

C. POLICIES and PROCEDURES

Revised 11/13/03

Although Coaches are responsible for abiding by all Chittenden Central Supervisory Union ("CCSU") and district policies and procedures, we have included a **brief summary** of some of the CCSU policies and procedures of which coaches need to be particularly aware. If you have specific questions about these policies or other CCSU policies, please contact the Athletic Director/Administrator of your building. For a complete listing of CCSU policies, please visit our website at www.ejhs.k12.vt.us.

HAZING

Hazing is a form of harassment and will not be tolerated in conjunction with any CCSU athletic/activities program. Hazing is defined as "a willful act, occurring on or off school grounds, directed against a player or prospective member of a school-sponsored team or group, that endangers the mental or physical health or safety of a player or prospective member for the purpose of initiation, admission into, or continued membership of any such team or group." If a student is in violation of "hazing," consequences may range from individual suspension from participation in the athletic/activities program for a period of time, to cancellation of an athletic schedule, depending upon the magnitude of the incident and number of students involved. Consequences for hazing violations brought to the attention of the administration after the season may be applied to and/or include subsequent athletic/activities participation, athletic letter awards, or athletic/activities probation. The athletic/activities director and principal will determine consequences. There is also now a Vermont law making hazing a crime, and students should be aware that, in addition to the school penalties outlined above, they could face prosecution for engaging in hazing.

HAZING PREVENTION WORKSHOP

Coaches will conduct a hazing prevention workshop with their teams after the start of the season but prior to the first game/competition, and will be required to submit to the Athletic Director (or Administrator in charge of athletics) in writing including names of attendees, materials reviewed, and date(s) of training. Coaches shall educate their teams on the CCSU Hazing policy and procedures. A sample script has been included in Section H.

TRANSPORTATION

Coaches are responsible for supervising the transportation of students to and from athletic events and ensuring compliance with CCSU Policy. Whenever a school vehicle, chartered vehicle or rented vehicle is used for the transportation of students to an athletic contest, all students are to travel to and from the contest with the team. Exceptions must be requested in writing by a parent, and must be approved by the athletic/activities director or coach/advisor. Only parents or other responsible designated adults may provide transportation, and under no circumstances will a student be permitted ride with another student or drive him/herself to any athletic event (this provision applies even if the student driver is 18 years of age or older). While on the bus, students are expected to adhere to the rules of the driver and bus leasing agency.

FIRE DRILL/EMERGENCY PLAN

Each school has an Emergency Plan and established fire/emergency preparedness drills. Coaches must be familiar with the Emergency Plan and fire/emergency preparedness drill instructions at his/her school, and are responsible for reviewing the evacuation procedures with all team members. Fire/emergency preparedness drill instructions are posted near each classroom door and the gymnasium. The emergency signal is a continuous loud tone. The recall signal, which allows individuals to reenter the building, shall be established by each school and shall be clearly distinct from any other signal. The coach must be familiar with the signal at their school.

During fire or emergency preparedness drills, or in the event of an actual emergency, coaches are expected to:

- Stay with his/her team
- Take an attendance sheet/roster with them outside
- Supervise and maintain order
- Remind students where to meet outside
- Close all windows in his/her immediate area
- Assist any student who needs help
- If activity is held in the gymnasium, close, but do not lock, the gymnasium
- Take attendance outside

UNLAWFUL HARASSMENT

It is the policy of CCSU to maintain a learning and working environment that is free from unlawful harassment. CCSU districts prohibit any form of unlawful harassment on the basis of disability, marital status, national origin, race, color, religion, age, sex or sexual orientation. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile, or offensive environment. *Sexual harassment* is a form of unlawful harassment, which consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. You should report any instance of harassment or violence to the principal who will see that it is investigated according to CCSU policy.

NON-DISCRIMINATION

CCSU policy prohibits discrimination on the basis of disability, marital status, national origin, race, color, religion, age, sex or sexual orientation or any other protected class as defined by law.

POLITICAL FREEDOM

The district shall in no way infringe upon individuals' rights and freedoms of political involvement. However, employees and volunteers of the district must not misuse their position in the school to influence the academic process in the interest of their own political ambitions or those of a political group. Employees, volunteers and other citizens of the district will not engage in political activity on school premises during school hours.

CORPORAL PUNISHMENT & PHYSICAL RESTRAINT

Physical force is not an acceptable means of correction or communication and is against CCSU policy. Physical restraint is authorized only when needed to protect the safety of the individual student, self and/or other students and employees.

