

# 2023 - 2024

## HIGH SCHOOL **COACHES** Handbook



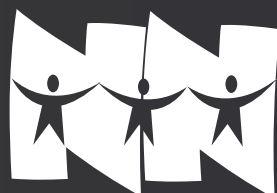
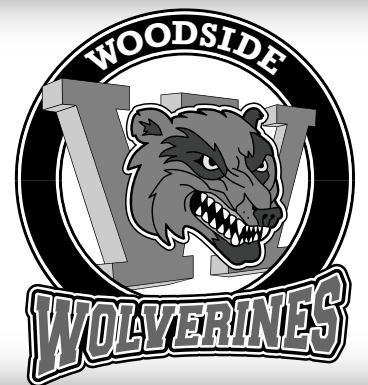
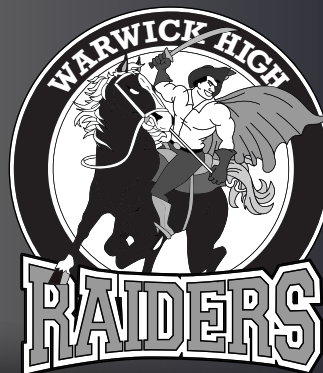
**DENBIGH** High School

**HERITAGE** High School

**MENCHVILLE** High School

**WARWICK** High School

**WOODSIDE** High School



**NEWPORT NEWS  
PUBLIC SCHOOLS**

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*College, Career and Citizen-Ready!*



## SCHOOL CALENDAR

Newport News Public Schools • 12465 Warwick Blvd., Newport News, VA 23606 • (757) 591-4500 • www.nnschools.org

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day - Schools and Offices Closed  
7, 14, 21, 28 Summer Hours

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4, 11 Summer Hours  
7 New Teachers Report  
17 All Teachers & Teacher Assts. Report  
28 All Students Report

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Schools Closed (as required by State Code), Twelve-Month Employees Report  
4 Labor Day - Schools and Offices Closed  
22 Half Day Dismissal for **Elementary** Students; Teacher Planning in p.m.; Full Day for Middle and High Students

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Schools Closed for Students; Full Teacher Planning Day  
20 Schools Closed for Students; Half Day Teacher PD in morning and family conferences in the afternoon (and held throughout the week)

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Teacher Work Day (Election Day); Students do not report  
22 Schools Closed; Half Day for Twelve-Month Employees  
23-24 Thanksgiving Observance Schools & Offices Closed

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-29 Winter Break - Schools and Offices Closed (12 month employees to use 1/2 day leave each day, Dec. 18-21)

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break - Schools and Offices Closed  
2 Schools Closed for Students; Full Teacher Planning Day  
3 Schools Reopen  
15 Rev. Dr. Martin Luther King, Jr. Day  
22-24 Exam Dates - 1/2 day high schools  
25 Teacher and Support Staff Work Day - Students do not report  
26 Regional Prof. Development Day  
29 Second Semester begins

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 Half Day Dismissal for **Elementary** Students; Teacher Planning in p.m.; Full Day for Middle and High Students  
19 Presidents' Day - Schools Closed, Twelve-Month Employees Report

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Schools Closed for Students; Half Day Teacher PD in morning and family conferences in the afternoon (and held throughout the week)  
29 Students Half Day Dismissal; Teacher Work Day

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break (annually 1st week of April for Peninsula school divisions) - Schools & Offices Closed (12 month employees to use 1/2 day leave each day, April 1-4)  
8 Schools Closed for Students; Full Teacher Planning Day

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial Day - Schools and Offices Closed

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8-9 High School Graduations (Tentative)  
10, 11, 12 ECC, Elementary & Middle - Early Dismissal  
10, 11, 12 High School - Half Day Dismissal  
12 Last Student Day  
13 Last Teacher Day  
19 Juneteenth - Schools and Offices Closed  
21, 28 Summer Hours

9 Weeks Report Cards			
Period	Ends	# of Days	Reports Issued
1	Nov. 6	47	Nov. 15
2	Jan. 24	40	Feb. 6
3	Mar. 29	43	Apr. 16
4	June 12	46	June 12

Religious observances beginning/occurring on 2023-2024 student school days:

Yom Kippur - Sept. 25      Ramadan - Mar. 11  
Hanukkah - Dec. 8      Eid al-Fitr - April 10  
Ash Wednesday - Feb. 14      Ascension Day - May 9

**Calendar instructional hours exceed 990 state hour requirement.**

\*All schools need to schedule at least one evening conference period, preferably in the fall.  
NOTE: If make-up days are necessary, they will be made up, at the superintendent's direction.

- ★ First Day of School
- Schools & Offices Closed
- Half Day Dismissal
- Early Dismissal
- Schools Closed, Offices Open
- ⋮ Schools Closed, Half Day Offices Only
- Key Dates

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# Athletic Teams

**FALL  
VARSITY**

Football  
Field Hockey  
Golf  
Volleyball (boys & girls)  
Cross Country (boys & girls)  
Cheerleading (sideline)  
Cheerleading (competition)

**JR. VARSITY**

Football  
Field Hockey  
Cheerleading  
Girls Volleyball

**WINTER  
VARSITY**

Basketball (boys & girls)  
Indoor Track (boys & girls)  
Wrestling  
Swimming (boys & girls)  
Diving (boys & girls)  
Cheerleading (sideline)

**JR. VARSITY**

Basketball (boys & girls)  
Wrestling  
Cheerleading

**SPRING  
VARSITY**

Baseball  
Softball  
Soccer (boys & girls)  
Outdoor Track (boys & girls)  
Tennis (boys & girls)

**JR. VARSITY**

Baseball  
Softball  
Soccer (girls & boys)

<b>HIGH SCHOOL</b>	<b>PRINCIPAL</b>	<b>ATHLETIC DIRECTOR</b>	<b>ATHLETIC OFFICE</b>
Denbigh High School	Michelle Huffstetler	Marcus Johnson-Wiliams	886-7700, x 9-24660
Heritage High School	Dr. Earling Hunter	Jamie Plecker	928-6100, x9-17660
Menchville High School	Lisa Egolf	Jennifer Nuttycombe	886-7722, x9-45660
Warwick High School	Dr. Kellie Mason	Chad Smith	591-4700, x9-58660
Woodside High School	Dr. Mary Hardesty	Paul Macklin	886-7530, x9-61660

