

Sayre Athletics



Coaches Handbook

**“It’s not whether or not you get knocked down,
it’s whether or not you get up that matters”**

Vince Lombardi

(Revised 1/2016)

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Introduction

Welcome to Sayre Athletics. As a coach at Sayre, you have both the privilege and responsibility of positively influencing the lives of our student athletes. Our coaches occupy the most important and impactful positions within the Athletic Department and this handbook is designed to help guide and inform you as you strive to become the best coach you can be. Whether you are a Head Coach or an assistant, in your first year of coaching or a seasoned veteran, it is important that you understand and support the department as a whole and the culture that we are all trying to build. Sayre has a long and proud tradition of interscholastic athletic competition at both the Middle School and High School level and all of us in the Athletic Department are committed to building on those past successes by inspiring young men and women to strive for excellence both on and off the field.

Mission Statement

The Sayre Athletic Department plays an integral role in delivering on the schools educational mission. We strive to offer challenging, inclusive and competitive co-curricular athletic opportunities for all interested student athletes that extend the walls of the classroom and inspire personal growth as they strive towards their potential as students, athletes and individuals.

Philosophy

The Sayre Department of Athletics provides a safe and inclusive athletic environment that encourages all students to participate and excel in interscholastic athletics. We believe that participation in competitive athletics is a positive force in shaping the hearts, minds and bodies of student athletes. Training and competing as a member of a team provides a powerful tool for education and meaningful character development. Learning and practicing good sportsmanship and positive values like integrity, respect, compassion, commitment, sacrifice and loyalty are an important part of the athletic experience at Sayre School.

Fall Sports

Middle School (Practice will begin the first week of August)

- Soccer (Boys and Girls)
- Cross Country (Boys and Girls)
- Volleyball (Girls)

**Opportunities to participate in Upper School golf may also exist*

Upper School (Practices begin on or shortly after July 15th)

- Cross Country (Boys and Girls)
- Soccer (Boys and Girls)
- Golf (Boys and Girls)
- Volleyball (Girls)

Winter Sports

Middle School (Practice will begin at the end of October)

- Basketball (Boys and Girls)

**Opportunities to participate in Upper School swimming and diving may also exist*

Upper School (Practices begin the week of Oct. 15th)

- Basketball (Boys and Girls)
- Swimming (Boys and Girls)
- Diving (Boys and Girls)
- Cheerleading

Spring Sports

Middle School (Practices begin the week of March 1st)

- Lacrosse (Boys and Girls)
- Track (Boys and Girls)

**Opportunities to participate in Upper School tennis, softball, baseball and track may also exist*

Upper School (Practices begin on or shortly after Feb. 15th)

- Tennis (Boys and Girls)
- Baseball
- Lacrosse (Boys and Girls)
- Track (Boys and Girls)

* Middle School- Grades 5th, 6th, 7th, 8th

Upper School- Grades 9th, 10th, 11th, 12th

Coaches Code of Ethics

The interscholastic Athletics program at Sayre is a co-curricular program designed to enhance the, physical, mental and psychological growth of our athletes. The role of a coach is to lead and educate student athletes throughout their participation in interscholastic competition and to facilitate their growth and education. Our coaches are expected to treat each child with respect and to keep their safety and welfare uppermost at all times.

The Coach must remain aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character and sportsmanship.

The Coach must constantly uphold the honor and dignity of the profession and the sport that he or she is coaching. In all personal contact with the student athlete, officials, athletic directors, school administrators, the State High School Association, the media, and the public, the Coach shall strive to set an example of the highest ethical and morale conduct.

The Coach shall take an active role in the prevention of drug, tobacco and alcohol use and under no circumstances should authorize or condone their use. Further, Coaches must recognize their position as a role model and maintain personal conduct standards that set a positive example.

Every Coach is expected to promote the entire interscholastic athletics program of the school, encourage athletic participation in multiple sports and direct his or her program in harmony with the entire Sayre Athletic Department.

The Coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as mutual agreements. The Coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their teams and spectators, model good sportsmanship at all times and set high expectations for the practice of good sportsmanship by their teams.

Coaches shall actively work to establish and maintain an athletic culture based on respect and remain vigilant in their efforts to prevent any form of hazing or harassment within the Department of Athletics.

