions for athletes with SCT.

- Prior Heat Illness History — The risk factor for individuals with a prior history of
  heat related illnesses is higher. Decreased heat tolerance may affect 15 percent
  of athletes with a history of previous heat illness.
Additional non-environmental risk factors can be found in the consensus statement by the inter-association task force.

Resources for Non-Environmental Risk Factors

☐ NATA Position Statement: Exertional Heat Illnesses

☐ NFHS SMAC Heat Related Illness
Heat Acclimatization Period

The implementation of any heat acclimatization guidelines should consider an acclimatization period that defines the duration, intensity and number of required practices to acclimatize each individual student-athlete. The duration and intensity for practices are suggested to gradually increase the student-athlete’s heat tolerance, enhance their ability to participate safely in warm and hot conditions and minimize their risk for heat related illnesses.

The body of evidence supporting heat acclimatization guidelines is extensive and led to the National Athletic Trainers Association (NATA) and an inter-association task force comprised of the American College of Sports Medicine, Gatorade Sports Science Institute, National Strength and Conditioning Association, United States Army Research Institute of Environmental Medicine, American Orthopaedic Society for Sports Medicine, American Medical Society for Sports Medicine and American Academy of Pediatrics to develop Preseason Heat- Acclimatization Guidelines for Secondary School Athletics.

These national guidelines serve as a basis in forming a model policy to acclimatize student-athletes to their respective environment for the safe training and participation during the preseason practice period.

The suggested guidelines consider the need for instructional and repetition during the preseason practice period to reduce the risk of other sport related injuries. However, no research or sound reasoning was found to deviate from the minimum requirements of the inter-association task force’s policy relating to the duration, intensity and number of practices during the first five days of acclimatization. Therefore, it is in the best interest to reduce the risk of heat related illnesses by not compromising a student-athlete’s acclimatization period while encouraging athletic administrators and coaches to find the most effective methods to increase and use instructional time.

Furthermore, these guidelines are recommended for fall practice where the greatest risks for heat related illnesses occur. However, athletes practicing indoors, in non-air conditioned or poorly ventilated gyms are also susceptible as are students practicing for spring sports. The guidelines are also recommended for winter and spring sports regarding the duration and intensity of practices.

☐ FCPS Guidelines:

- On single-practice days, one walk-through is permitted.

- Double practice days (beginning no earlier than practice day 6) must be followed by a single-practice day or rest day. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.

- All practices and walk-through sessions must be separated by at least three hours of continuous rest.
If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe, but total practice time should not exceed its limitations.

Equipment Restrictions

- Football
  - Practice days 1 and 2 – Helmets only, and shorts/t-shirts
  - Practice days 3 through 5 – Helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.
  - Beginning practice day 6 – Full protective equipment and full contact may begin

- Field Hockey
  - Practice days 1 and 2 – Goalies in helmet and goalie kickers, athletes may wear shin guards, goggles and mouth pieces
  - Practice days 3 through 5 – Goalies in helmet, chest protection and goalie kickers
  - Beginning practice day 6 – Full protective equipment may be worn

- Soccer – Shin guards and goalie gloves can be worn beginning day 1

- Volleyball – Knee pads may be worn beginning day 1

The heat-acclimatization period is designed for students on an individual basis. Days in which athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.

Practice Days 1-5

- School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 1-5.

- School teams are limited to one practice per day not to exceed three hours in length.

- One walk-through session is permitted per day no longer than 1 hour in duration.
Practice Days 6-14

- School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 6-14.
- Total practice and walk-through time per day should be limited to five hours with no single session longer than three hours in duration.
- School teams may participate in full contact practices with all protective equipment worn.

- Scrimmages – May occur on Day 10 or after. Scrimmages must meet the practice requirements for time. No scrimmage should exceed the time limit of a practice.

FCPS Practice Calendar - [https://www.fcps.org/athletics/health-safety](https://www.fcps.org/athletics/health-safety)

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Day 1</td>
<td>Day 2</td>
<td>Day 3</td>
<td>Day 4</td>
</tr>
<tr>
<td>Rest Day</td>
<td>Day 5</td>
<td>Day 6</td>
<td>Day 7</td>
<td>Day 8</td>
<td>Day 9</td>
<td>Day 10 First Day of Scrimmage</td>
</tr>
<tr>
<td>Rest Day</td>
<td>Day 11</td>
<td>Day 12</td>
<td>Day 13</td>
<td>Day 14</td>
<td>Day 15</td>
<td>Day 16</td>
</tr>
<tr>
<td>Rest Day</td>
<td>Day 17</td>
<td>Day 18</td>
<td>Day 19</td>
<td>Day 20</td>
<td>First Play Date</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Plan

Practicing a comprehensive hydration and acclimatization plan constitutes the best possible emergency action plan. Never-the-less, it is critical that each school have in place specific preparedness measures should they encounter a heat emergency. Knowing what to do and reviewing specific protocols could minimize potentially catastrophic injuries.

As local conditions render each school setting unique any emergency plan needs to be tailored to suit individual school needs. There are however common factors that should comprise every school emergency plan. In light of the fact that a qualified medical person might not be on hand at every game or practice, it is recommended that a simple plan be prescribed. An uncomplicated plan provides the best opportunity to be remembered and then employed in time of crises. Any single heat emergency plan should incorporate three basic components; recognition of heat illness, immediate cooling and transport via ambulance to a hospital.

A simple plan with assigned specific delegated duties could prove to be most helpful in:

- Remembering what to do
- Covering important task
- Offering the best chance for success

Each school plan should offer as a minimum three important factors and posted for all coaches and student-athletes to see.

- Preparedness
  - Coach training to recognize symptoms (NFHS Course at nfhslearn.com)
  - Materials on hand i.e. 100-gallon Rubbermaid stock tank, plastic children’s pool
  - Water source and bottled water
  - Ice for water cooling or application to victim
  - Cell phone

- Emergency Treatment
  - Recognition of symptoms
  - Rapid submersion in tub or pool or application of ice under arms and to groin area
  - Transport via ambulance to hospital
  - Water consumption

- Pre-assignment of Responsibilities
  - Person to call 911 first and then parent
  - Person(s) to prepare soaking tub or pool or ice bags for topical application
  - Person(s) to assist with moving and attending injured player
  - Person to meet and escort emergency vehicle to victim
  - Person to supervise rest of the team
FCPS SPONSORED ATHLETIC EVENTS (Practices and Contests):

It is each coach’s responsibility to be trained, understand and follow the heat and humidity procedures. The athletic directors and administrators at each school should monitor the coaches to ensure they respond appropriately.