CONFIDENTIALITY

Coaches are expected to maintain confidentiality of all student records and information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the CCSU policy on student records. Coaches should refrain from discussing a student by name unless it is with another school official with a “need to know” the information such as classroom teacher, principal, nurse, special educator or guidance counselor. Confidentiality should be maintained for all students including regular and special education. If you know many students and their families, you risk slipping from “coach” to “neighbor” role without realizing it. Your rule of thumb should be “Never discuss specifics of your coaching work outside of school.” If you have a concern about any aspect of the athletic program or student athlete, you should take it up directly with the Athletic Director (or Administrator in charge of athletics).

REPORTING CHILD ABUSE/NEGLECT

Under Vermont law and CCSU policy, any school employee having reasonable cause to believe that a child has been abused or neglected shall report the same to the appropriate law enforcement authorities within 24 hours. If possible, you should speak directly to the Athletic Director, school administrator, the school's Child Protection Team, or other designee in advance of reporting the abuse/neglect. However, as a mandated reporter, you are obligated to report suspected abuse or neglect regardless to whether or not the Athletic Director, school administrator, the school's Child Protection Team, or other designee agrees to such. Below is the contact information necessary for proper reporting:

1. Call the Social Rehabilitation Services (SRS) at 863-7370 (make a written notation of whom the report was made to and when the report was made); and,
2. Follow up with a written report mailed to 1193 North Avenue, Burlington, VT 05401 (or send by facsimile transmission to 863-7516). A form has been included in Section H for providing a written report of suspected child abuse/neglect.

TOBACCO; SUBSTANCE ABUSE

Tobacco use is not permitted in any school building or on school grounds at any time. The possession, use or distribution of tobacco, alcohol or drugs in school or on school property is strictly prohibited. Any student violation should be reported to the Athletic Director or Administrator in charge of athletics. If you observe any student who appears to have a substance abuse problem, or if a concerned informant or friend alerts you, you should refer the situation to the Athletic Director or school administrator. While it is human nature to try to help and express your concern, just as in child abuse/neglect situations, trained professionals must be the ones to deal with the situation.

WEAPONS AND/OR FIREWORKS

In conformance with federal and state law, possession of firearms, fireworks, or other weapons is strictly prohibited unless permitted. Any student violation should be reported to the Athletic Director or school administrator immediately.

ACCIDENTS AND INJURIES

Accidents are likely to occur from time to time, but preventive measures should keep them to a minimum. Exercise good judgement and care at all times. Look ahead to possible dangerous consequences, especially in certain areas such as the gymnasium, locker rooms, playing fields, and other areas in which practice or games are held.

The Athletic Director, Administrator in charge of athletics, or designee must be notified of all student accidents or injuries and a *Student Accident Report* must be completed. When in doubt, notify the Athletic Director anyway. Please refer to Section H for a copy of the *Student Accident Report*.

If you become injured while coaching, no matter how slight, please be sure to notify the Athletic Director (or Administrator in charge of athletics). If you require medical treatment and/or are unable to work as a result of the injury, a *Employee's Claim and Employer First Report of Injury* will need to be completed within 24 hours of the injury. Please refer to Section H for a copy of the *Employee's Claim and Employer First Report of Injury*.

FIRST AID & MEDICAL TREATMENT

1. All coaches are expected to have up-to-date certifications in first aid and Bloodborne Pathogens Training.
2. Coaches are expected to collect and compile emergency contact information for each team member. Coaches must carry the emergency contact information for all team members with them at all times (games & practices). Emergency contact information must contain a minimum of the following:
 - a. Name, address, and home phone number of the student athlete.
 - b. Name(s), address(es), home phone number(s), and emergency phone number(s) of parents and/or guardian(s).
 - c. Name and phone number of family physician or pediatrician.
 - d. Description of the student athlete's special health problem(s).
 - e. Names, addresses, and phone numbers of at least three emergency contact persons authorized to pick up, transport, and make medical decisions related to the student athlete in the event the parents/guardians cannot be reached.
3. The coach must be aware of any allergies or special conditions for team members, and communicate such to all other coaches who travel with his/her team.
4. The coach must have easy access to an emergency medical kit at all games and practices. The medical kit should include ice or ice packs.