Contest officials shall have the respect and support of the Coach. The Coach shall not display conduct that will incite players or spectators against the officials.

Coaches' Responsibilities

Pre-employment

- 1) A background check completed by Sayre School (All Coaches)
- 2) Sign employment agreement/contract (All Coaches)
- 3) Complete and submit the necessary employment forms to the business office (W-4, K-4, I-9, copies of ID)
- 4) Current CPR/AED training (All Coaches)
- 5) Complete and remain current with KHSAA sports safety course (All Coaches)
http://www.khsaa.org/safety_course/ (must be completed every 2 years)
- 6) Complete the NFHS Coaching Education Class (HS Coaches only)
<http://www.nfhslearn.com/coreCourseDetail.aspx?courseID=39000> , choose KY
- 7) Complete necessary KHSAA rules clinics each season (All HS coaches)

Pre-season

- 1) Attend Pre Season Coaches Meeting
- 2) Read and be familiar with the Student Athlete Handbook and Coaches Handbook
- 3) Schedule pre-season team/parent meeting
- 4) Create a complete e mail list of all players and parents (Parents only for MS teams) Include Rich and Cindy in your email lists. Also include Robin Haden (Upper School) and Sarah Leer (Middle School)
- 5) Obtain current and complete physical forms for every player. If a physical is turned in directly to you, be sure that you keep a copy and originals are sent to the Athletic Director. (players may not play or practice without a current physical)
- 6) Collect signed participation agreements from all student athletes.
- 7) Submit game schedules and rosters to Athletic Director and Travel Coordinator
- *Note: Choose a contest for senior/8th grade recognition and note it on your schedule*
- 8) With the help of the Spartan Booster Club, designate a team parent/liason to assist in coordinating team needs (stats, film, scoreboard/timer, travel etc..)
- 9) Create a list of any equipment or uniform needs and review with Athletic Director
- 10) Inventory and handout equipment and uniforms to players
- 11) Confirm practice and game field/gym schedule with Athletic Director
- 12) Confirm that the schedule has gone to assigning secretary for scheduling officials
- 13) Coordinate team apparel, equipment orders. Contact the Athletic Director for assistance setting up your team store on line. (See accompanying team order directions and dates)
- 14) Check directions on website for all away matches for accuracy.

During the Season

- 1) Plan your practices. Be positive, enthusiastic, energetic and efficient with your time. Expect the best of yourself and your player's, hold everyone to a high performance and behavioral standard and actively work to establish and maintain an athletic culture based on respect remaining vigilant in your efforts to prevent any form of hazing or harassment on your team.
- 2) Confirm game dates, times and directions to away games with opposing schools
- 3) Weekly schedules should include 2 weeks of practice times and games(including departure times for games) and sent to your email list including Rich and Cindy
- 4) Update schedule changes promptly with Athletic Director, Barb Milosch, Travel Coordinator, parents and players.

- 5) **Have your med kit and physicals on hand at all practices and games**
- 6) **Contact parents and the Athletic Director ASAP if an athlete is injured**
- 7) **Communicate (or have a team parent/rep communicate) all contest results to the Director of Athletics, Jason Nahra (jnahra@sayreschool.org), news media and the KHSAA within 24 hours**
- 8) **A Coach must be present when athletes arrive for games and practices and also stay until the last player is picked up.**
- 9) **Monitor athletes on the field and in the locker room. MS student athletes need to be closely monitored and never be left unattended before practice, in the locker room or after practice. HS athletes require a watchful eye and frequent monitoring both in the locker room and on the field. No student athlete should be granted access to facilities or use of equipment without oversight. *In some cases Coaches may find themselves coaching a team of the opposite gender making direct locker room observation inappropriate. In such cases, a Coach should stay present outside the locker room and monitor from an appropriate location when teams are changing.**
- 10) **Locker Rooms at the SAC and the varsity locker rooms in the gym should remain locked. A Coach should be present to unlock them at the beginning of practices and doors should be “propped open” during use.**
- 11) **Clean Lockerroom and put away chairs daily.**
- 12) **Communicate!! Communicate frequently with athletes, parents and administration. Be especially cognizant to communicate any changes or updates in a timely manner**
- 13) **Be organized and prompt. Practices should be planned, organized, efficient and end on time.**