Revised July 2023

## Ticket Prices

Sport	Adults	Children 12 & Under	Senior Citizens
Football	\$7.00	\$5.00	\$5.00
Basketball	\$7.00	\$5.00	\$5.00
Wrestling	Tri - \$7.00 / Dual - \$5.00	\$5.00	\$5.00
Volleyball	\$7.00	\$5.00	\$5.00

JV BASKETBALL & VOLLEYBALL - \$5.00 FOR EVERYONE

(Senior Citizens (NN residents) 60 and over – FREE

MUST PRESENT IDENTIFICATION

**Prices may vary at games outside of the Peninsula District**

### Free and Reduced Admissions to Athletic Events

In addition to the passes provided by the Peninsula District of the Virginia High School League, the School Board authorizes free or reduced admission to Newport News School Division athletic events for the following groups:

#### **Free Admission**

- High school faculty and staff for games on Newport News School Board property involving the individual school.
- School Board Employees, with their ID badge, to any games at NNPS facilities. No Guests.
- Lifetime passes (issued by the superintendent's office) to city council members, school board members and retired school personnel.
- Senior citizens (age 60 and over) who are residents of Newport News. In order to receive free admission, senior citizens must present identification that confirms that they are residents of Newport News and age 60 or over.

#### **Reduced Admission**

- A member of the PTSA (Parent/Teacher/Student Association) of a participating Newport News public school will be admitted for a reduced cost of \$2.00 less than the adult ticket price upon the presentation of a valid current school year PTSA membership card.

Revised July 2023

## Newport News Philosophy

It shall be the philosophy of the athletic program in the Newport News Public Schools to provide an opportunity for those students endowed with the physical and mental ability to compete at a level higher than that offered in the normal instructional program. This program will allow the talented athletes to develop their skills and knowledge to a higher degree of competency on the practice field and offer them the laboratory of the playing field to measure their accomplishments in competition with their peers.

One of our school division's major goals is high academic achievement for all students. We are committed to helping them achieve to their fullest potential and our student-athletes are no exception. Just as an athlete must expend a tremendous amount of time and effort to be successful on the playing field, our athletes must bring that same discipline and dedication to the classroom. The practices established by both successful students and successful athletes would be extremely valuable throughout their school years and beyond.

In addition to the development of these physical skills, the athletic program will offer the athlete the opportunity to become a more useful and loyal member of society by developing a desire to achieve excellence but with the willingness to make personal sacrifices for the benefit of the team. Close contact with teammates and opponents will develop a sense of loyalty and dedication as well as a respect for the dignity of others.

The enrichment of the total being through contributions to their educational, social, moral, emotional and physical development shall be the underlying principle of the school athletic program.

### Goals and Objectives

- All student-athletes will maintain a grade point average (GPA) of 2.0 or above.
- The athletic program will contribute to the physical fitness and development of athletic skills of participants through teaching and presenting a sound program of conditioning and practice.
- The athletic program will teach the values of sportsmanship through the Virginia High School League Sportsmanship Code in order that participants may learn to be humble in victory and gracious in defeat.
- The athletic program will teach self-discipline to participants by requiring them to adhere to a lifestyle that will contribute in a positive way to team effectiveness.
- The athletic program will teach the compatibility of self-reliance and cooperation through activities designed to give recognition to contributions of individual athletes and showing that success of the program depends on team effort.
- The athletic program will unify the school by providing common goals, involving all students and creating a common purpose; thereby generating school spirit and building alumni loyalty.
- The athletic program will provide a wholesome environment for athletic participation and will provide carry-over value through teaching positive attitudes and the recreational value of participation.
- The athletic program will provide opportunities to achieve educational and personal goals for students/athletes through counseling participants to establish goals consistent with their interests, abilities and needs.

# Academic Standards for Participating in Virginia High School League Activities

All students participating in any Virginia High School League sponsored activity will have to meet academic standards established by the school board.

1. Students participating in any VHSL sponsored activity must maintain a minimum of a 2.0 or higher grade point average (GPA) before participating in any VHSL sponsored activity. They may meet this requirement in two (2) ways:
  - Students may maintain a cumulative 2.0 GPA or higher
  - Students may have a 2.0 GPA or higher the previous semester average.
2. Students must continue to meet all VHSL eligibility requirements (PASS 5 SUBJECTS FROM PREVIOUS SEMESTER), in addition to the 2.0 GPA minimum.
3. Students also have the option of taking a **one-time waiver** from the 2.0 requirement for one semester for any reason during their time in high school **but still must meet all VHSL standards**. Forms can be obtained from the high school athletic directors.
4. Students who lose their academic eligibility while participating in a VHSL activity in which the season or district competition extends beyond the semester will be allowed to continue participating until the particular season ends, but will not be able to participate in other extracurricular activities until academic eligibility is restored.
5. Transfer students' academic eligibility for participation in a VHSL activity will be determined initially by their incoming GPA. This eligibility criteria will apply through and include the student's first semester of attendance in Newport News Public Schools. Transfer students who do not meet the academic requirements for the school year in which they enter will be denied academic eligibility during their first semester in Newport News Public Schools. After their first semester as a student in the Newport News Public Schools, the GPA requirements in item 1 shall apply.
6. Summer school grades will be averaged in with second semester grades.
7. A special education student who is working toward a **special diploma/certificate** must make standard progress in those courses taken as determined by the student's Individualized Education Program (IEP).
8. A special education student who is working toward a **standard diploma** must meet the same academic standards for participation in VHSL activities and extracurricular activities that are required for all students.
9. If there are differences between the school board policy and Virginia High School League (VHSL), the provision that establishes the stricter rule will apply. If either the school board policy or the VHSL regulations contain a condition or requirement that the other one does not, the stated condition or requirement will apply.

Revised July 2014



## Magnet School – General Information

All eighth grade students who wish to participate in VHSL activities must play for their zoned high school.

