

Potential Title: Head High School Varsity Football Coach

Department: Athletics

Reports to: Athletic Director

SUMMARY:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success in the game of football. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program.
- Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local policy.
- Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
- Coaches individual participants in the skills necessary for excellent achievement in game of football.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which the sport is conducted at all times that students are present.
- Maintains accurate statistics, records, and results of the season.
- Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport provided by the MHSAA.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours. Directs student managers, assistants and statisticians.
- Works closely with the athletics director in scheduling intramural and interscholastic contests.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, insurance records, and similar paperwork.

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- Accounts for all equipment or delegates the responsibility.
- Work with and support the Athletic Boosters.
- Ability to work with student athletes, parents and other school personnel.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the football program.
- Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration.
- Fosters good school-parent relations by maintaining communications with the student's home.
- Inform each student on school policy, activity eligibility, and team rules in writing.
- Perform such other duties that may be assigned by the athletic administrator/principal

(A more thorough list of responsibilities are provided at the end)

SUPERVISORY RESPONSIBILITIES:

Supervises a staff of high school assistant coaches and students of the particular program.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Successful varsity coaching experience or equivalent required. Individual must be highly interested/motivated in developing and maintaining an athletic program. Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory is preferred. Experience in physical education, coaching, first-aid, CPR, and sports medicine is preferred.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory for football. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

The employee frequently will be required to meet multiple demands from several people. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for the safety, well-being and work output of

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students and assistant coaches. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints while interacting with the public and other workers.

Such other alternatives to the above qualifications as deemed appropriate and acceptable by the Athletic Director, Superintendent, Board of Education and the State of Michigan.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual. Ability to write routine reports and correspondence. Ability to speak effectively before administrator, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and being able to see objects/ persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works inside and outside in temperatures above 90° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee frequently will be required to meet multiple demands from several people. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for the safety, well-being and work output of students and coaches. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee is continuously interacting with the public, staff and students.

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RESPONSIBILITIES THE COACH MUST OVERSEE

PRACTICE SESSIONS

Coaches Responsibilities:

1) Participant requirements prior to first practice:

- a) All eligibility requirements have been satisfied
- b) Completed physical examination form
- c) Completed emergency medical cards
- d) Completed parent-athlete responsibility acknowledgement forms
- e) Fees paid (if any)

2) Practice Policies

- a) The morning following the first official practice, each coach shall submit a "squad roster" to the athletic administrator of all athletes.
- b) Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities.
- c) Practice sessions should be well planned, well structured, and should not exceed two and a half hours, (immediately following the end of that school day) excluding time required for dressing and showering.
- d) Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the athletic administrator.
- e) Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice without supervision.
- f) All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be cleaned and secured,
- g) A student absent from school may not practice on that day unless:
 - a. he/she returns to school by _____(specify time).
 - b. an acceptable parent or doctor's excuse is submitted to the athletic administrator

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- c. permission is granted by the principal
- h) Upon completion of all afternoon classes, athletes are to take all needed items (coats, boots, books, etc.) to their athletic lockers. School hall areas are closed for cleaning after 4:00 p.m.
- i) Squad members are to enter and leave the building through the outside doors of the varsity locker room or the gym lobby doors.

Restricted Practice Days:

1) Weekend and Holiday Practices

- a) All practices are to be held on school days if at all possible. Saturday practices are discouraged. Sunday/holiday practices will be permitted only:
 - (1) by varsity level teams upon permission of the principal
 - (2) when a varsity contest has been scheduled the following day
 - (3) when a tournament or play-off contest falls on the following day
- b) If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may be no longer than two hours. The entire session on Sundays must be conducted between the hours of 2:00 and 5:00 p.m.

2) Vacation Practices

- a) Practices held on vacation days such as over Thanksgiving, Christmas and spring break shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members. All practices should be concluded by 4:00 p.m.

3) Early Dismissal of School or Emergency Closing

- a) In the event there is a scheduled early dismissal of school, practices may be held at the time only if the coach(es) is/are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.
- b) Emergency weather conditions may result in an early dismissal or extended period of school closing. Varsity level teams only may practice during this period upon permission of the building principal.