Post Season

- 1) **Schedule a post season team meeting to determine post season awards for HS (4 Awards – Spartan Award, MVP, MIP, Spirit Award)**
- 2) **Provide a list of award winners to Athletic Director along with a request for bars, letters (High School) or certificates (Middle School)**
- 3) **Schedule a post season awards banquet and order awards if applicable (Classic Engraving)
Banquet dates are generally about 2 weeks after the conclusion of your season and the date and time should be communicated to parents and the AD as soon as possible.
- 4) **Collect, inventory, and store equipment and uniforms. Equipment and uniforms should be returned no later than 3 weeks post season or students will be charged the replacement cost.**
- 5) **Return first aid kits, physicals, participation agreements and coolers**
- 6) **Submit a list of players to be billed for lost equipment and uniforms**
- 7) **Meet with returning players to discuss the off season and plans for next year**
- 8) **Schedule contests for next year (HS coaches) and submit to Athletic Director for approval**
- 9) **Schedule post season meeting with Athletic Director and complete evaluation process**

Athletic Department and Team Policies

A complete list of department policies can be found in the student athlete handbook. The handbook can be viewed on the Sayre website by visiting <http://www.sayreschool.org/page.cfm?p=176>.

Open Participation Policy

Participation in interscholastic athletics can be a powerfully positive force when it comes to teaching and learning. Being a member of a team and working towards a common goal teaches valuable life lessons and provides fertile ground for meaningful character development. The open participation policy at Sayre School allows and encourages students to participate in interscholastic athletics regardless of experience or skill level. All interested students are encouraged to take advantage of this unique opportunity to enhance their High School experience and expand their learning environment beyond the walls of their respective class rooms. Sayre does not hold tryouts or cut players from teams unless there are too many interested athletes for coaches and/or facilities to handle. If a coach feels like this situation exists they should discuss it with the Director of Athletics.

It is important that coaches stress to each student interested in joining a team the necessary level of commitment and responsibility. Interscholastic athletics are competitive by nature and seasons can be long and intense. Each student/athlete that chooses to make the personal commitment to join a team needs to understand that participation will require personal sacrifice.

The Sayre Athletic Department policies listed below outline the expectations that are in place for all student/athletes that choose to participate in interscholastic sports.

- **Playing Time:** Players should be given the opportunity to compete in practice and develop sport specific skills. While every player should be given opportunities in practice, playing time in games is a coaching decision and is not assured to any HS athlete. While every MS athlete should be given playing time during games, equal playing time is not assured. Athletes with questions about their role on the team are expected to speak directly with the coach. Ultimately, playing time is at the sole discretion of the coaching staff and the head coach in particular.
- **Practices and Games:** Team members are expected to attend all scheduled practices and games. Extenuating circumstances may arise that interfere with athletic commitments. When they do, it is imperative that any team member with a conflict contact the coach directly with as much advance notice as possible to inform them of the conflict. It is up to the coaches' discretion whether to excuse the student/athlete for a missed practice. Unexcused absences can result in additional fitness activities and/or reduced playing time at the coaches discretion but be consistent with your enforcement. Repeated absences are disruptive and often represent a lack of commitment to the team. In such cases repeated absences may be grounds for dismissal from the team.
*The Director of Athletics must be consulted prior to dismissing any player from a team.
- **Attitude and Behavior:** Being a good team member often requires a student/athlete to put the needs of the team ahead of their own. Expect your athletes to demonstrate a positive attitude and give maximum effort. Players should strive to be an asset to the team in both practice and in games whether they are competing or encouraging teammates from the side lines. Remember, a player's conduct is on public display and reflects not only on that individual but also on teammates, coaches and Sayre School.
- **Sportsmanship:** The Sayre Athletic Department is deeply committed to the practice of good sportsmanship. Coaches are expected to model good sportsmanship and to set clear expectations. Athletes must treat others the way that they would like to be treated and conduct themselves in a respectful manner that reflects positively on Sayre School. Furthermore, Sayre School expects parents, fans, and everyone associated with athletics to show respect to players and coaches from all teams as well as the officials and fans of the opposing schools.