### Magnet Program Deselection Procedures – Voluntary and Involuntary

A student who has been selected for a magnet program or deselected from a magnet program for any reason and who has officially practiced or participated in a VHSL activity, during the scheduled season, is ineligible to participate in that activity in another school for the remainder of that academic year.

Appeals to this process can be made in writing to the Director of Student Athletics

Revised July 2023

## Out of Season Practice

VHSL Rule 27-7-1 Out of Season Practice Rule

All NNPS athletic teams are restricted from any organized activity during the VHSL designated “dead periods”.

During “dead periods”, no coaching, observing or contact between coaches and players should occur.

Outside of “dead periods”, all athletic sponsored events may occur other than Sundays.

The following is also in effect:

- Out of season activities must be open to all students with a physical and cannot be mandatory
- Out of season activities cannot be considered criteria for try outs
- Only approved/cleared coaches may work with students during VHSL out of season activities
- All participants must have a current VHSL Physical form on file
- There should be NO school-to-school competition
- No football activities with pads/protective equipment unless approved through the school’s Athletic Director and NNPS Director of Athletics

Revised September 2023

## VHSL Catastrophic Accident Program

(This plan is included in the school's VHSL membership)

All enrolled students who participate in interscholastic sports and activities under the jurisdiction of the VHSL are eligible for coverage. If, as a result of an injury, an insured person suffers paralysis, coma, or brain death, benefits will be paid as indicated in the Table of Losses for each accident. Claim forms can be secured through the athletic director from the VHSL. Claims for benefits must be filed within 90 days from date of loss, or as soon as reasonably possible.

Revised June 2013

# National Federation Coaches Association

## Coaches Code of Ethics

The function of the coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches:

The coach shall:

- Be aware that he or she has a tremendous influence, for either good or ill, in the education of the student-athlete and, thus, shall never place the value of winning above the value of installing the highest ideals of character.
- Uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- Take an active role in the prevention of drug, alcohol, and tobacco abuse.
- Avoid the use of alcohol and tobacco products when in contact with players.
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- Master the contest rules and teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with the cheerleaders, pep club sponsors, booster club and administrators.
- Meet and exchange cordial greetings with the opposing coach to set the correct standards for the event before and after the contest.
- Never exert pressure on faculty members to give student-athletes special consideration.
- Never scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## Interscholastic Athletics Code of Ethics

The coach should:

- Exemplify behavior representative of the educational staff of the school and the teaching profession.
- Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same of players.
- Emphasize to players and bench personnel the importance of proper sideline behavior.
- Recognize that the purpose of competition is to promote physical, mental, social, and emotional well-being of individual players and that the most important values of competition are derived from playing fairly.
- Be a modest winner and a gracious loser.
- Maintain self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials.
- Cooperate with the school principal and athletic director in the planning, scheduling, and conducting of sports activities.
- Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.
- Pay close attention to the physical condition and well-being of players; refusing to jeopardize the health of an individual for the sake of improving a team's chances to win.
- Teach athletes that it is better to lose fairly than win unfairly.
- Discourage gambling, profanity, abusive language, and similar violation of the true sportsman's code.

# Job Descriptions

## Head Coach

The head coach for each interscholastic sport will have the following duties and responsibilities:

- Conduct pre-season meeting with prospective athletes to issue eligibility forms and explain VHSL requirements for participation and discuss letter requirements for athletes.
- Conduct pre-season meetings with assistant coaches to establish goals and objectives for season as well as plan to accomplish these.
- Organize and plan daily practice schedules.
- Provide complete VHSL eligibility list to school athletic director within a minimum of seven (7) days prior to the contest.
- Inventory, issue, maintains equipment during season. Collect inventory, repair and store equipment at completion of season.
- Assure safety and proper conduct for all squad members during practice sessions and games.
- Secure all rooms, buildings, and practice and/or game facilities after use.
- Maintain and provide school athletic director with inventories, requisitions and award lists one week after completion of the season.
- Cooperate with media, civic organizations, booster clubs and other such groups to promote interscholastic athletics.
- Direct all questions, complaints, comments, etc. to the school athletic director for interscholastic related matters.
- Maintain a wholesome educational environment before, during and after the season with the goal of maintaining the 2.0 academic standards for all athletes.
- Establish an emergency action plan for injuries or sudden illness.
- Hold team meetings stressing good sportsmanship and penalties for bad sportsmanship.
- Supervise all athletes in the locker room area and school pick up points after games and practices.
- Inform the athletic trainer of any injuries that occur during practice or games.
- Encourage good personal hygiene habits by providing time for showers immediately following practice and games.

## Assistant Coaches

The assistant coaches for each interscholastic sport will have the following duties and responsibilities:

**THE NEWPORT NEWS ATHLETIC DEPARTMENT DISCOURAGES THE PRACTICE OF ANY ASSISTANT COACH OR VOLUNTEER COACH FROM COACHING WHILE THEIR CHILD IS A MEMBER OF THAT ATHLETIC TEAM OR ACTIVITY.**

1. Attend all pre-season meetings as directed by the head coach.
2. Assume all duties and/or responsibilities assigned by the head coach (see above).
3. Attend all practice sessions, games and meetings as directed by the head coach.
4. Direct all questions, complaints, comments, problems, etc. to the head coach who is the liaison with the school athletic director, principal and director of school athletics for interscholastic athletics related matters.

**ALL TOBACCO PRODUCTS ARE STRICTLY PROHIBITED BY THE VHSL.**

Revised June 2013

# Legal Duties of a Coach

## **Properly plan the activity.**

Make sure that athletes are in proper condition. Teach sport skills in a progression so that athletes are prepared to handle more difficult skills.

## **Provide proper instruction.**

Keep up-to-date on better and safer ways of performing sport techniques. Teach athletes the rules and the correct skills and strategies of the sport.

## **Provide a safe physical environment.**

Periodically inspect playing areas, the locker room, the weight room, and the dugout for hazards - and remove them. Prevent improper or unsupervised use of facilities.

## **Provide adequate and proper equipment.**

Make sure athletes are using top quality equipment. Inspect the equipment regularly. Teach athletes how to fit, use, and inspect their equipment.

## **Match your athletes.**

Match athletes according to size, physical maturity, skill level, and experience.