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LOCKER ROOM AND RELATED FACILITIES

Locker Room Responsibilities:

1) Security

- a) Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
- b) It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, **and stay until the last athlete has left.**
- c) The coach shall see that lights and showers are turned off, the doors are locked, equipment is secured and the room left as neat as possible.
- d) Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area neat and clean. The custodians will clean this area on a regular schedule.
- e) Each coach will keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the athletic administrator. These records must be kept in a secure place.

2) Control of Keys

- a) All keys to the building, locker rooms, equipment room, etc., will be issued to coaches by the assistant principal or athletic administrator. All coaches will return their keys to the assistant principal on the final day of the school year or season, unless permission has been granted for summer use of athletic areas.
- b) **Coaches are not to give athletes their keys at any time.** Managers may use coaches' keys during practice session, but managers are not to have their own keys.
- c) If keys to the athletic area are lost, the coach should report this to the athletic administrator immediately.

Locker Room Procedures:

1) Athletes Rules

- a) Rough-housing and throwing towels or other objects is prohibited in the locker room. Hazing of other players is not allowed and this policy must be explained to all players by the coach.

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- b) All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
- c) No one, except coaches and assigned players, is allowed in the locker room.
- d) No GLASS containers are permitted in locker rooms.
- e) All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard spikes or cleats are ever allowed in any other part of the school building.
- f) Towels for athletics are furnished by the school. Each athlete will receive a clean towel before each practice session and is expected to place it in the proper container after each use.
- g) Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season,
- h) Athletes may use the phone in the locker room offices to call home with permission of coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice. Pay phones are to be used for other calls,
- i) Proceeds from locker room vending machines benefit the athletic department so coaches should monitor their use and condition. All cans are to be deposited in the refuse or recycle containers available and not taken into the building.

Equipment, Training and Weight Rooms:

1) Controls

- a) Each coach is responsible for ensuring that the equipment room is locked at all times except when equipment is being issued.
- b) Athletes are not to be in the training room unless they are being examined or receiving treatment by the team physician, trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be authorized by qualified school district personnel.
- c) The weight room will be controlled by the strength coach. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he is unavailable. No student is allowed to use the weight room without authorized supervision.

2) Weight Room Objectives

- a) To properly utilize a weight training facility in the best interest of all students.
- b) To provide proficient coaching techniques in weight training.

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- c) To provide alternative programs for achieving specific results.
- d) To ensure that the proper safety measures are being employed during all training sessions.
- e) To ensure responsibility for the proper care of equipment.
- f) To allow for weight training consultation for all athletic squads and physical education instructors.
- g) To make opportunities available for students to enjoy the benefits derived from a sound weight training program on a year-round basis.
- h) To attempt to reduce sport-connected injuries through well developed conditioning programs,
- i) To present a program for self improvement that is open to all students, regardless of athletic affiliation.

3) Weight Room Rules

- a) Shirt and shoes **are** required at all times.
- b) **NOBODY** in the weight room alone.
- c) All students **must** be under the supervision of the instructor assigned to the weight room.
- d) Lifters **must** work with a partner.
- e) Replace all weights on racks **immediately** following use.
- f) Know your limits! Work with the instructor in determining your limits.
- g) Do the lifts **CORRECTLY**. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
- h) Warm-up with proper stretching exercises,
- i) Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

ATHLETIC INJURIES

Medical Aspects and Safety:

1) Responsibilities

- a) Injuries to athletes will occur in interscholastic athletics at all levels regardless of the precautions such as safe playing conditions, proper coaching techniques, the best safety equipment and the

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required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the _____ School District provide supervision to cover all varsity football games/practices and most other varsity level contests and practices with a NATA certified trainer.