Coaches will evaluate weather related conditions either by direct measurement on site or through internet services with conditions at the nearest zip code. This should be done before practice begins and as conditions warrant.

CONSULT THESE WEBSITES FOR DAILY UPDATES:

- AccuWeather – www.accuweather.com
- The Weather Channel – www.weather.com
- Air Quality Index – www.airnow.gov

HEAT, HUMIDITY, AND AIR QUALITY CHART

The following chart will be used to determine limitations posed on athletic activities. In game situations, game officials and administrators on duty, in consultation with certified athletic trainers and coaches, will make decisions on heat and humidity.

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Humidity</th>
<th>Air Quality Index</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 89 F</td>
<td>Under 70 %</td>
<td>Code Green Good Air Quality</td>
<td>No restrictions</td>
</tr>
<tr>
<td>80 – 89 F</td>
<td>70 % or more</td>
<td>Code Yellow Moderate Air Quality</td>
<td>Monitor carefully Shortened practice Frequent water breaks Football – minimum pads</td>
</tr>
<tr>
<td>90 - 99 F</td>
<td>70 % or less</td>
<td>Code Yellow Moderate Air Quality</td>
<td>Monitor carefully Shortened practice Frequent water breaks Football – minimum pads</td>
</tr>
<tr>
<td>90 – 99 F</td>
<td>70 % or more</td>
<td>Code Orange Approaching Unhealthy</td>
<td>Monitor carefully Shortened practice Mandatory water and shade every 15 – 20 minutes T-shirt and shorts only</td>
</tr>
<tr>
<td>100 + F</td>
<td>Any Value</td>
<td>Code Red Unhealthy Air Quality</td>
<td>Cancel, postpone, or suspend activities</td>
</tr>
</tbody>
</table>
### HEAT INDEX CHART

<table>
<thead>
<tr>
<th>Temperature (°F)</th>
<th>Relative Humidity (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>108</td>
</tr>
<tr>
<td>106</td>
<td>104</td>
</tr>
<tr>
<td>102</td>
<td>100</td>
</tr>
<tr>
<td>98</td>
<td>101</td>
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<tr>
<td>94</td>
<td>100</td>
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<td>92</td>
<td>98</td>
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<td>84</td>
<td>88</td>
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<tr>
<td>82</td>
<td>88</td>
</tr>
<tr>
<td>80</td>
<td>88</td>
</tr>
</tbody>
</table>

### AIR QUALITY INDEX CHART

<table>
<thead>
<tr>
<th>Air Quality Index</th>
<th>Levels of Health Concern</th>
<th>Numerical Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td></td>
<td>0-50</td>
<td>Air quality is considered satisfactory, and air pollution poses little or no risk.</td>
</tr>
<tr>
<td>Moderate</td>
<td></td>
<td>51-100</td>
<td>Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.</td>
</tr>
<tr>
<td>Unhealthy for Sensitive Groups</td>
<td></td>
<td>101-150</td>
<td>Members of sensitive groups may experience health effects. The general public is not likely to be affected.</td>
</tr>
<tr>
<td>Unhealthy</td>
<td></td>
<td>151-200</td>
<td>Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.</td>
</tr>
<tr>
<td>Very Unhealthy</td>
<td></td>
<td>201-300</td>
<td>Health alert: everyone may experience more serious health effects.</td>
</tr>
<tr>
<td>Hazardous</td>
<td></td>
<td>&gt; 300</td>
<td>Health warnings of emergency conditions. The entire population is more likely to be affected.</td>
</tr>
</tbody>
</table>
# HEAT RELATED ILLNESS: SIGNS AND SYMPTOMS

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>SYMPTOMS</th>
<th>FIRST AID</th>
<th>RETURN TO PLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Cramps (Mild)</td>
<td>Involuntary Muscle Spasms</td>
<td>Hydration, Stretching, Relaxation, Massage</td>
<td>Symptom Free, Monitor Carefully</td>
</tr>
<tr>
<td>Heat Exhaustion (Moderate)</td>
<td>Headache, nausea, vomiting, chills, dizziness, rapid pulse, cool or clammy skin, pale, excessive sweating</td>
<td>Shade or AC, Remove excessive clothes/equipment, Lie with feet above heart, Rehydrate if no nausea, Monitor HR, BP, CNS status and core temperature</td>
<td>Symptom Free, Avoid intense activity for several days, If medical treatment was sought, must have doctor release to return</td>
</tr>
<tr>
<td>Heat Stroke (Medical Emergency)</td>
<td>Disorientation, slurred speech, confusion or aggressive behavior, dry skin, flushed and hot skin, rapid/pounding pulse.</td>
<td>Call 911, Aggressive whole-body cooling (cold water immersion), Fans, Ice, Cold Towels if immersion not available</td>
<td>Only with doctor release and specific return to play instructions, Return slowly under supervision of Health Care Professional</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS TO ATHLETES:**

Athletes will be instructed to remove themselves from any athletic activity if they feel overheated. If an athlete has any symptoms of heat related illness, he/she will be removed from any athletic activity and given reasonable and prudent immediate care by the training and/or coaching staff. The athlete’s parent/guardian will be notified and advised to contact their physician or go to the local emergency room if symptoms persist or worsen. Athletes with any heart related illness will be re-evaluated by the Certified Athletic Trainer before being allowed to return to activity. The coach will verify the athlete’s practice status with the certified athletic trainer prior to the athlete returning to activity.
PREVENTION OF HEAT RELATED ILLNESS:

a. Allow unlimited access to water/fluids at all practices and games.
b. Watch players who have a high body fat; have to work harder for same results.
c. Watch players who have smaller bodies; less surface area to get rid of heat.
d. Watch those with more clothing/equipment; the heat is trapped against their bodies.
e. Encourage athletes to drink fluids at same rate that they lost them (work hard, drink a lot).
f. Talk to athletes and coaches in preseason about prevention of heat illness (Gatorade video).
g. Discourage weight loss if it is only fluid loss (wrestlers, etc.).
h. Set up a weight chart and have players weigh in/out/in before practice; measure fluid loss.
i. Check urine; dark concentrated urine means dehydrated, clear means hydrated.
j. Those who are not acclimatized are at a greater risk. Acclimatization is the process where the body learns to function more efficiently in the heat. For example, in the spring 75° feels warm, but when you are acclimatized to the heat in the summer 75° feels cold!
k. Those athletes who are in poor physical condition are at higher risk. For example, the ones who did not do summer conditioning are at greater risk in the fall.
l. Athletes who have been ill, have a fever, or are recovering from an illness are at greater risk.