- **Academic Requirements:** Student athletes at Sayre are consistently challenged to balance the rigorous academic requirements of school with the demands of competitive athletics. Time management skills and the ability to plan and prioritize are frequently tested skills that the student/athlete must learn to master. If a student falters in his or her studies coaches should work proactively with teachers and the administration in an effort to help students realize success in both areas of their lives. Ultimately, academics are always the first priority at Sayre and sub-standard performance in the classroom will lead to temporary suspension or dismissal from a team if an athlete is unable to balance academics with their athletic pursuits. If an athlete is ruled ineligible, they may not participate in any practices or games until the applicable division director (MS or US) clears them to play. Please refer to the appropriate Division Handbooks (Middle School or Upper School) for specific academic eligibility requirements.
- **Attendance and Eligibility:** Student athletes must be in school on game days in order to be eligible to play in games or participate in practice. A student is considered present at school if they are signed in with the office no later than 10:30 AM that morning. Students who arrive at school by 8:15 AM and remain on campus and in classes until at least 12:30 PM are also considered eligible for athletic participation that afternoon. Students who are unable to attend school the day before a weekend or holiday do remain eligible to participate in athletic events on subsequent days.
- **Social Media:** Coaches are strongly urged to remain cautious and conservative when it comes to casual/social contact with student athletes. Maintain and cultivate an appropriate professional coach and athlete relationship at all times. Communication methods such as e mail, text, and twitter should be used for athletic related communication and updates only. **“Friending” or communicating with athletes via other social media outlets such as Twitter, Facebook, Skype, Snapchat, My Space etc... can easily be construed as unprofessional and inappropriate and should be avoided.**

Drug and Alcohol Policy:

The use of drugs and alcohol by high school athletes is illegal and is inconsistent with achieving peak performance. It is detrimental to the health of the individual athlete and also to the team. Athletes competing for Sayre School are expected to abstain from using drugs and alcohol. If an athlete uses or is found to have in his/her possession any illegal drugs or alcohol at any school sponsored event he/she will, at a minimum, be suspended from practice and competition for one full week (7 days), will miss at least one regular season game and will be put “on probation” for the remainder of the academic year. More serious infractions or in cases that involve the selling or distribution of drugs or alcohol, additional penalties may be warranted and will be considered on a case by case basis by the Director of Athletics, the Upper School Director, and the Dean of Students and could include more significant team penalties up to and including dismissal from a team or expulsion from Sayre School.

The use of drugs and/or alcohol outside of school sponsored events is similarly prohibited yet coaches and administrators realize that events that take place away from school and school sponsored events are impossible for us to control.

- Coaches should request that parents assist in efforts to teach positive values and the importance of honoring a commitment to their team. We ask that they be actively involved with their child’s activities away from school. Parents and coaches should talk to athletes about the negative impact that alcohol and drug use can have on both athletic and academic pursuits.
- Late night social events the night before a game, even when drugs and/or alcohol are not involved, can also have a negative impact on game day performance. Coaches should enlist the help of parents to assist us in efforts to ensure that student/athletes are home by 12 midnight on any night prior to competition.

Junior Varsity Status:

When there is sufficient participation to field a JV team, coaches will determine, based on their player evaluations in practice or through inter-squad competitions, which players will compete on the Varsity level and which will play Junior Varsity.

Hazing and Harassment Policy

Hazing- Hazing is considered a serious infraction at Sayre and contrary to the athletic culture we wish to create. The potential for hazing typically arises as part of a student's introduction to or initiation into an organization (athletic team, or other group) in which there is often a perceived or real power differential between members of the organization and those newly joining it.

Hazing is defined as any action taken or situation created, whether on or off school property, that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on his/her membership status.

Any individual or group that singles out other members of a team and engages in any activities that are degrading, humiliating, belittling, physically or emotionally abusive and could be construed as hazing will be disciplined. Disciplinary consequences can range from individual internal athletic penalties within the team to removal from the team, school suspensions and/or expulsion from Sayre School. Further, the actions of an individual team member or group of team members may also result in team/program wide consequences.

Harassment- At the Sayre School we strive to foster and provide an environment that encourages, supports and values the individual. Therefore, we do not endorse or condone, accept or abide, any form of harassment be it emotional, physical, psychological or sexual. Since we are committed to maintaining a learning and working environment free of harassment and intimidation, we strictly prohibit harassment of or by any member of the Sayre School community including but not limited to students, staff, faculty, administration, board members, parents volunteers and guests.