- b) The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
- c) In the event the trainer is not present, the coach in charge of the activity will assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injured players to the appropriate health professional.
- d) No member of the coaching staff should exceed his/her capability or scope of responsibility and attempt to diagnose or treat an injury. Because athletes will have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
- e) It is the responsibility of the coach in charge of a team to have a complete sanitary first aid kit which is adequately stocked at every practice and contest.
- f) A stretcher should be made available on the sidelines at all football games and swimming meets. Immediate availability of the stretcher is a must during any practice for these sports as well.

2) **Emergency Procedures**

- a) Check for consciousness and vital signs (breathing, bleeding and pulse); look for abnormally displaced or misshaped body parts. If athlete is unconscious, assume injured athlete may have a spinal injury.
- b) Take appropriate steps to control excessive bleeding.
- c) Movement of the injured athlete should be kept to a minimum.
- d) Keep the injured athlete as warm and comfortable as possible, except with heat related illnesses.
- e) When there is **any question** as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately.
- f) Notify the parents of the injured athlete immediately.
 - (1) Parents should assume the responsibility of contacting the family physician for any injury. However, the coach or trainer should recommend this as a routine procedure.
 - (2) Less serious injuries - have parents provide transportation for necessary medical attention.

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- (3) In more serious injuries and professional medical help is not readily available, the emergency squad should be called.
- g) The Emergency Squad phone number is _____.
The Life-Flight phone number is _____.
These phone numbers are also posted in the locker room offices and the press box.
- h) The athletes' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all times in the team's medical kit.
- i) If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary
medical attention. The Emergency Medical Authorization card will be taken to the treatment facility by the coach or trainer. The coach or trainer should continue to try to contact the parents,
- j) Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

Accident/Injury Report Procedures:

1) Reporting Procedures

- a) The trainer/coach will complete the "Athletic Injury Report" form immediately following all athletic injuries or accidents that involve any student under their supervision during a practice, contest or while traveling to or from a contest.
- b) The form shall be turned into the athletic administrator's office the following day. The coach or trainer should retain one copy.
- c) Copies of the report will be immediately given to the principal and sent to the parents.
- d) The trainer/coach shall list the injury on the log that is kept in the athletic training room.
- e) Coaches should follow-up on all injuries by attempting to make personal contact with the parent(s).

2) Return to Participation

- a) Athletics that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.

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Procedures on Prevention and Care of Injury:

1) Training Room

- a) Appropriate policies should be set and opportunities provided for use of the training room by male and female athletes.
- b) The trainer shall set the guidelines for use of the training room and post a schedule of the assigned student trainers to individual teams and training room duty.
- c) The head coaches of the in-season sports shall work with the trainer to maintain cleanliness and orderliness in the training room.
- d) Coaches will instruct athletes concerning rules and regulations for the use of the training room.
- e) Supervision will be provided for athletes utilizing the training room. Special caution should be exercised when athletes are using the whirlpool or any heat and electrical modalities.
- f) Trainer/coaches will instruct athletes in proper use of the whirlpool before using. Athletes are not permitted in the whirlpool without supervision.

2) Guidelines for Whirlpool Use

The whirlpool can be a helpful injury treatment and rehabilitation tool when used appropriately. Used improperly, however, it can delay return to action and even be dangerous to the operator and athlete. These guidelines will be useful:

- a) The whirlpool should be cleaned with antiseptic at least once daily and before and after any athlete with an open wound has received hydrotherapy.
 - (1) A good detergent cleaner should be used as protection against the spread of communicable skin diseases.
 - (2) After washing the tub with detergent cleanser, the pump tubing should be disinfected by placing a cup-full of house hold bleach in a bucket of water. Place the water bucket under the inlet/outlet pump tubes and submerge. Turn on the pump for a few minutes. This procedure will circulate water and disinfect through the whirlpool pump system.
 - (3) One cap-full household bleach should be poured into each new tub full of water prior to the athlete's use.
- b) The patient-athlete should be in a comfortable position. This calls for an assortment of seats or benches, depending on the area to be treated.