5. If a player receives an injury that requires first aid and/or additional medical treatment, the coach (or other designee who is certified in first aid) shall provide the necessary first aid, and shall notify the parent/guardian of the injury so that further medical attention can be sought if desired. The coach (or designee) must complete and file a *Student Accident Report* describing the incident and action taken. The injury must also be reported to the Athletic Director, Administrator in charge of athletics, or Athletic Trainer and logged with the school health office the following school day. Please refer to Section H for a copy of the *Student Accident Report*.
6. If a player receives an injury that requires emergency medical attention or hospitalization, the coach (or designee) shall contact 911 immediately. If hospitalization is necessary the player should be transported immediately by private vehicle or ambulance. The coach (or designee) shall immediately contact the parent/guardian or designee subsequent to calling 911 and request that they meet the player at the hospital. A staff member or parent/guardian should accompany the athlete if at all possible. Follow the same reporting procedures as outlined in 5 above.
7. Any athlete who receives an injury that requires medical treatment beyond first aid must obtain written permission from a doctor before he/she will be allowed to return to participation (practice or competition).
8. Coaches are required to follow the directions of the physician to the letter, concerning any treatment and return of the player to participation. It is a good idea for the athlete to ask the physician, during the initial visit, to prescribe a treatment plan for him/her to follow.

MEDICATIONS

All student medications are kept in the Health Office and administered by a nurse or under the direction or authorization of the school nurse. Students should be directed to restrain from taking or carrying medications on school premises except as authorized by a doctor, parent or the school nurse (i.e. epi-pen, insulin, inhaler, etc.). Coaches are not permitted to administer prescription medications, pain medications or other over-the-counter medications to students except in emergency situations as directed and authorized by the school nurse (i.e. EpiPen injections, insulin, inhaler, etc.).

HANDLING BODILY FLUIDS

Universal Precautions should always be utilized when handling bodily fluids. Whenever possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in each medical kit and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trashcan. Wash hands thoroughly after any contact with bodily fluids and before contact with others.

If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to fill out an *Employee's Claim and Employer First Report of Injury* and will be advised to seek immediate medical attention at no cost to you. Please see [Bloodborne Pathogens Safe Practices](#) included in Section H for additional information. A copy of the *Employee's Claim and Employer First Report of Injury* has also been included in Section H.

HANDLING OF 'SHARPS'

Students handling a potentially injurious material or “sharps” require direct supervision. All disposable “sharps” (i.e. razor blades, needles, broken glass, etc.) after use should be placed in biohazard containers provided. Contaminated re-usable “sharps” (i.e. scissors, knives, tools, etc) should also be immediately placed into appropriate biohazard containers. These containers are found in the Health Office and in the Science and Practical Arts classrooms and offices of each school.

If you cannot find an appropriate receptacle, please contact an administrator or custodian immediately. When handling any potentially contaminated or injurious materials protect yourself with disposable gloves. Disposable gloves should be available in each medical kit. If your medical kit does not contain disposable gloves, please notify the Head Coach/Athletic Director, or Administrator in charge of athletics.

COMMUNICABLE DISEASE

CCSU is committed to providing a safe environment for all employees and students. CCSU also recognizes and respects an individual’s right to confidentiality. If you are diagnosed with a contagious disease that may jeopardize the safety of our students and staff (or put them at risk of exposure), please notify the Athletic Director (or Administrator in charge of athletics) in a timely manner so that the district can implement the necessary safety precautions if deemed appropriate. Your identity shall remain confidential except as required by Department of Public Health regulations or as necessary to implement district procedures.

VOLUNTEERS

CCSU believes that volunteers can be a benefit to both student athletes and coaches, and are essential to the success of our schools. Volunteers offer special skills and abilities, which enhance and supplement the athletic program, and we encourage every opportunity for productive partnerships with all constituents of the community. Before an individual performs duties as a volunteer within our athletic programs, s/he must be approved by the Athletic Director (or Administrator in charge of athletics), and properly registered with the school. A *Volunteer Registration Form* has been included in Section H for your convenience. All approved volunteers must also sign a *Volunteer Agreement* annually. If you plan to use other individuals to assist you in your program, please be sure to notify the Athletic Director (or Administrator in charge of athletics).

Coaches are responsible for supervising volunteers and to be sure they adhere to the Professional Standards of Conduct, Policies and Procedures, and Other General Rules & Expectations outlined in the Coaches Guide. A copy of the Volunteer Coach Guidelines are also included in section H.