FLUID REPLACEMENT:

a. Athletes must drink past the point where their thirst is quenched.
b. Fluids should be available freely to all athletes at all times.
c. Athletes must replenish fluids to the weight they were before practice.
d. Athletes should check their urine color before practice; if it is dark, they are still dehydrated and should drink before practice.
e. Cold water is an excellent replacement fluid.
f. Fluids other than water:
   1. Sport drinks are generally only necessary during long-term activities. They help replenish sugar and minerals lost in sweat. However, they are not harmful at any time.
   2. Avoid drinks high in sugar (sodas) due to slow absorption.
   3. Avoid drinks high in caffeine: tea, sodas, and coffee. They cause urination.
Concussion Protocol and Procedures

Introduction
In accordance with SB 771 and HB 858 which amended sections 7-432 and 14-501 of the Annotated Code of Maryland, The Maryland State Department of Education (MSDE) has developed policies and provided recommendations for the implementation of concussion awareness programs throughout the state of Maryland for student-athletes, their parents or guardians, and their coaches. The Department has also developed recommendations on the management and treatment of student-athletes suspected or diagnosed with having sustained a concussion. These recommendations, in addition to the accompanying recommended forms, provide guidance for both the student-athlete’s exclusion from play as well as their return to the classroom. Finally, the Department addresses the concussion education and tracking requirements of non-school related athletic programs and provides guidance and suggestions for those programs.

The provisions of the policies and plan call for training every public high school coach as well as providing awareness to all student-athletes and their parents or guardians on:

- The nature and risk of a concussion or head injury
- The criteria for removal of from and return to play
- The risk of not reporting injury
- Appropriate academic accommodations

The provisions also mandate written verification of:

- The coach receiving concussion awareness training
- The student-athlete and parent or guardian acknowledging receipt of concussion awareness information

In addition, schools shall extend appropriate procedures for academic accommodations to student-athletes who have been diagnosed with a concussion.

Finally, non-school youth athletic activities conducted on school property must provide assurances that concussion information has been provided to all participants and their parents or guardians.

Frederick County Public Schools has formulated the following procedures to be in compliance with MSDE regulations on concussion awareness and training.
Definitions

**Concussion** – a type of traumatic brain injury (TBI) causing an immediate and, usually short-lived change in mental status or an altercation of normal consciousness resulting from a bump, blow, jolt, shaking or spinning of the head or body.

**Graduated return to play protocols** - the progressive return to play stages included in the Policies and Programs on Concussions for Public Schools and Youth Sports Programs (Maryland State Department of Education, updated through December 2012.

**Return to play** – participation in a non-medically supervised practice of athletic competition after a period of exclusion.

**Student-athlete** – a student participating in any tryout, practice, or contest of a school team.

**School personnel** – those directly responsible for administering or coaching an interscholastic athletic program within a school or county and those employees of the school or school system with overall responsibility for student-athletes academic performance and medical well-being.

**Youth sports program** – a program organized for recreational athletic competition and instruction for participants who are younger than 19 years old.

Coach’s Education

FCPS has the responsibility to assure that each coach is trained in concussion risk and management. At a minimum, the coach’s training shall include:

- The nature and risk of a brain injury
- The risk of not reporting the injury
- Criteria for removal and return to play
- Understanding concussions
- Recognizing concussions
- Signs and symptoms
- Response and action plan

All FCPS coaches will participate in the following concussion awareness training:

- The National Federation of State High School Associations’ (NFHS) online coach education course, *Concussion in Sports*. This Center for Disease Control’s (CDC) – endorsed program provides a guide to understanding, recognizing and properly managing concussions in high school sports. It is available at [http://nfhslearn.com](http://nfhslearn.com)
• The Center for Disease Control’s (CDC) tools for youth and high school sports coaches, parents, athletes, and health care professionals provide important information on preventing, recognizing, and responding to a concussion and are available at http://www.cdc.gov/concussion/HeadsUp/online_training.html. These include Heads Up to Schools: Know Your Concussion ABCs; Heads Up: Concussion in Youth Sports; and Heads Up: Concussion in High School Sports.

• Safe Schools Training module, Concussion Awareness: Athletics. This training is available to FCPS employees and is available at http://fcps.md.safeschools.com/. You will need your Employee Id to log in. See your Athletic Director if you do not know what it is.

• Presentation of a certificate of completion from a coach training course with biennial renewal as a condition of coaching employment will be required to assure compliance. FCPS coaches will present certificates to their Athletic Director to verify completion of their training. The following certificates are required:
  • NFHS on-line course, Concussion in Sports is required every two years

The following list of resources should be at every practice or competition where a student-athlete could sustain a concussion.

• On field quick reference guide kept in team medical kit or other accessible area
• A CDC clipboard or clipboard sticker http://www.cdc.gov/concussion/pdf/Clipboard_Sticker-a.pdf
• Copies of the “Medical Clearance for Suspected Head Injury” form.

Concussion Awareness for Student-Athletes, Parents or Guardians and School Personnel

FCPS will assure that student-athletes, parents or guardians, and school personnel receive an informational sheet describing:

☐ The nature and risk of a concussion or head injury
☐ The criteria for removal and return to play
☐ The risks of not reporting injury and continuing to play

Appropriate academic accommodations for diagnosed concussion victims FCPS will use materials from the following sources:

• The Center for Disease Control’s (CDC) tools for youth and high school sports coaches, parents, athletes, and health care professionals provide important information on
preventing, recognizing, and responding to a concussion, and are available at 
http://www.cdc.gov/concussion/headsUp/online_training.html

☐ The Maryland Public Secondary Schools Athletic Association (MPSSAA) website 
has posted parent and student-athlete information sheets, forms and other 
materials at www.mpssaa.org

FCPS will provide concussion information in the following ways:

☐ In-service training  
☐ Coach/Parent/Student-Athlete pre-season meetings  
☐ Meet the Coach Nights  
☐ Team meetings/practices  
☐ Website www.fcps.org with links to MPSSAA

Every student-athletes and at least one parent or guardian must verify in writing that they have received information on concussions and sign a statement acknowledging receipt of the information. FCPS will include this form in the Required Paperwork for Participation in Interscholastic Athletics.

Furthermore, every student-athlete and at least one parent or guardian must verify in writing if the student-athlete has a history of traumatic head injury/concussion. FCPS will include this form in the Required Paperwork for Participation in Interscholastic Athletics.