An atmosphere of mutual respect and physical and emotional safety is essential to the Sayre community. Conduct, comments or gestures that create an intimidating, hostile, offensive or uncomfortable environment can be considered harassment and are contrary to our community values. In order to create a respectful and safe school community for everyone to enjoy it is the responsibility of every member to stand up and speak out on behalf of classmates, colleagues and peers. We must not allow ourselves to be silent bystanders that allow harassment to continue.

It is critical that all members of the school community report incidents of harassment promptly to a member of the faculty such as a teacher, advisor, school counselor, division director or the Head of School. The school will respond to reported incidents with great care, sensitivity and thoughtfulness and a record of the incident will be kept on file in the relevant division.

If any member of the Sayre School community violates these policies, appropriate disciplinary action up to and including discharge or expulsion, will be taken by the Department of Athletics and Sayre School.

Acceptable Use and Social Media Policy

The Sayre School acceptable use and social media policy is in effect and applicable to both parents and students involved with Sayre Athletics. We understand that social media can be used in a positive way to build enthusiasm and provide positive exposure to Sayre athletics but negative and inappropriate use of social media can be damaging and reflect negatively on teams, Coaches, Sayre Athletics and Sayre School. Further, the use of Smart Phones or other social media and/or recording and filming devices are not appropriate at practices, on buses, games or in our locker rooms. Participating student athletes will refrain from using smart phones or recording devices during any athletic event (practices/games/on buses) unless permission is granted by the Coach and/or the Department of Athletics. The use of any such device is expressly forbidden in any locker rooms and bathrooms.

*Please consult Sayre's acceptable use policy for more details regarding the use of social networks.

Length of Season:

The KHSAA sets forth guidelines for the length of season in interscholastic high school sports. Starting dates for each season are in keeping with those guidelines. While mandatory practices outside of a given sports season is prohibited during the school year, coaches may train with their team year round with the exception of the KHSAA dead period. However, summer practices are permitted by the KHSAA except during the two week mandatory dead period which typically begins the end of June through early July (please see the current KHSAA schedules for specific dead period dates). Sayre School coaches can hold conditioning sessions and/or limited practice sessions during the school year to allow students and athletes alike to train. These sessions held outside of an athletes' normal season can not be mandatory and no penalty either real or implied can be imposed for non attendance. In addition, sessions must be open to all interested like gender High School students even if they do not participate in that sport and there can be no use of school funds, equipment or uniforms during these sessions. Be sure that any communication about off season activities is announced to the entire student body, that it is inclusive and can not be construed as a "team only" activity.

Transportation:

Transportation should be provided both to and from away games that take place outside of Fayette County. Coaches should require that student athletes ride the team bus both to and from away games when transportation is provided by the school. If the need arises, special permission to ride with a parent can be granted on a case by case basis. Any such request should be made to you in advance. Students are not permitted to travel with another student or drive themselves to out of town games. If you find yourself in a position where personally transporting a student is either convenient or necessary, you should make sure that at least one other person (student or adult) is in the car with you. You should also know that if you transport students, you and your personal insurance are accepting primary responsibility and liability.

Overnight Team Trips:

Overnight trips are permitted with proper planning and gender appropriate supervision. Prior to any overnight trip, coaches must consult and be granted permission for the trip from the Director of athletics and procure the signature of both parents and players on the athletic travel permission form. ****Note:** Parents and players need to be reminded that behavior expectations are high on any trip and that all Upper School and Athletic Department policies are in place and will be enforced.

Pre Participation Physicals

The Kentucky High School Athletic Association (KHSAA) and Sayre School require that every student athlete have an updated physical every year in order to practice or compete. Physicals must be completed on the standard KHSAA form (GEO4 part 1) and are good for 13 months from the date of the physical exam. Our primary concern is always the health and safety of the student athlete and compliance with this rule is must. All student athletes must be held out of both practice and games until the coach and the athletic department has a current physical on file.