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- c) No whirlpool treatment should be given until danger of additional swelling has subsided. This will be from 48-72 hours, depending on the injury. When whirlpool treatments are started they are usually given twice a day as long as needed. After the third day of treatment, place the injured area as near the greatest turbulence as possible so that the maximum massage is received.
- d)
 - (1) A temperature of 110 to 112 degrees (F) can be used for treatment of a wrist, ankle, or knee for 10 to 15 minutes.
 - (2) For thigh and low back treatment, a maximum of 107 degrees can be used for 10 minutes.
 - (3) A maximum temperature of 105 degrees for a period of 10 minutes is recommended for the upper back and shoulders. CAUTION: Remember, these are maximum temperatures and the person receiving treatment should be taken into consideration. Full body whirlpool therapy should be closely supervised.
- e) No treatment should ever be more than 30 minutes and only then if a very small part of the body is submerged. The maximum time limit for treatment when most of the body is immersed should not exceed 15 minutes.
- f) When using the whirlpool, passive movement is recommended while in the water. For an ankle, knee, wrist or elbow, flexing, contracting and turning can be used as soon as they injury is warm. This form of light exercise will increase the efficiency of the bath.

3) Ten Commandments of the Injured Athlete (for school personnel)

(The following has been prepared by Fred L Allman, Jr., M.D., of the Sports Medicine Clinic, Atlanta, Georgia.)

- a) The injured athlete is not in a normal condition — this is a state requiring medical attention and personal understanding.
- b) The injured athlete is not a routine concern — this is an individual case requiring individual evaluation and treatment.
- c) The injured athlete is deserving of the most courteous and attentive treatment we can provide.
- d) The injured athlete is not an interruption of our work — this is the purpose of our work.
- e) The injured athlete is here because of a need to be — not necessarily because of a preference.
- f) The injured athlete is not a cold statistic — the athlete is a flesh and blood human with emotions and feelings like our own.
- g) The injured athlete is not someone with whom we should argue or match wits.

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- h) The injured athlete deserves to be fully rehabilitated so that he/she may return safely and promptly to competition.
- i) The injured athlete is deserving of professional treatment by personnel who keep abreast of the latest knowledge and techniques of modern medical research as it relates to sports medicine,
- j) The injured athlete is the most important person in our mission.

Special Precautions for Temperature Extremes (heat exhaustion and heat stroke).

Practices and competitions are frequently conducted in very warm and humid weather. Under such conditions, special precautions must be observed to avoid cramps and heat fatigue, heat exhaustion and/or heat stroke.

Heat fatigue dulls the athlete's skills and alertness and makes him/her susceptible to leg cramps and injury. The other two heat conditions can result in serious physical harm and even death. All are preventable.

As coaches and trainers, we need to be aware of how to prevent heat-related sickness during preseason football practice.

Dehydration is the main problem associated with exercising in hot weather. Football players who do not replace their fluid losses may lose 15-20 pounds during the course of a double-day practice session. Thus, continuous fluid replacement is essential to maintain normal physiological function.

Below are listed a number of items that you, as a coach or trainer, can do to prevent heat stress problems.

- a) Practice during the cooler part of the day - if possible, early morning or late afternoon. Consider temperature and relative humidity.
- b) Allow your athletes adequate time to become acclimatized before intensive practice sessions begin. The acclimatization process takes 7-12 days. Start with light, short practice sessions in shorts, add helmets after a few days, then gradually lead up to full-gear sessions after a week or so.
- c) Provide, whenever possible, lightweight clothing that is loose fitting at the neck, waist and sleeves, especially when the temperature and humidity are significantly high. Carrying the weight of a full uniform, which might weigh up to 13 pounds, adds greatly to heat buildup during intense exercise.
- d) Allow athletes to remove as much clothing as possible to expose more surface area. For example, raise jerseys and remove helmets when not involved in play and during rest sessions.
- e) Limit practice sessions to two hours or less.