Removal and Return to Play

After an appropriate medical assessment, any student-athlete suspected of sustaining a concussion shall immediately be removed from practice or play. The student-athlete shall not return to play until cleared by a licensed health care provider authorized to approve return to play. Additionally, FCPS will ensure appropriate academic accommodations and restrictions are made available to student-athletes during the recovery phase from a concussion.

As part of the protocol, a parent, guardian or emergency contact must be notified in person or by telephone and in writing immediately after a student-athlete sustains a suspected concussion. The athletic director and school nurse must be notified before the start of the next school day.

To assist student-athletes, parents and school personnel the following forms and documents are provided on the MPSSAA website at www.mpssaa.org

☐ High School Student-Athlete Probable Head Injury Flow Chart  
☐ Medical Clearance for Suspected Head Injury  
☐ Graduated Return to Play Protocol
Licensed Health Care Providers

As of this writing, there are no formally approved or licensed certifications of concussion management. As a result, and until such time as a certification exists, each medical professional authorizing return to play must determine whether they are aware of current medical guidelines on concussion evaluation and if concussion evaluation and management fall within their own scope of practice. Any medical professional’s concussion education should include at least the following:

- 2010 AAP Sport Related Concussion in Children and Adolescent
  http://pediatrics.aappublications.org/content/126/3/597.full
- 2008 Zurich Concussion in Sport Group Consensus
  http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2707064/
- 2011 Centers for Disease Control and Prevention Heads Up: Brain Injury in your Practice
- 2011 Centers for Disease Control and Prevention Heads Up to Clinicians: Addressing Concussion in Sports Among Kids and Teens
  http://preventingconcussions.org
Identification of Collision, Contact and Non-Contact Sports

<table>
<thead>
<tr>
<th>Collision</th>
<th>Contact</th>
<th>Limited Contact</th>
<th>Non-Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistent with the purpose of the game athletes hit or collide with each other or inanimate objects including the ground with great force</td>
<td>Athletes routinely make contact with each other or inanimate objects but usually with less force than in collision sports</td>
<td>Contact with other athletes or inanimate objects are less frequent or inadvertent</td>
<td>Any contact is inadvertent and not expected</td>
</tr>
</tbody>
</table>

Football
Boys
Lacrosse

Basketball
Girls
Field Hockey
Lacrosse
Soccer
Wrestling

Baseball
High Jump
Pole Vault
Softball
Volleyball

Discus
Shot
Put
Triple Jump
Jump Golf
Swimming
Track
Cross Country
Tennis

Recommendations for Concussion Injury Mitigation and Reduction of Contact Exposure for Collision Sports

By definition, those activities designated as Collision Sports may incur a high rate of concussion for participating athletes. Research indicates that in addition to proper instruction and drills a reduction of exposure to live contact should contribute to a lower rate of concussion injury.

Football

Rationale:
Research has demonstrated the rate of concussion injury in football is the highest among interscholastic sports. The National High School Sports Related Injury Surveillance Study 2011-12 found that head/face concussions accounted for 23.6 % of total injuries. Furthermore, the data details 95% of these injuries occur while blocking, being blocked, tackling or being tackled. Research data by the Ivy League and the NCAA have reported similar findings in the rate on concussions. Currently numerous national and state organizations, as well as three local school systems in the state of Maryland have implemented reductions to contact exposure during practice sessions.
**Definitions:**

- Live Hitting is defined as football drills or live game simulations where full game speed blocking and tackling of players to the ground occurs.
- Full Padded is defined as players dressed and equipped in accordance with NFHS Football Rule 1-5 (equipment guidelines).

**Recommendations:**

1. Coaches should place special emphasis during practice sessions on proper techniques for blocking and tackling.
2. The following football practice restrictions are recommended to strike a balance between teaching proper technique and skills while limiting the number of live contact exposures.
   - No live hitting until day 6 of practice (Heat Acclimation Rules)
   - Live hitting (full speed, go to ground contact) periods limited to full padded practice days.

**In-season (Beginning the Monday prior to the first play date):**

- A team may conduct full padded practice days, but may only participate in live hitting drills and live game simulations with live hitting no more than two practice days per week.
- Live hitting drills or live game simulations with live hitting shall not be conducted the day prior to a game.

**Boys Lacrosse**

**Rationale:**

*Research has demonstrated the rate of concussion injury in boys’ lacrosse is among the highest within interscholastic sports. The National High School Sports Related Injury Surveillance Study 2011-12 found that head/face concussions accounted for 34.3 of reported injuries. NCAA data collected from 1988 to 2003 found the concussion injury rate in men’s lacrosse to be 2nd only to football. Research by the Ivy League has reported similar collaborative data.*

**Definition:**

- Body Checking is defined as contact typically made with a shoulder or chest to an opponent with both hands of the player applying the check remaining in contact with the cross.

**Recommendations:**

1. Coaches should place special emphasis during practice sessions on proper techniques for body checking that avoids contact with or to the head.
2. The following boy’s lacrosse practice restrictions are recommended to strike a balance between teaching proper technique and skills while limiting the number of live contact exposures.
   - After the 1st play date, schools are limited to a maximum of one full-contact practice per day.
   - No live body checking allowed in practice the day prior to a game. (Stick checking is permitted.)
Recommendations for Concussion Injury Mitigation in Contact Sports

While activities classified as Contact Sports are not specifically structured to provide for intentional physical contact between participants like Collision Sports, the incidence of game/sport related contact between players and/or equipment cannot be totally avoided. Providing athletes with proper instruction and drills emphasizing proper techniques should contribute to a lower rate of concussion injury.

Rationale:
Research has demonstrated that the rate of concussion in contact sports indicates the need for special emphasis on specific sports related skills. The National High School Sports Related Injury Surveillance Study 2011-12 indicated skill-related activities that led to the highest incidents of head/face concussion injury. Thus the instruction and drill of proper techniques in these specific sport segments is essential in order to minimize potential for injury.

Sport Recommendations:

**Basketball**
- Coaches will place special emphasis on proper techniques on play involving body-to-body contact specifically rebounding, picking, screening and shot blockage.

**Field Hockey**
- Coaches will place special emphasis on proper techniques on dual challenges specifically where the potential for body-to-body or body-to-stick contact can occur.

**Girl's Lacrosse**
- Coaches will place special emphasis on proper techniques specifically for player positioning and stick checking.

**Soccer**
- Coaches will place special emphasis during practice sessions specifically on proper individual heading techniques, heading duals and aerial challenges.

**Wrestling**
- Coaches will place special emphasis specifically on proper takedown techniques and aspects of competitions involving contact to the head.