Please have athletes and parents follow the procedures outlined below:

- New physical forms should be completed and turned in at least one week prior to the first day of practice.
- Parents should make and keep a copy of the physical for their records.
- Original copies of physicals can be hand delivered, scanned and sent electronically or mailed directly to Athletic Director at:
Sayre School
Attn: Athletic Director
194 N. Limestone Street
Lexington, KY 40507
- If timing and/or circumstances require an athlete to give a physical directly to you, it should be a copy only. The original always goes to the Athletic Department for safe keeping.

Transfer Students

Any student that transfers to Sayre School after the beginning of their 9th grade year must verify their eligibility to participate in interscholastic athletics with the KHSAA before any participation is allowed. Please notify both the admissions office and the athletic department if a transfer student expresses an interest in competing on your team. Sayre will coordinate with the sending school and the KHSAA to determine eligibility status.

***No transfer student may practice or compete without verification of eligibility from the Kentucky High School Athletic Association (KHSAA). Do not let them on the field until you have confirmation that they are eligible.**

Lettering at Sayre

Student/athletes that compete on the Upper School Varsity level at Sayre receive a varsity letter "S" and a bar for their participation in that sport. Sport specific bars are awarded each time that athlete competes on the varsity level for any sport thereafter. Lettering requirements for a given sport will be left to the discretion of the coach. Letters, bars and certificates can be requested from the Director of Athletics. Middle School students receive a "Certificate of Participation" for each Middle School sport in which they compete.

Athletic Training Services

Sayre School contracts with the University of Kentucky to provide athletic training services at select varsity contests. During the school day, services are available and injured athletes should make an appointment via e mail to see Cassie Parsie- ATC at her office in the C.V. Whitney Gymnasium. Open office hours will vary depending on the trainer's school schedule. Coaches are required to report injuries to the Director of Athletics and to contact the athletes' parents so they are aware of the injury. Any injury that requires treatment or EMS transport must be reported to the Director of Athletics immediately.

Inclement Weather

In case of inclement or threatening weather, the Athletic Director may cancel or change scheduled practices or games. Coaches will contact players and parents as soon as possible to alert them to cancellations or changes to times or locations. If school is in session the office can also make a PA announcement at your request. During practices, coaches are responsible for the safety of players and must vacate fields, seek shelter and/or send students home immediately if their safety is threatened.

Coaching Tips

Keep in mind that athletes play interscholastic sports for a variety of reasons and our open participation policy ensures that coaches will get athletes whose attitudes, abilities and athleticism vary. From the coaches perspective, this can be both challenging and rewarding. In addition to meeting the needs of athletes, coaches are likewise challenged to juggle the expectations of parents. Keep in mind that you are a part of a larger team and there is a wealth of coaching experience and knowledge at your disposal. Do not hesitate to speak to your colleagues and learn from their experience.

- **Set Clear Expectations-** Both in your team/parent meetings and in e mails be sure that your athletes and parents understand what you expect from them with regards to attending practice, punctuality, attitude, sportsmanship, commitment etc....
- **Communicate-** Keep your players, parents and the administration informed throughout the season and in a timely manner. Be sure your e mail and phone list includes every parent and player (if applicable) and send weekly updates, reminders and changes. Include Director of Athletics and Travel coordinator in all correspondence.
- **Be Clear, Fair and Consistent-** Athletes and parents will respond best when you are clear, fair and consistent in the way you run your team. Whether you are offering praise or constructive criticism, enforcing team or department rules, or determining playing time, your ability to remain clear, fair and consistent is critical.
- **Coach Players At Their Level-** Since you will invariably get a wide range of athletes, it is important that you recognize this and challenge, push and encourage at the appropriate level. At a small

school like Sayre it will always be important to keep every athlete, regardless of talent, interested engaged and a part of the program.

- **Make It Fun-** All coaches want to win but research clearly shows us that winning is not the principal motivator for MS and HS athletes. Push your athletes, challenge them, demand their best but always remember to keep it fun and to stay positive.

On Line Team Ordering Procedures

Practice kits and team gear orders are an important part of athletic participation and most Sayre teams are likely to make gear available to athletes and parents. In an effort to simplify and streamline the process of ordering, and to help assure timely delivery, the following guidelines should be followed. Please pay close attention to the order deadlines as they will significantly impact both product availability and cost.

Your Coach will share the link to your team store prior to its opening date. Once your team store has opened, you will have a week to purchase your team gear and receive the team/volume discount before the team store closes. The procedure for ordering is fairly typical for on line shopping.