## **Evaluate athletes for injury or incapacity.**

Enforce rules requiring all athletes to submit to preseason physicals and screenings to detect potential health problems. If an athlete is not able to compete without pain or restriction of functions, immediately remove her or him from the activity.

## **Supervise the activity closely.**

Do not allow athletes to practice difficult or potentially dangerous skills without proper supervision. Forbid horseplay. Do not allow athletes to use sport facilities without supervision.

## **Warn of inherent risks.**

Provide parents and athletes with both oral and written statements of the inherent health risks of their particular sport.

## **Provide appropriate emergency assistance.**

Learn sport first aid. Use only the skills that you are qualified to administer.

Assure that civil rights are not violated.

Provide adequate transportation and insurance.

# Supervision of Squads

## Locker and Dressing Rooms

An occurrence of property destruction, stealing, and rowdiness in the locker room before, during, and after practice sessions reflects on the entire athletic program. Each coach should see that all squad members, upon being excused from practice and after games, quickly showers and leaves the school premises. The area should be checked to make sure all equipment has been put away, that lights are turned out and doors locked. The coach must be the last person to leave to secure the building. Never leave students unsupervised on school premises.

## Gymnasium and Weight Room

At no time may students use the gymnasium and weight room unsupervised.

## Bus

The coach is responsible for safe and proper behavior of his squad on all trips. Rowdiness must not be tolerated. Shoes with spikes or cleats will not be worn on the bus or in the school building. The coach is responsible for the cleanliness of the bus after use. The coach will also ride the athletic bus with his or her team.

## Visiting Other Schools

Squads should behave at other schools in a manner that will reflect positively on the school each athlete is representing. The coach shall supervise squad members at all times, including the locker room area after the contest.

## Performance Enhancers

Performance enhancers, such as steroids, are illegal in all organized sports from high school to college to the pros. These substances cause an unfair competitive advantage, as well as the danger of life-threatening health problems. If you use steroids, you cheat yourself mentally and physically. They don't improve your actual skills, and they jeopardize your health and well-being. Performance enhancers can affect you physically and psychologically. **VHSL PROHIBITS USE OF ALL ENERGY DRINKS.**

## Hazing

You may have heard hazing called by other names – a harmless practical joke, a tradition for new team members or a simple test of loyalty. No matter what it is labeled, hazing is a dangerous practice that goes against all principles of sportsmanship. It destroys team spirit and creates resentment. It discourages trust and fosters intimidation. It weakens leadership and strengthens fear. Hazing is against the law in 42 states. Simply put, hazing has no place in the athletic experience.

What is it? Hazing is any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers that person, regardless of his or her willingness to participate. While many student-athletes report that hazing takes place in their high school program, it should not be tolerated. This potentially deadly practice has sent athletes to the hospital and has resulted in the release or suspension of dozens more, as well as their coaches. Hazing is an act of power and control over others – it is a form of victimization.

Revised June 2013

## Weight Room Policies & Coaches' Responsibilities

1. The coach should do a visual check of the equipment and facility for any foreseeable risks when opening and closing the room.
2. Athletes should be supervised to make sure they are following the safety rules and using proper lifting techniques.
3. All athletes should be instructed in proper techniques for the lifts that are done in the program in the form of an orientation program.
4. Make sure all athletes have signed the statement saying they have read and understand the weight room rules.
5. Understand and be able to teach proper lifting techniques.
6. Keep up to date in current weight lifting trends.
7. Keep an attendance log each day (sign-in sheet).
8. Squat racks should have a safety bar to catch the weight if the squatter loses control.
9. The facility should be cleaned daily.
10. No loitering.
11. No horse playing.
12. Follow designated workout.
13. Only exercises from the approved list of exercises should be used (which the strength coach should develop).
14. All injuries should be reported immediately.
15. A person or persons physically able to assist with the weight should spot all free weight exercises. "Don't bang weights."
16. All weight equipment should be checked by the athlete before using, make sure it is in working order and it is safe to use. Immediately report any equipment malfunctions to supervisor, attendant, or instructor.
17. Clothing appropriate to weight lifting should be worn: athletic shoes, socks, properly fitted shorts, t-shirt. Jewelry and loose fitting clothing are prohibited. Towels are allowed to wipe down equipment before use.
18. The athlete should warm-up before attempting lifts with heavy weights.
19. Lifting belts should be worn for any exercise that the back is not supported.
20. All weights should be returned to the racks when they are not in use. Do not remove weights from lifting area.
21. No food or drink is allowed in the weight room.
22. Clamps (collars) must be used on all free weight equipment.
23. No unattended personal equipment (books, book bags, clothing, etc.) should be left in the weight room.
24. No student athletes will be allowed in the weight room without proper adult (school) personnel.
25. **COACHES SHOULD REFER TO PAGE 39 FOR GUIDELINES FOR CLEANING OF EQUIPMENT, WEIGHT ROOMS AND LOCKER ROOMS.**

**Use of proper weight lifting techniques is essential for student safety.**

# Tryout Guidelines

## Philosophy

Our philosophy is to include as many students as possible in the overall athletic program of the school. We recognize that some athletic teams require a maximum and minimum number of participants, while other sports are open to all qualified players. In the case of teams that limit the number of participants, coaches should encourage all interested students to try out, and should apply appropriate and fair standards to the selection process. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

1. **The physical form and emergency care card must be completed prior to tryouts. Also, it is recommended that the extracurricular participation policy be completed prior to tryouts**
2. Tryout guidelines and evaluations criteria should be formulated by the head coach in consultation with assistant coaches and distributed at interest meetings prior to tryouts.