Youth Sports Programs Use of School Property

Youth sports programs seeking to use school facilities must verify distribution of concussion information to parents or guardians and receive verifiable acknowledgement of receipt. In addition, each youth sports program will annually affirm to FCPS of their intention to comply with the concussion information procedures. Materials for use for youth sports are available on the CDC website [http://www.cdc.gov](http://www.cdc.gov)
What Is a Concussion?
A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Teens Safe?
Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens’ chances of getting a concussion or other serious brain injury, you should:

• Help create a culture of safety for the team.
  o Work with their coach to teach ways to lower the chances of getting a concussion.
  o Emphasize the importance of reporting concussions and taking time to recover from one.
  o Ensure that they follow their coach’s rules for safety and the rules of the sport.
  o Tell your teens that you expect them to practice good sportsmanship at all times.
• When appropriate for the sport or activity, teach your teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no “concussion-proof” helmet. Even with a helmet, it is important for teens to avoid hits to the head.

How Can I Spot a Possible Concussion?
Teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents
• Appears dazed or stunned
• Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
• Moves clumsily
• Answers questions slowly
• Loses consciousness (even briefly)
• Shows mood, behavior, or personality changes
• Can’t recall events prior to or after a hit or fall

Symptoms Reported by Teens
• Headache or “pressure” in head
• Nausea or vomiting
• Balance problems or dizziness, or double or blurry vision
• Bothered by light or noise
• Feeling sluggish, hazy, foggy, or groggy
• Confusion, or concentration or memory problems
• Just not “feeling right,” or “feeling down”

Talk with your teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some teens think concussions aren’t serious or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that it’s better to miss one game than the whole season.
CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

While most teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your teens’ healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

Plan ahead. What do you want your teen to know about concussion?

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1, or take your teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

• One pupil larger than the other
• Drowsiness or inability to wake up
• A headache that gets worse and does not go away
• Slurred speech, weakness, numbness, or decreased coordination
• Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
• Unusual behavior, increased confusion, restlessness, or agitation
• Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

What Should I Do If My Teen Has a Possible Concussion?

As a parent, if you think your teen may have a concussion, you should:

1. Remove your teen from play.
2. Keep your teen out of play the day of the injury. Your teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your teen’s healthcare provider for written instructions on helping your teen return to school. You can give the instructions to your teen’s school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A teen’s return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a teen for a lifetime. It can even be fatal.

To learn more, go to cdc.gov/HEADSUP

Revised January 2019
A FACT SHEET FOR Athletes

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

What Should I Do If I Think I Have a Concussion?

- **Get Checked Out.** If you think you have a concussion, do not return to play on the day of the injury. Only a healthcare provider can tell whether you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.

- **Report It.** Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It’s up to you to report your symptoms. Your coach and team are relying on you. Plus, you won’t play your best if you are not feeling well.

- **Give Your Brain Time to Heal.** A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

Why Should I Tell My Coach and Parent About My Symptoms?

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

GOOD TEAMMATES KNOW: IT’S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- Get a headache
- Feel dizzy, sluggish, or foggy
- Are bothered by light or noise
- Have double or blurry vision
- Vomit or feel sick to your stomach
- Have trouble focusing or problems remembering
- Feel more emotional or “down”
- Feel confused
- Have problems with sleep

Concussion symptoms usually show up right away, but you might not notice that something “isn’t right” for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

How Can I Help My Team?

Protect Your Brain.
Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.

Be a Team Player.
You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more, go to cdc.gov/HEADSUP
Medical Clearance for Student-Athlete Suspected Head Injury

Section 1: Initial Observation to be Completed by Coach, Athletic Trainer and/or First Responder

<table>
<thead>
<tr>
<th>Following the injury, did the athlete experience:</th>
<th>Circle</th>
<th>Symptoms</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of consciousness or unresponsiveness</td>
<td>Yes / No</td>
<td></td>
<td></td>
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<tr>
<td>Seizure of convulsive activity</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance problems/unsteadiness</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dizziness</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headache</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nausea/Vomiting</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>Emotional Instability (abnormal laughing, crying, anger)</td>
<td>Yes / No</td>
<td></td>
<td></td>
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<tr>
<td>Confusion/Easily distracted</td>
<td>Yes / No</td>
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<tr>
<td>Sensitivity to Light/noise</td>
<td>Yes / No</td>
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<tr>
<td>Vision problems?</td>
<td>Yes / No</td>
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<tr>
<td>Neck pain</td>
<td>Yes / No</td>
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</tbody>
</table>

Describe the injury or give additional details:

Injury History: Name of Person Completing Form: ______________ Relationship: ______________
Date of Injury: ______________ Time of Injury: ______________ Phone Number: ______________

Section 2: To Be Filled Out By a Licensed Health Care Provider (LHCP)

Medical Provider Recommendations According to COMAR 13A.06.08.01, only licensed health care providers (LHCP) trained in the evaluation and management of concussions are permitted to authorize a student athlete to return to play

*This return to play (RTP) plan is based on today’s evaluation

LHCP Diagnosis:
☐ No Concussion – May Return to Full Academic and Physical Activity
☐ Concussion

*PLEASE NOTE THESE REQUIREMENTS TO RETURN TO SPORTS PLEASE COMPLETE*

1. Athletes are not allowed to return to practice or play the same day that their head injury occurred
2. Athletes should never return to play if they still have ANY SYMPTOMS
3. Athletes, be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician

SCHOOL (ACADEMICS) COMPLETED BY LHCP
☐ May return to school now
☐ May return to school ___ / ____ / ______
☐ Out of school until follow up (follow up is scheduled for ___)
☐ Limitations or Accommodations (please see below or attached)

SPORTS/PHYSICAL ACTIVITIES
☐ May start return to play progression under the supervision of the health care provider for your school/team
☐ Must return to medical provider for final clearance to return competition and physical activities

Additional Comments/Instructions:

LHCP Name: ____________________________ Signature: ____________________________
Date: ______________ Phone Number: ____________________________

I certify that I am aware of the current medical guidance on concussion evaluation and Management
• All Maryland public school athletes must have a Licensed Health Care Providers signature to return to play
• More than one evaluation is typically necessary for medical clearance for concussion, as symptoms may not fully present for days.

RETURN COMPLETED FORM TO SCHOOL NURSE, ATHLETIC DIRECTOR, AND ATHLETIC TRAINER
School Day
- Evaluated by school nurse.
- Nurse notifies parent/guardian/emergency contact by phone immediately.
- Nurse gives athletic concussion form to parent or student.
- Nurse notifies athletic director (AD) and athletic trainer (AT) (when present).