- Using the provided link, log on to your team store
- Once the web site opens, you will be able to see each of the products available for purchase
**Please be sure to take note of any items that are mandatory for practice or game participation.*
- Choose your items, quantity and sizes and add them to your shopping cart
- Once you have chosen all of your items, proceed to checkout where you will pay for your order by credit card
- Orders will be delivered directly to the school and will generally be handed out at practice
- Given typical shipping and production times, orders placed prior to the initial closing of the team store will generally be shipped to the school within 3 weeks of the closing date

*Once the initial deadline has passed, families/students may be given another store link and the opportunity to order gear but the team discount will no longer apply, some items may no longer be available and the cost of your order will typically increase.

Dates And Deadlines For On Line Ordering

FALL SPORTS

Team stores will open on or before June 20th and will close on June 27th

WINTER SPORTS

Team stores will open on or before Sept. 20th and will close on Sept. 27th

SPRING SPORTS

Team stores will open on or before Jan 20th and will close on Jan 27th

If you have general questions about procedures or need your team store link prior to the initial closing date, contact your coach. If you have specific product or sizing questions or your order has already been placed, please contact our school representative with BSN Sports

General Emergency Plan for Sayre School Athletic Events

Athletic Complex: 300 Canebrake Rd. Lex. KY 40509

Gym: 194 N. Limestone Lex. KY 40507

INJURY SITUATIONS

In the event of an injury the health care provider assigned to the event by Sayre School or the head coach will take primary control of the situation and make all decisions regarding the care of the athlete.

- Responsibility for the care and management of a student/athlete should not be given to parents or other health care providers that might be present. Persons with medical knowledge not employed by the school may offer assistance or guidance but they should not be given complete oversight injury situations.
- If you are unsure about the severity of an injury and whether EMS services should be contacted, always **take the cautious route and call 911.**
- All injuries that require medical care must be reported to the Director of Athletics and the athletes parents.

If activation of the EMS system is necessary:

1. Designate an individual to call 911 and be prepared to provide the following information:
 - Name of the caller and the exact address, location and directions if needed
 - Nature of the emergency/injury
 - Details and status of the injured athlete
 - Answer any questions the EMS dispatcher has and **do not terminate the call until the dispatcher hangs up!**
 - After EMS terminates the call, the designated individual who called EMS should then go to the appointed entrance and guide EMS personnel to the injury site.
2. Designate an individual (coach or Sayre School employee) to get any necessary emergency equipment (AED's which are located in the girls bathroom at SAC and in the gym on campus, Med Kit Contents etc.)
3. Provide Emergency care to stabilize the injured athlete until EMS arrives on the scene and assumes control.
4. Once EMS has assumed control, and the primary emergency care provider is no longer providing emergency care, notify school officials (athletic director/headmaster) and parents of the injured athlete immediately.
5. A coach or other Sayre School employee is to accompany the injured athlete to the hospital to provide support and information to health care providers, parents and school officials. This person is to bring with them a copy of the athlete's physical and medical release form.
6. Submit an injury report to the Athletic Director within 48 hours.

If EMS is not necessary but immediate care is needed:

- Stabilize the athlete prior to transport (dress wounds, splint possible fractures etc...)
- The athlete should be transported to the hospital or other emergency medical clinic by a licensed driver who is a coach or employee of Sayre School. At least one other adult should accompany the athlete and the driver.
- A copy of the athlete's medical release and physical must accompany the athlete to the hospital or care facility.
- Parents and school officials (athletic director and headmaster) should be notified as soon as possible.
- An injury report must be submitted to the Athletic Director within 48 hours.