The coach shall provide the following information to all candidates for the team:

- Length of tryout period
  - Criteria used to select the team
  - Number to be selected
  - Practice commitments if a student makes the team
  - Game commitments
  - Eligibility requirements
  - Extracurricular participation policy
3. Tryouts are open and available to all students that meet the VHSL & NNPS eligibility criteria.
  4. Tryouts should be structured so that they are fair and equitable for all candidates.
  5. The school recommends **a minimum evaluation period of three (3) days**. Team selections will be made after this evaluation period. Team selection is based on:
    - Sport-specific skills
    - Athletic abilities
    - Attitude
  6. If a student is going to miss tryouts due to extenuating circumstances, (e.g. extended sport season, sickness, injury, or another compelling reason, he or she must have prior approval of the coach and the director of athletics.
  7. The results of tryouts need to be announced in a timely fashion and empathy should be shown to all candidates.
    - Cuts lists are not to be posted; in extenuation circumstances, a team list may be posted with prior approval from the athletic director
    - Coaches are encouraged to discuss alternative possibilities for participation in the sport or other areas in the activities program
  8. If a coach foresees difficulties arising as a result of squad cuts, he or she should discuss the situation with the athletic director.
  9. 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade students are eligible to play JV; 11<sup>th</sup> and 12<sup>th</sup> grade students cannot play on a JV team.



# Student-Athlete Off-Campus Running Guidelines

## Training Course Design and Planning

Training courses for student-athlete runners should be carefully planned utilizing the following guidelines:

- Use on-campus courses whenever possible.
- Use parks, recreational areas, and trails as a backup to campus courses.
- When the course design requires running on public side roads, look for wide shoulders, paralleling sidewalks, and bike trails.
- Review public side road courses for blind spots, a low occurrence of crossings, and a low volume of traffic.
- Design courses so that less experienced runners will have a shortened, safe return route.

## Training for Athletes Training Off-Campus

These guidelines will be reviewed with all participants prior to the start of off-campus conditioning programs.

- Run single file facing traffic when there are no sidewalks.
- Stop, look, listen, when crossing key intersections.
- Cross with traffic lights.
- Do not cut diagonally across intersections/streets.
- Cross entire streets - don't get stranded in median strip.
- Always run with a partner.
- Do not run on private property.
- Do not carry anything that could be a distraction or safety hazard.
- Follow approved specified course.
- Check in with the coach at the end of the day's run.
- Run defensively and anticipate problems - DO NOT CHALLENGE VEHICLES.

Revised June 2013

# The Coach-Media Relationship

## **Think before you speak.**

You represent your school in every interview. Not only does the public read these articles, but also so do your players and their parents. Be a good role model.

## **Redirect win-loss types of questions whenever possible.**

The media will always be concerned about statistics and overall record. Try also to focus on the process of striving for the win and on the development of your athletes.

## **Avoid blaming officials, referees, or judges.**

Even if someone deserves it, rise above finger pointing. It will not change the outcome, and it often looks like an excuse.

## **Protect the privacy of your athletes.**

A coach is not required to give all the details of a disciplinary situation or one involving a personal problem, and in fact, you can get into trouble for doing so. Be brief and general, but direct. If necessary, meet with your superiors to decide how to handle what has happened, and then make one statement. Consistency is important to your credibility.

## **Respect all media.**

- Take time to evaluate their objectives and what they want to accomplish. Always answer honestly.
- Assume anything you say is on the record, even if you indicate that it is to be off the record.
- NEVER downgrade an opponent or coach.
- Provide data on a game-by-game basis - win or lose.
- Make certain you have the current phone numbers and names of all beat reporters who cover your high school. Always return phone calls as soon as possible to respect the media's deadlines.
- If you are misquoted or a story turns out more derogatory than you expected, call the reporter immediately to discuss it. Discuss the situation **professionally**.
- Discuss media relations with your athletes; advise them how to respond to reporters' questions.
- When you have completed answering a question, stop talking. Beware of attempts to rephrase a question or to lead you into answering a question, which should not be discussed. Know school board policy on what personal topics cannot be made public.
- Remember that COMMUNICATION is the KEY to most situations. Establish and maintain a positive media relationship.

## **Ways to Get Better Coverage**

**Visiting coaches, stick around after the game.** – Reporters know you have a bus to catch and generally will try to keep interviews brief.

**Avoid using clichés.** – They give the writer little to work with. Instead, break down the game, telling what happened to affect the outcome.

**Stay in contact.** – Get accurate rosters and schedules to the media during preseason. Give them feature ideas. Call in scores whether you've won or lost.

The best-covered teams don't necessarily have the best records, but they do give the most information.

## Coaches' Education Classes

All coaches (volunteer and paid) must complete the VHSL Coaches' Education Program, which can be done online. **The coach is responsible for payment.** The test includes 4 components which are VHSL Component, Sport First Aid, Local Component and Coaching Principals. Also, an annual Concussion Test is required by all coaches. **The Newport News Athletic Department** requires that all coaching requirements are completed BEFORE working with student-athletes other than the Principles of Coaching course. This course should be completed by the end of the 1<sup>st</sup> year of coaching (prior to the summer).

<https://www.vhsl.org/coach-education/>

If you have questions concerning these courses, please see your athletic director.

If you have taken these courses, please check with your AD to make sure they are on the approved list.

Revised September 2023

## Accepting Equipment

### Title IX

This is a reminder to all coaches that you are not allowed to accept any free items from any group, booster club, and/or individual without checking with your athletic director and principal. Such gifts to your program must benefit both girls and boys. Title IX seems to continue to be a problem and we don't want our school division involved with any violations.

"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

<http://bailiwick.lib.uiowa.edu/ge/aboutRE.html>

# Fund Raising Activities by Students

The guidelines that follow apply to all grade levels and all schools unless specific grade levels are mentioned. Principals are responsible for communicating these guidelines to any person or group about any fund-raising activity related to the school. The principal will have discretion in determining what fund-raising activities take place and will oversee the implementation and adherence to these guidelines.