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- f) Know the physical condition of your athletes before you start your training program. Test them if possible.
- g) Weigh all players before and after practice. A fluid loss of 3 to 5 percent of body weight will reduce blood volume and could be a serious health threat,
- h) The human being, unlike other animals, will drink enough to satisfy thirst, but not enough to replace all fluid loss. Stress the importance of heavy fluid intake before and between practice sessions to ensure that your athletes will report to the next session well-hydrated.
- i) Drink cold water using the following strategy:
 - (1) Two hours before practice - 34 ounce
 - (2) Fifteen minutes before practice -13 -17 ounces
 - (3) Every 30 minutes during practice on hot and/or humid heavy practice days -13-17 ounces
 - (4) After practice - 5-6 glasses of fluid. Electrolyte drinks are best used before and after practice, when gastric emptying is less important. Also, it's sometimes difficult to get athletes to drink adequate amounts of plain water -electrolyte drinks are a better-tasting alternative.
- j) Carefully monitor overweight and light-complexion athletes, as they are more susceptible to heat stress.
- k) Do not deny any athlete water or rest at any time.
- l) **Do not give salt tablets.** When acclimatized, the athlete will sweat more and lose less salt in his/her sweat. The critical need is to replace water, not salt. There is plenty of sodium in the average athlete's diet to replenish lost salts.
- m) Do not allow athletes to wear rubberized clothing or sweat suits during practice sessions. Rubber clothing interferes with the evaporation process by trapping perspiration inside. As a result, the body begins to work harder in an effort to cool itself. This causes the athlete to perspire even more, possibly losing so much fluid that the athlete becomes dehydrated. In addition, exercising in a rubberized sweat suit can cause body temperature to soar to 106 degrees to 112 degrees in about 20 minutes, causing permanent damage to internal organs.
- n) Have the proper first aid supplies and know the proper first aid procedures for heat stress problems. Be able to recognize the signs of heat exhaustion and heat stroke:
 - (1) **Heat exhaustion** — an excessive depleting of electrolytes and water. Characterized by extreme weakness, headache, dizziness or fainting, profuse sweating, cold and clammy skin, rapid but weak pulse and near-normal temperature. What to do:
 - (a) Have the athlete lie down in a cool place and drink cool liquids.

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- (b) Remove excess clothing and rub the athlete's body with a cold, wet towel.
 - (c) Instruct the athlete to stay out of the heat for the rest of the day.
 - (d) You may want to take the athlete to the hospital in case of complications.
- (2) **Heat stroke** - overheating due to a breakdown in the thermo-regulatory system. Associated with a high rectal temperature, warm/dry skin, pin-point pupils, lack of sweating (although heat stroke may occur before sweating totally ceases), rapid and full pulse, serious disorientation, unconsciousness. **Immediate** action is necessary. What to do:
- (a) Remove all clothing without delay.
 - (b) Cool body immediately by whatever means possible; hose, ice, water, cold shower.
 - (c) Call the hospital and notify them of possible heat casualty.
 - (d) Have an emergency vehicle transport victim to the hospital.
 - (e) Enroute to the hospital, apply ice water with sponge or towels.
 - (f) Remember, an acclimatized athlete who is given adequate water and who replaces lost fluid daily will be much more alert, more productive, and less likely to be injured because of heat-related fatigue.

Essential Items for a High School Trainer's Kit

(Prepared by Tom Steltenkamp, A.T.C., Ed Howard, P.T., A. T. C., and Dr. Rudy J. Ellis)

The high school trainer's kit can vary in size from a tackle box to a large E.M.T. kit. Depending on what sport is being covered, the quantity and type of supplies will vary from sport to sport.