After School
- Removed from play by coach for suspected head injury.
- Evaluated by athletic trainer (AT) (when present).
- AD is notified by coach or AT immediately.
- Coach or AT notifies parent/guardian/emergency contact by phone immediately.
- Coach or AT gives athletic concussion forms to parent or student.
- Coach, AT, or AD notifies school nurse before next school day.

Student sees authorized health care provider (HCP) for concussion evaluation.

Nurse follows up with student upon return to school. Form returned to nurse.

Yes – Concussion Diagnosis
- School nurse immediately notifies AD, AT, Coach, and physical education staff.
- School nurse notifies guidance, teachers, and administration of academic accommodations needed.
- Student is symptom-free and reevaluated by health care provider. Medical clearance form is completed and returned to the nurse.
- Nurse distributes copies of medical clearance forms to the AD and AT.
- Coach and /or AT (when present) implement RTP program.

No – Concussion Diagnosis
- School nurse notifies AD and AT (when present).

Student has no concussion symptoms.

Cleared

Student has symptoms of concussion (reported by student or noted in school by teacher, nurse, AT or staff).

Not Cleared
- Parent is notified.
- Student unable to play due to signs and symptoms of concussion.
- School nurse immediately notifies AD, Coach and PE staff
- Reevaluation by HCP required.
Graduated Return To Play Protocol

<table>
<thead>
<tr>
<th>Description of Stage</th>
<th>Date Completed</th>
<th>Supervised by</th>
</tr>
</thead>
</table>
| **STAGE 1: LIGHT AEROBIC ACTIVITY**  
Begin stage 1 when: Student is cleared by health care provider and has no symptoms  
Sample activities for stage 1: 20-30 minutes jogging, stationary bike or treadmill | | |
| **STAGE 2: HEAVY AEROBIC AND STRENGTH ACTIVITY**  
Begin stage 2 when: 24 hours have passed since student began stage 1 AND student has not experienced any return of symptoms in the previous 24 hours  
Sample activities for stage 2: Progressive resistance training workout consisting of all of the following:  
- 4 laps around field or 10 minutes on stationary bike, and  
- Ten 60 yard sprints, and  
- 5 sets of 5 reps: Front squats/push-ups/shoulder press, and  
- 3-5 laps or walking lunges | | |
| **STAGE 3: FUNCTIONAL, INDIVIDUAL SPORT-SPECIFIC DRILLS WITHOUT RISK OF CONTACT**  
Begin stage 3 when: 24 hours have passed since student began stage 2 AND student has not experienced any return of symptoms in the previous 24 hours  
Sample activities for stage 3: 30-45 minutes of functional/sport specific drills coordinated by coach or athletic trainer. NOTE: no heading of soccer ball or drills involving blocking sled. | | |
| **STAGE 4: NON-CONTACT PRACTICE**  
Begin stage 4 when: 24 hours have passed since student began stage 3 AND student has not experienced any return of symptoms in the previous 24 hours  
Sample activities for stage 4: Full participation in team’s regular strength and conditioning program. NOTE: no heading of soccer ball or drills involving blocking sled permitted. | | |
| **STAGE 5: FULL-CONTACT PRACTICE AND FULL PARTICIPATION IN PHYSICAL EDUCATION**  
Begin stage 5 when: 24 hours have passed since student began stage 4 AND student has not experienced any return of symptoms in the previous 24 hours  
Sample activities for stage 5: Unrestricted participation in practices and physical education | | |
| **STAGE 6: RETURN TO GAME**  
Begin stage 6 when: 24 hours have passed since student began stage 5 AND student has not experienced any return of symptoms in the previous 24 hours | | |
Case Management and Care Coordination - Roles and Responsibilities