1. Proposals for any fund-raising activities involving the school and/or students must be submitted in writing to the principal for prior approval. This requirement applies to both persons/groups within the school as well as organizations outside of the school and for activities that take place either during or outside of the school day. The written request for approval must include a complete description of the activity, who will participate, dates/times of operation, and a draft copy of any communication to appropriate groups (i.e., students, parents, etc.).
2. No incentive prizes for individuals based on participation or volume of sales are allowed at the elementary or middle school level. The school may receive a prize based on participation with a fundraiser.
3. **Bingo and the selling of raffle tickets are prohibited at all schools.**
4. Organization/individuals wanting to talk with the schools (or groups supporting the schools) about fund-raising/community service activities must request approval from the Director of Information & Legislative Services or designee before contacting the schools. If the request has been approved, the organization/ individual must present a copy of the approval letter when corresponding with the school. Schools should redirect to the Assistant Superintendent any organization/individual who has not received such approval. Though an activity has been approved at the division level, the principal has the discretion for participation.
5. Schools will be asked for a list of the companies with which they currently work with for fundraisers and community service projects with which they are involved. The list will be compiled as a baseline for the Director of Information & Legislative Services or designee. This list will be distributed to principals prior to the beginning of the next school year. Then only the new organizations will be required to submit their request to the Assistant Superintendent prior to contacting the schools.
6. Fund-raising activities which support community service projects should emphasize voluntary participation.
7. If a school has had a negative experience with a vendor (i.e., poor quality products, lack of cooperation, late deliver, etc.), the Director of Legislative Services or designee should be notified of the complaint. The Director will not be responsible for resolving the situation but will be in a position to notify other schools.

Schools are strongly encouraged to establish a fund-raising plan/calendar at the beginning of the year, which includes community service projects as well as projects, which benefit the school. Such planning by the school in conjunction with other organizations supporting the school should allow the following:

- (a) Clear communication to the persons responsible for an activity regarding the guidelines.
- (b) Overlap of projects or over-involvement of the same group of students to be eliminated.
- (c) Financial impact on students to be minimized.

Revised June 2013

# Transportation

The Newport News School Board will provide, when possible, team transportation for athletic events. Certain limitations may be imposed on this bus usage to assure the fulfillment of the primary function of the transportation department. The School Board will furnish buses for transporting student athletes under the following guidelines:

1. From school to home (designated stops) following regular practices (when possible).
2. Buses will not be available for holiday practices or summer practices.
3. Buses will be available for scheduled games over the holiday periods, except for Christmas Day.
4. All athletic trips within a 75 miles radius of the school.
5. Trips to participate in conference, regional and state championships.
6. Buses will not be available when school is closed due to inclement weather. This includes white activity buses.
7. No 15-passenger vans will be used to transport Newport News student-athletes at any time.
8. All requests for transportation should be submitted to transportation, using the Field Trip Management Program, 10 days prior to proposed departure, unless you move to post season play.
9. Any out of region trips must have advanced approval from the Program Administrator, Youth Development and the Director of Transportation.
10. **THE ATHLETIC OFFICE WILL NOT PAY TRANSPORTATION COSTS FOR ANY WHITE OR YELLOW BUS TO BE USED FOR CAMPS. IF THE COACH WANTS TO USE THE BUS, THEY WILL HAVE TO GET FUNDS ELSEWHERE.**
11. **EEAG - Student Transportation in Private Vehicles**  
The School Board discourages employees from transporting students in private vehicles. In most cases, school buses or other approved transportation will be utilized. The School Board does not carry any insurance for private vehicle accidents. The employee's vehicle insurance is the only insurance for any accidents in the employee's vehicle. **Date of Adoption: April 20, 1994** (SCHOOL BOARD POLICY AND PROCEDURES HANDBOOK)

Teams traveling out-of-state should write a letter to the Executive Director of Secondary School Leadership and to Mr. Shay Coates, Director of Transportation seeking advanced approval. (Special rules will apply for out-of-state travel)

Revised July 2015

## White Activity Buses

(July 2015)

Effective immediately all requests for white activity buses must be entered into the field trip system under your school. A category for "white bus" has been added for billing purposes. Send the request to the Schedule Specialist (Sharon Moore, at 13127) and she will approve it and return a field trip form back to you by email. Please print the form out and the coach will fill out the mileage category and sign it. When the trip is completed have them return it to the AD. The AD can send it to the Schedule Specialist in the pony and she will document the mileage in the field trip system for billing. Athletics will be billed and paid for by Central Athletics.

# Transportation Department

## Field Trip Guidelines 2023-2024

This memo should be copied and given to anyone who will be scheduling field trips. Please keep a copy of this memo so that it can be referred to during the school year. **Regular home to school transportation will take precedence over field trips.**

The cost of field trips is as follows:

1. When Transportation provides a bus driver the cost is \$40.00 per hour, per bus. There is a \$40 minimum charge for all field trips. Trips may be canceled 24 hours in advance without being charged. There is a \$40.00 minimum charge for last minute cancellations.
2. When an organization provides its own bus driver the cost is \$1.20 per mile. Please note that the driver must meet all the school bus driver qualifications. (Have a Commercial Driver's License with endorsements, a DMV record that meets Federal and State standards, a certified and current physical on file with Transportation, up-to-date in-service training, and current defensive driving class).
3. Transportation will bill (invoice) the department or school listed on the field trip request form. The appropriate department will journal voucher (JV) the cost quarterly, with a copy sent to Pupil Transportation or send a check directly to Transportation. Invoices for athletic and band trips will be billed directly to the corresponding departments. All invoices should be paid within 30 days.
4. A separate hotel room must be reserved for the driver on **all overnight field trips**. If deemed necessary Transportation may assign two drivers for long trips. The field trip sponsor pays for this room.

The procedures for field trip requests are as follows:

1. **The requesting school or department will enter all field trip requests into the field trip management system. PLEASE MAKE SURE YOU FOLLOW UP ON THE APPROVAL PROCESS.**
2. **Failure to verify that the approval process for regular and late requests may result in denial.**
3. **All trip requests must be submitted 9 days in advance of the trip.** There will be a charge of **\$45.00** for the first hour, and **\$40.00** for each additional hour for trips approved at the last minute; overtime cannot be adequately managed at the last minute and costs go up accordingly.
4. All trips must be scheduled between the hours of **9:15 a.m. – 1:30 p.m.** Drivers need to be back at the **origin of the trip at 1:30** and be available for schools that are released on the A schedule. Exceptions (field trips requested outside these hours) must be approved by the **Director of Transportation**. A 24-hour advance notice is required for rescheduled field trips.
5. All drivers will be instructed to proceed to their next obligation if they are waiting on a group or team longer than **15 minutes. Please contact dispatch for a recovery bus.**
6. There are no field trips during emergency situations (inclement weather). The Director of Transportation must approve rare exceptions.
7. The status of field trips can be determined at any time by logging into the field trip management system. Should you have any concerns or require assistance please contact Sharise Gary via e-mail: [sharise.gary@nn.k12.va.us](mailto:sharise.gary@nn.k12.va.us).
8. The last day of Field Trips is **May 31, 2024**. Exceptions to this will be considered on a **case-by-case basis**.
9. School buses will not be allowed to cross the HRBT, Monitor Merrimac and James River Bridge on **Fridays or during periods of high winds or dense fog.**

Revised July 2023

# Athletic Expenditures

## Equipment

The director of athletics and driver education office will purchase all athletic equipment for use in the Newport News School Systems' interscholastic programs. Purchases by individual schools or coaches without prior approval from this office will become the obligation of the purchaser.