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|--------------------------------------|---------------------------------------|
| Adhesive tape | Fungicide (polysporin spray, etc.) |
| 1 inch | Grease (Vaseline, etc.) |
| 1 1/2 inch | Medicated ointment (Polysporin, etc.) |
| Airway | Mirror (hand) |
| Alcohol | Moleskin |
| Antiseptic soap (phisoderm, etc.) | Non-adhering sterile pad (3 by 3) |
| | Thermometer |

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| Band-aids (1 by 3) | Peroxide |
| Blood pressure cuff and stethoscope | Pen light |
| Butterfly bandages | Plastic bags |
| Chalk | Powder (baby powder, etc.) |
| Cotton (sterile) | Rubber gloves |
| Cotton-tipped applicators | Sponge rubber |
| Elastic bandages | 1/4 inch |
| 4 inch | Sterile gauze pads (3 by 3) |
| 6 inch | Sterile needle |
| Elastic tape roll (Elasticon) | Sun lotion |
| 3 inch | Surgical scissors |
| Eyewash (Visine, etc.) | Tape adherent |
| Forceps (Tweezers) | Tape scissors |
| | Tongue depressors |
| | Triangular bandages |

NOTE: The amounts will depend on number of players and amounts used in previous years.

In addition to the items listed above for the training kit, the following items should be available at the sideline.

Cutting tool for helmet facemask removal

Ice - Crushed

Water - Individual cups or containers

Stretcher

Air Splints - Both arm and leg

Towels

Spine Board - Particularly important in football games

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List of Emergency Telephone Numbers and \$.25 (in case a pay phone must be used)

For the convenience of the attending physician, an Emergency Treatment Card should be included in the trainer's kit for each athlete.

SCOUTING

Responsibilities

- 1) **Coaches** in football and basketball below the varsity level (reserve, freshman, junior high) will be assigned to scout future opponents of the varsity team.
- 2) **Scouts** should check with the varsity coach the day before the game to verify game time and specific information that he/she may want the assistant coach to gather.
 - a) All scouts should arrive at the game a minimum of thirty minutes prior to game time.
 - b) Video tapes/films may be assigned to the scout to exchange at the game site with a future opponent or team being scouted.
- 3) **Scouting reports** are to be completed and given personally to the head coach by 10:00 a.m. on the morning following the scouting assignment.

Expenses

1) Travel

- a) Scouts will travel in a school car. If not available, the scout will use his/her personal car for traveling purposes.
- b) Scouts will be reimbursed at a rate of \$.____ per mile.

2) Meals

- a) No meals will be paid for during scouting trips unless the scout must leave right after school and returns after midnight.
- b) The meal reimbursement will be \$_____.

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3) Other expenses

- a) From time to time it may be necessary for scouts to pay admission or buy a program. They will be reimbursed the actual cost for these expenses.
- b) If the coach has athletes along, they must pay their own expenses.

4) Reimbursement

Scouts shall keep a record for all expenses incurred during the season and submit an expense report at the season's end for payment.

INTERSCHOLASTIC SCRIMMAGES

Scheduling:

- 1) **Interscholastic scrimmages will be scheduled** by the head coach of each sport with the approval of the athletic administrator.
 - a) Scrimmages are to be scheduled with no loss of school time.
 - b) All scrimmages must be approved by the athletic administrator and be included within the approved athletic budget for the year.
 - c) Reserve, junior varsity, and freshman scrimmages can be arranged if they involve no added expense to the athletic department.

Definition of a Scrimmage:

- 1) **The state athletic association scrimmage regulations are:**
 - a) An interscholastic scrimmage shall be defined as a contest in sports in which the rules of the sport are not followed in all respects. The length of the scrimmage shall be limited to a maximum of three consecutive hours per squad or individual per day for grades 9-12.
 - b) A scrimmage may involve any number of teams from various schools.
 - c) No admission of money, materials or supplies may be charged for a scrimmage. Voluntary donations of supplies or money may be accepted at a scrimmage, but cannot be required for admission.
 - d) In short, scrimmages cannot equal or approximate actual game conditions.

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2) Number of varsity scrimmages permitted per sport should be approved by State Athletic/Activity Association.

3) Officials

If the coach desires the use of registered officials for a scrimmage, he/she must personally secure their services. Many times officials will work pre-season scrimmages free of charge. If payment is required, the athletic department will only reimburse scrimmage officials at the varsity level for one-half of the number of permitted scrimmages.

4) Transportation

The athletic department should provide transportation for any and all scrimmages permitted for each sport.

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