Returning an injured athlete to competition:

- An athlete who is injured during the course of play may return to competition at the discretion of the assigned care provider or the coach if a more qualified provider is not available.
- An athlete should be returned to play after an injury only if the athlete meets the following criteria:
 1. Athlete is able to perform sport specific activities (running, jumping, throwing, cutting) with minimal pain that does not interfere with performance
 2. Athlete is alert and aware. ****Any perceived change in cognitive function, head pain, dizziness or nausea that could indicate a concussion following any trauma to the head pre-clude any return to play that day. Furthermore, that athlete may not return to practice or competition until they have been evaluated and released, in writing, by an MD, DO or ATC and complete the ATC return to play protocol at Sayre. **NO EXCEPTIONS!!**
 3. Injuries are properly braced, taped and/or bandaged to protect against further injury
 4. Return to play is not likely to result in further more serious injury to the athlete

Lockdown Situations

If there is a perceived threat to athletes, coaches or fans:

- Alert police by calling 911

- All athletes, coaches and fans should be alerted and directed to safety (egress facility away from danger or locker rooms)
- Alert school officials to the lockdown and your location. Account for all student athletes using team rosters.
- Remain in place (with doors locked if applicable) until school officials or law enforcement sound the all clear

Severe Weather Situations

GENERAL GUIDELINES

When weather conditions are questionable, the athletic director, the assistant athletic director or the headmaster will decide whether practice or games will be held on that day. For HS games, referees assume this role once contests commence.

Heat Index

Physical exercise during times of excessive heat can pose a serious health risk to athletes and result in a medical emergency.

General Guidelines/Procedures Concerning Heat Index

- Heat index readings are to be taken prior to practice or games and, when the index is greater than 95 degrees, every 30 minutes thereafter.
- Readings are to be taken with a digital sling psychrometer on the field of play and recorded with date and time the reading was taken. Any action taken to protect players should also be recorded.
- The following are guidelines to avoiding heat related injuries. They have been recommended by the KHSAA and the Kentucky Medical Association. For a more detailed description consult the KHSAA guidelines for avoiding heat injury:
 - Under 95 degrees heat index- Have available, and allow athletes to consume, as much water as they desire and allow breaks every 30 minutes. Monitor athletes for signs of heat stress. Have towels available for cooling athletes.
 - 95-99 degrees heat index- Mandatory water breaks every 30 minutes for at least 10 minutes duration in the shade. Have towels and ice water for available cooling. Protective equipment should be removed when safety is not an issue. Monitor athletes for signs of heat stress.
 - 100-104 degrees heat index- Same water and break guidelines as above and consider cancelling or rescheduling practice times. Keep careful watch of athletes for signs of heat stress and take aggressive cooling measures if necessary. Avoid any activities that require equipment or additional clothing. Reduce overall practice time and allow athletes to change into dry shirts/clothing. Showers in locker rooms can be used for cooling at SAC.
 - Heat index >104 degrees- All activities are to be suspended and athletes should seek shelter/shade and air conditioning if available.

Lightning/Thunderstorms/Tornados

Coaches should monitor weather conditions prior to practices and games and cancel them if the safety of students is in question. Reliable local forecasts and radar are available through the National Weather Service on line and on your mobile device. The athletic director must be consulted in cases where weather conditions make practices or matches potentially unsafe. Once practices or games have commenced, coaches should monitor changing weather conditions and keep phones on their person. The following list of weather conditions and safety procedures are to be followed in cases of severe weather:

- Threatening Weather (dark clouds, strong wind etc...) – Coaches should monitor the sky and make use of mobile devices to stay abreast of changing weather conditions and local broadcast warnings. Err on the side of caution.
- Lightning/Thunder- If lightning is seen or thunder is heard play must be immediately suspended. Athletes and coaches seek shelter in locker rooms at the pavilion and spectators should be directed to their cars. Play/practice may be resumed when there has been no lightning or thunder for 30 minutes
- Emergency Weather Situations- If weather conditions become severe and/or include tornado warnings, students and coaches are to seek shelter in the bathroom areas of the locker rooms and remain there until the threat has passed. Parents and spectators that can-not be adequately protected in the pavilion should be directed to the Red Roof Inn or the Days Inn located at the turn onto Canebrake Rd.

IMPORTANT PHONE NUMBERS:

E.M.S	911	RICHARD LITTLE	213-0703
SAYRE SCHOOL	254-1361	UK. SPORTS MED.	257-1000
CINDY EASON	398-1192	STEPHEN MANELLA	475-2411
STEVE GUYNN (maintenance)	361-7789	BROOKS MCLAMB	533-6966
AARON SIMMERMAN	983-3427		

Coaches must have the following equipment with them at all practices and athletic events:

- Medical Kit, charged cell phone, physicals and signed medical release for every athlete and a copy of the emergency plan.