A student with a suspected or diagnosed TBI/concussion may need a designated school case manager to coordinate his/her care. Providing appropriate support for a student returning to school after a TBI/concussion requires a coordinated and collaborative team approach. The Task Force recognizes the student, parent, and school staff as integral partners in the management of TBIs/concussions in the school setting. The roles and responsibilities of team members for the management of students with a suspected or diagnosed TBI/concussion may include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Student/Athlete  | Notify appropriate school staff and parents/guardians about any head injuries | • Increase education about and awareness of TBIs/concussions including an understanding of signs and symptoms.  
• Immediately inform school staff and parents/guardians in the event of injury and suspected TBI/concussion.  
• Participate in care planning, including accommodations for return to learn and return to play authorization. |
| Parent/Guardian  | Integral part of the process of planning, and coordination of care for the health and safety of the student | • Increase education about and awareness of TBIs/concussions;  
• Complete and return all necessary pre-participation forms and sports physical forms for the student annually.  
• Provide the school with emergency contact information that is accurate and updated as needed.  
• Provide the school with complete and accurate medical information related to the student’s TBI/concussion including written health care provider documentation.  
• Communicate with the school nurse and school staff to develop the plan of care for the student. |
<table>
<thead>
<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Administrator</strong></td>
<td>Leader of the school team</td>
<td>Oversee/ensure implementation of school policies and protocols; Communicate the importance of concussion management to all necessary school staff.</td>
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<tr>
<td></td>
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<td>Encourage communication between all team members; and</td>
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<tr>
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<td></td>
<td>Assure effective implementation of Return to Play (RTP) accommodations for students with concussion.</td>
</tr>
<tr>
<td><strong>Private Medical Provider</strong></td>
<td>Provide guidance and directives for the student’s treatment of TBI/concussion in the school setting</td>
<td>Provide written signed orders regarding restrictions and monitoring for specific symptoms that the provider should be made aware of by family and/or school nurse/school staff.</td>
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<td>Provide the local school system-specific graduated return to activity schedule to follow, or approve use of the district’s graduated return to activity schedule if deemed appropriate.</td>
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<td>Provide written clearance/authorization for return to full activities. (In order for a student to return to athletic activities after he or she has sustained a concussion during school athletic activities, an evaluation must be completed and signed by a licensed physician.)</td>
</tr>
<tr>
<td><strong>School Nurse (Registered Nurse)</strong></td>
<td>Leader of the school health nursing team; may serve as a liaison between health care professionals and school-based personnel.</td>
<td>Provide education about concussion management to other team members as indicated.</td>
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<tr>
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<td>Interpret written orders from the health care provider including the return to school order; seek clarification if needed.</td>
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<td>Institute health-related accommodations as needed in school;</td>
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<td>Monitor student’s status and progress in school and report changes to parent/guardian and health care provider.</td>
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<tr>
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<td>Communicate status and progress to the athletic department and other school staff on a need-to-know basis.</td>
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<td></td>
<td></td>
<td>Participate in school support team meetings and 504 Plans.</td>
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<td>Document nursing care and communication with all team members.</td>
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<tr>
<td>Team Members</td>
<td>Role(s)</td>
<td>Responsibilities</td>
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</table>
| **School Counselor**                     | Provide support to the student and family and assist with academic     | □ Communicate with school nurse about student and coordinate information for teaching staff about student’s return/treatment.  
□ Reinforce student’s need for academic rest as ordered.  
□ Convene team meetings as needed per student’s status.  
□ Suggest necessary accommodations required to ensure student’s success based on information provided by school nurse and health care professional if needed.  
□ Communicate with teachers and monitor effectiveness of classroom accommodations. |
|                                          | accommodations as needed                                               |                                                                                                                                                                                                                |
| **School Teachers (General Education and Special Education Teachers)** | Ensure appropriate instruction and supports are provided for the student during the transition back to school | □ Understand the signs and symptoms of TBI/concussion and the potential impact on academic performance.  
□ Provide support for successful re-entry to school.  
□ Participate as a member of the student services support team  
□ Administer necessary testing, if special educator.  
□ Assist in development and implementation of 504 Plan or IEP if applicable.  
□ Assist in the development of short-term, appropriate accommodations in consultation with the school team.  
□ Understand the range of accommodations needed for the student during the school day, including, but not limited to, shorter school day, rest periods, extended time for tests and assignments, copies of notes, alternative assignments, minimizing distractions, audio taping classes, or peer note taking.  
□ Communicate student’s progress to school team. |
| **School Psychologist**                  | Resource consultant for the school team                                | □ Consult with school team members regarding student(s) with prolonged or complex recovery.  
□ Provide educational and psychological assessments as determined by the school team.  
□ Consult with school team regarding educational planning and accommodations for the student with TBI/concussion. |
<table>
<thead>
<tr>
<th>Team Members</th>
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</thead>
</table>
| Speech-Language Pathologist | Supports transition of the student back to school (e.g., return to learn) when necessary | - Evaluate the student’s current status and needs, including medical information, and provide appropriate recommendations if necessary.  
  - Assist in the development of a transition plan back to school, as needed.  
  - Review any prior testing performed in the medical setting post-injury and administer additional testing as needed.  
  - Assist in development of an Individualized Education Program (IEP) if applicable.  
  - Suggest appropriate instructional accommodations and modifications for student if applicable.  
  - Provide speech and/or language services if applicable and monitor student progress.  
  - Assist in promoting awareness of TBI/concussion symptoms. |
| Athletic Director           | Provides leadership and supervision of the interscholastic athletic program. | - Ensure concussion materials are provided to coaches, athletes, and parents.  
  - Provide concussion materials to coaches, athletes, and parents.  
  - Ensure athletes and parents have signed forms acknowledging receipt of concussion information.  
  - Ensure all coaches have completed annually a recognized concussion training course.  
  - Collect all Student Accident/Concussion forms from coaches.  
  - Provide a copy of the Student Accident/Concussion form to the principal or designee.  
  - Provide a copy of the Student Accident/Concussion form to the school nurse.  
  - When athlete returns, collect the signed Return to Play clearance from the coach.  
  - Provide a copy of the Return to Play clearance form to principal.  
  - Provide a copy of the Return to Play clearance form to school nurse. |
<table>
<thead>
<tr>
<th>Team Members</th>
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<th>Responsibilities</th>
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</table>
| **Certified Athletic Trainer** | Under the supervision of a qualified physician can assist the medical director and coach by identifying a student with a potential concussion and evaluate the student diagnosed with TBI/concussion in progress of return to athletic activities based on private medical provider orders and/or district protocol. | - Educate students and staff in concussion management and prevention.  
- Oversee student athletes taking baseline validated standardized computerized tests if permitted by district policy.  
- Evaluate student-athletes for signs and symptoms of a concussion when present at athletic events.  
- Observe for late onset of signs and symptoms, and refer as appropriate.  
- Evaluate the student to determine if injury warrants emergency transport per district policy.  
- Refer parents/guardians of student athletes believed to have sustained a concussion to their medical provider.  
- Provide parents/guardians with oral and/or written instructions on observing the student for concussive complications that warrant immediate emergency care.  
- Assist in implementation of accommodations for the student-athlete.  
- Monitor the student’s return to school activities and communicate with the supervising medical director, school nurse, parent/guardian, and appropriate school staff. |
| **Physical Education Teacher** | Provide appropriate instruction and supports for student’s transition back to school and during physical education class activities | - Recognize signs and symptoms of TBI/concussion and remove student from activities immediately if student presents with signs and symptoms.  
- Contact the school nurse or certified athletic trainer (if available) for assistance with any student injury *(thus transferring responsibility of treatment and parent notification...).*  
- Communicate with school administrator and school nurse regarding suspected TBI/concussion and any head injuries occurring in physical education class and complete required school incident report form.  
- Verify written authorization for student to participate in physical education activities post-TBI/concussion.  
- Adhere to the school’s gradual return to play protocol. |
<p>| <strong>Coaches</strong>                  | Provides leadership and                                                | - Adhere to the local school system’s policies regarding concussion |</p>
<table>
<thead>
<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
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</thead>
</table>
|              | supervision of the interscholastic sport team to which he/she is assigned. | management and ensure coaching staff, assistant coaches, parents/guardians, and students are educated about concussions and local policies/procedures.  
• Provide students and parents/guardians with concussion information, prior to sports participation.  
• Review safety techniques, sportsmanship, and proper equipment with student athletes.  
• Understand the sport and create drills, practice sessions, and instruction to reinforce safety.  
• During practice and/or contests, remove an athlete if a TBI/concussion is suspected.  
• Contact parent/guardian to pick up student or call 911 if appropriate or parents cannot be located.  
• Provide parent and Emergency Medical Technician (EMT) with information about injury or suspected TBI/concussion including signs and symptoms observed.  
• Complete Student Accident/Injury Form or other school system form regarding TBI/concussion.  
• Provide a copy of the completed student accident/injury form to athletics director.  
• Follow up with parents/guardian regarding student athlete’s well-being.  
• Collect the signed Return-to-Play clearance and authorization form.  
• Provide a copy of the Return to Play clearance form to athletics director and communicate with school administrator and school nurse. |
## Appropriate Educational Accommodations