The proper procedure for ordering equipment starts with an Athletic Requisition Form submitted by the coach to the school athletic director. The athletic director will assess the request and upon approval submit the requisition to the director of athletics and driver education office. A second assessment based on stated need and availability of funds is then made and, if approved, the equipment will be ordered and delivered to the requesting school.

Normal requisition procedure requires the submission of a season-end inventory and requisition within a two-week period following the end of a sports season. Emergency requests will be expedited to assure that athletes are properly equipped.

## Travel, Lodging and Meals

Every effort will be made to provide transportation for athletic teams by city school bus within a 75 mile radius of the school. Requests for transportation should be submitted as far in advance as possible through the athletic director.

When a team must stay overnight, the athletic director will secure lodging and reimbursement for meals will be in accordance with information below:

**Breakfast - \$8.00**  
**Lunch - \$10.00**  
**Dinner - \$12.00**  
**Total for a day - \$30.00**

**A meal allowance will be authorized for REGIONAL (OUTSIDE A 75-MILE RADIUS) AND STATE EVENTS (EXCEPT LOCAL) – NO MEAL MONEY FOR CONFERENCE AND/OR DISTRICT EVENTS.**

## Invitational Competition

All athletic teams are encouraged to schedule as many contests as possible within the 75 mile radius of the school. ALL INVITATIONAL TOURNAMENTS SPONSORED BY NNPS WILL NOT REQUIRE AN ENTRY FEE. **The central athletic department will pay for two entry fees within the 75 mile radius of the school. THE ATHLETIC DEPARTMENT WILL NOT PAY FOR ANY OUT OF REGION INVATIONALS.**

## Professional Leave

Professional leave requests must be submitted to the athletic department **in advance** for any time off caused by the athletic schedule.

Revised July 2023

# State Championship Purchases

The policy of NNPS Athletics will be to provide up to \$175 per championship ring for each regular season team member (no JV pull-ups for post season will be included), all paid coaches (head varsity, head JV), and up to 2 team managers. All other purchases (jackets, hats, etc) must be made with other funds. Ex: school in-house, team fundraising, outside sponsorships, etc.

Revised March 2024

# Athletic Insurance

The Newport News Public Schools has been able to secure a SECONDARY Insurance Coverage for all student-athletes participating in high school sports.

All athletes must complete and return signed athletic insurance information cards prior to any try-out or practice session. Athletes and parents should also be advised that the Newport News Athletic Insurance is limited in coverage and is intended to supplement family owned policies.

Parents are responsible for making all claims. Notification of Injury forms must be picked up from the schools' athletic office or from the head coach. Notification of Injury forms must be submitted to the company within 90 days of the accident and the initial treatment for the injury must have commenced within 90 days of the injury.

All eligible athletes are covered by catastrophic insurance provided thru the VHSL. The insurance is paid for by the Newport News Public Schools.

## Sample Injury Form

<b>SEND NOTIFICATION FORM TO:</b> TOWER FINANCIAL GROUP P.O. Box 62263 VIRGINIA BEACH, VA 23466 Phone (757) 499-4488 Fax: (757) 499-1522 claims@towerfinancialgroupinc.com		<b>NOTIFICATION OF INJURY</b> Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.		Reference Number
<b>FORM MUST BE COMPLETED IN FULL &amp; MAILED TO OUR OFFICE WITHIN 90 DAYS FROM THE DATE OF THE ACCIDENT</b>				<b>FOR OFFICE USE</b> Policy Number Coverage Code
<b>PART I - ACCIDENT REPORT</b>				
1A. Name of School		1B. Name of School District/Diocese/Association		
2A. Name of Student (Last) (First) (Middle Initial)	2B. Social Security No.	2C. Grade	2D. Birthdate	2E. Sex
3. Nature of Injury (Please describe fully indicating what part of body was injured - e.g. broken arm, sprained ankle, etc.)				
4. Describe how accident occurred. (Please provide all details). <b>MUST BE A BODILY INJURY DUE TO AN ACCIDENT.</b>				
5A. Was the accident school-related? <input type="checkbox"/> Yes <input type="checkbox"/> No		5B. Is the accident covered under a catastrophic policy? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6A. Did Accident Occur: a) while the claimant was supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No b) during sponsored activity? <input type="checkbox"/> Yes <input type="checkbox"/> No c) during programmed hours? <input type="checkbox"/> Yes <input type="checkbox"/> No d) on activity premises? <input type="checkbox"/> Yes <input type="checkbox"/> No e) while traveling directly and unintermittently to or from home premises and school for regular school sessions or school sponsored and supervised activities? <input type="checkbox"/> Yes <input type="checkbox"/> No		6B. a) Date of Accident b) Time c) Place		6C. Name of Activity  6D. Name and Title of Supervisor
7A. Signature of School Officer		7B. Title		7C. Date
<b>PART II - TO BE COMPLETED BY PARENT/GUARDIAN OR CLAIMANT (IF ADULT)</b>				
1A. Name of Father/Guardian or Claimant (if adult) <input type="checkbox"/> None		1B. Social Security No.		1C. Address/City/State/Zip
2A. Name of Mother/Guardian or Spouse (if adult) <input type="checkbox"/> None		2B. Social Security No.		2C. Address/City/State/Zip
3A. Name of Father/Guardian or Claimant's (if adult) Employer <input type="checkbox"/> None		3B. Address/City/State/Zip of Employer		3C. Phone Number
4A. Name of Mother/Guardian or Spouse's (if adult) Employer <input type="checkbox"/> None		4B. Address/City/State/Zip of Employer		4C. Phone Number
5A. List all insurance Company(ies) under which the claimant is insured <input type="checkbox"/> None		5B. Policy Number(s)		5C. <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt. <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt. <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt. <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt. <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.
<b>Disclaimer:</b> I verify that the above information regarding insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws.				
Signature of Parent/Guardian or Claimant (if adult)		Date		
<b>Authorization:</b> I hereby authorize any physician or hospital who has treated or attended to the above claimant to furnish the insurance company or its representative any information requested. A photocopy of this authorization is to be considered valid.				
Signature of Insured (Parent or Guardian if claimant is under 18)		Date		