<table>
<thead>
<tr>
<th>Post-Concussion Effect</th>
<th>Functional School Problem</th>
<th>Accommodation/ Management Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention/ Concentration</td>
<td>Short focus on lecture, class work, homework</td>
<td>Shorter assignments, break down tasks, lighter work load</td>
</tr>
<tr>
<td>“Working” Memory</td>
<td>Holding instructions in mind, reading comprehension, math calculation, writing</td>
<td>Repetition, written instructions, use of calculator, short reading passages</td>
</tr>
<tr>
<td>Memory Consolidation/ Retrieval</td>
<td>Retaining new information, accessing learned info when needed</td>
<td>Smaller chunks to learn, recognition cues</td>
</tr>
<tr>
<td>Processing Speed</td>
<td>Keep pace with work demand, process verbal information effectively</td>
<td>Extended time, slow down verbal info, comprehension-checking</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Decreased arousal/ activation to engage basic attention, working memory</td>
<td>Rest breaks during classes, homework, and exams</td>
</tr>
<tr>
<td>Headaches</td>
<td>Interferes with concentration</td>
<td>Rest breaks</td>
</tr>
<tr>
<td>Light/Noise Sensitivity</td>
<td>Symptoms worsen in bright or loud environments</td>
<td>Wear sunglasses, seating away from bright sunlight or other light. Avoid noisy/crowded environments</td>
</tr>
<tr>
<td>Dizziness/Balance Problems</td>
<td>Unsteadiness when walking</td>
<td>Elevator pass, class transition prior to bell</td>
</tr>
<tr>
<td>Sleep Disturbance</td>
<td>Decreased arousal, shifted sleep schedule</td>
<td>Later start time, shortened day</td>
</tr>
<tr>
<td>Anxiety</td>
<td>Can interfere with concentration; Student may push through symptoms to prevent falling behind</td>
<td>Reassurance from teachers and team about accommodations; Workload reduction, alternate forms of testing</td>
</tr>
<tr>
<td>Depression/Withdrawal</td>
<td>Withdrawal from school or friends due to stigma or activity restrictions</td>
<td>Time built in for socialization</td>
</tr>
<tr>
<td>Cognitive Symptoms</td>
<td>Concentrating, learning</td>
<td>See specific cognitive accommodations above</td>
</tr>
<tr>
<td>Symptom Sensitivity</td>
<td>Symptoms worsen with over-activity, resulting in any of the above problems</td>
<td>Reduce cognitive or physical demands below symptom threshold; providerest breaks; complete work in small increments until symptom threshold increases</td>
</tr>
</tbody>
</table>

Volunteer Coach Acknowledgment

All coaches representing Frederick County Public Schools (FCPS) in an official capacity as a teacher coach, emergency coach, or volunteer coach must comply with Board of Education (BOE) policies and FCPS regulations as they pertain to their employment.

By evidence of the signatures below, you are acknowledging the understanding of and commitment to comply with BOE policies and FCPS regulations, acknowledging that you have received training in the following areas:

- Care & Prevention of Athletic Injuries Course
- CPR/AED Certification (a hands-on course renewable every 2 years)
- NFHS Concussion in Sports (required every 2 years)
- NFHS Heat Illnesses Prevention (once and done)
- NFHS Sudden Cardiac Arrest (once and done)

Failure to complete the required training may result in not returning as a volunteer next season.

Coach Initials

______________________________  __________________________  _____________
Volunteer Coach’s Signature       Printed Name               Date

______________________________  __________________________
Athletic Director’s Signature      Date

Revised 06/13/17 tmw
## FCPS Assignment-Acknowledgement of Additional Pay - Coach

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
<th>Employee ID #:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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**1. This Section is Required For Activity/Stipend Compensation per Negotiated Agreements:**

- Assignment Offered: ____________________________ School year/Fiscal Year: ______
- Department/School: ____________________________ Stipend to be paid: $ ______
- Yrs. Experience in Activity: ______
  TRC Code: ACT

**Guidelines/Limitations:**

This assignment is considered a temporary at-will position for one season only. A stipend is paid based on the completion of one season. If the assignment is discontinued prior to the end of the season, at the discretion of the Principal in consultation with the Supervisor of Athletics, the coach will be provided a pro-rated portion of the stipend based on time served in the position.

It is understood that the principal determines the scope of the assignment, and the coach accepting the assignment is directly responsible to the principal for the assignment.

Must have completed Care & Prevention of Athletic Injuries Course→ **Date Completed:** ______

<table>
<thead>
<tr>
<th>I voluntarily accept the position as an at-will position, non-tenured.</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Signature:</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Principal Signature:</th>
<th>Date:</th>
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**2. Request for Payment**

- **This section to be completed for all employees to request payment.**
- Upon completion of activity or certification, submit the completed form to the Athletics Office for payment.
- Please reference the Approved Activity Pay Rates for Non-Benefited Work for the current fiscal year. Only approved rates will be paid.

This form must be submitted by the Timesheet payroll deadline date for each pay period. Forms not received by the deadline will be paid in the next pay cycle. No advances will be given on this stipend.

<table>
<thead>
<tr>
<th>Acct</th>
<th>Fund</th>
<th>Dept</th>
<th>Prog</th>
<th>Class</th>
<th>Proj</th>
<th>Supervisor of Athletics (Activity Compensation Only)</th>
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<tbody>
<tr>
<td>67043</td>
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<td>Supervisor Signature:</td>
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<table>
<thead>
<tr>
<th>Amount to be Paid: $</th>
<th>Approver Signature:</th>
<th>Date:</th>
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**Revised 07/01/18 tmw**
Coach Acknowledgment

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By evidence of the signatures below, you are acknowledging the understanding of and commitment to comply with BOE policies and FCPS regulations, acknowledging that you have received training in the following areas:

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- NFHS Sudden Cardiac Arrest (once and done)

Upon signing this acknowledgment, I am responsible to complete the Safe Schools classes assigned to me by FCPS in addition to the above listed courses. I am aware that these classes may change during my contracted season at any time and I will need to complete them.

Failure to complete the required training and turn in your badge may postpone your payment at the end of your season.

Coach Initials

You also acknowledge payment of the stipend is based upon completion of the season. In the event you are unable to complete the responsibilities of the full season, or accept, but do not begin the assignment, a pro-rated or forfeiture of the stipend will occur.

__________________________________________  __________________________  __________________________
Coach’s Signature                  Printed Name                  Date

__________________________________________  __________________________
Athletic Director’s Signature

Revised 07/01/18