SEE CLAIM INSTRUCTIONS ON THE BACK OF THIS FORM

### CLAIM INSTRUCTIONS

Treatment must commence within 90 days from the date of the accident.

- In case of an accident, notify the school/organization immediately.
- Notify ALL treatment facilities (physician's office, hospital, etc.) of this insurance coverage so that any invoices and/or Explanation of Benefits (EOB) can be sent directly from the medical facility to Tower Financial Group.
- Have Part I and Part II completed on the Notification of Injury form. Do not leave any blank spaces or write "N/A" in any space. If either parent or guardian is uninvolved, deceased, unemployed, self-employed or disabled, please state so. If you are employed, but do not have insurance, please state "NO INSURANCE" and provide us with a statement from your employer that the claimant has no insurance. Otherwise, our office will submit an insurance questionnaire to your employer to be used as verification of no dependent coverage.
- Attach any itemized bills to the claim form, along with any corresponding Explanation of Benefits (EOB) for each itemized bill. An itemized bill includes treatment rendered, the dates of the treatment, diagnosis codes, physician's or hospital's name, address and tax i.d. number. **Balance Due bills are not acceptable.** Be sure to attach any receipts for bills paid out-of-pocket. Otherwise, benefits will be paid to the provider of service. Please Note: Both an itemized bill and EOB (if applicable) must be submitted for claims to be considered for accident medical expense benefits.
- Mail the Notification of Injury form, along with any other applicable correspondence to our office within 90 days from the date of the accident. Do not leave this form with the school, coach, hospital, physician, etc. Our address is Tower Financial Group, P.O. Box 62263, Virginia Beach, VA 23466 or claims@towerfinancialgroupinc.com. If you need further assistance, feel free to contact Customer Service at (757) 499-4488. We will be happy to assist you.

If your medical coverage is under an HMO, PPO or similar plan, you must follow their requirements for obtaining benefits. Otherwise, our benefits may be reduced, where applicable, as stated in the policy provisions. This restriction does not apply in every state.

## Ineligible Players

The Virginia High School League has notified all school divisions that ineligible students who practice with a team are NOT covered by the VHSL catastrophic insurance. Due to the fact that there is no catastrophic athletic insurance coverage for students who are ineligible to participate in VHSL sports, ineligible students **ARE NOT** permitted to practice with any team until they become eligible under VHSL standards.



## Cleaning of Uniforms

The Newport News School System goes to considerable expense to provide high quality athletic wear for the interscholastic program. The quality of uniform that is purchased usually has an anticipated usable life of several seasons if properly cared for.

The advent of new materials, blends, multi-colored screening and special materials used in screening preclude the indiscreet laundering and/or cleaning of these garments. Special care should be given to reading and following all instructions and guidelines for the proper care and cleaning of all uniforms and equipment.

The most frequent errors in this area include the use of hot water, strong detergent, high heat in drying, improper handling of soiled uniforms prior to washing and improper storage.

All new uniforms and equipment are delivered with washing instructions. These instructions should be on file and displayed near the washing facility to assure compliance.

Revised June 2013

## Athletic Uniforms

Newport News Public Schools will issue all required uniforms for athletic teams. Uniforms issued to students will remain the property of Newport News Public Schools, and students will be required to return them at the end of each athletic season.

No student-athlete will be responsible for purchasing his/her own uniform.

Uniforms may be purchased/donated to any program provided the NNPS Donation Form is completed and approved by the NNPS Director of Student Athletics.

July 2023

# Guidelines for Cleaning of Equipment, Weight Rooms and Locker Rooms

## Coaches/Teachers/Students Responsibilities

- All coaches should STRESS the importance of washing hands frequently.
- All coaches should STRESS the importance of keeping the uniforms washed at least twice weekly.
- All students must wipe down equipment after each use in the weight room with Clorox Disinfectant Wipes (provided by school).
- All students must pick up all equipment and uniforms after usage. Floors must be COMPLETELY CLEARED at the end of each day.
- Coaches and/or students must wash uniforms, at least twice a week, if not more often.
- All coaches should check dressing areas at the end of each day (period) for compliance of health and cleanliness issues
- All coaches should regularly wash/clean commonly used mats, pennies and other shared equipment and discourage the practice of sharing lockers and clothes
- If students have a cut or open wound, they need to be sent to the nurse or trainer to be checked.

## Custodians Responsibilities

- Custodians will clean and sweep floors in weight room, wrestling room and locker rooms daily.
- Custodians will thoroughly clean the benches, lockers, etc., with disinfectant, on Monday, Wednesday and Friday nights after all contests are over.

## Todd Stadium

- Custodians and/or grounds crew at the stadium will clean the locker rooms and disinfectant the benches, tables, etc. on the field, after each game held at Todd Stadium.

Revised June 2013

# AIDS and Contact Sports

According to Dr. David E. Rogers, considered by many to be the foremost expert on the transmission of the HIV Virus (AIDS), the chances of the virus being transmitted during an athletic contest is extremely small. In fact there is not one documented case of the virus being transmitted in this manner.

The possibility of transmitting AIDS in this manner is much less than the possibility of transmitting other very dangerous blood borne viral infections such as Hepatitis B.

However, the chance of transmitting the AIDS virus is not zero. Therefore, precaution -the same as those taken in health care institutions - should be taken to insure that no transmission could occur.

Proper handling of these situations by coaches, officials and competitors will greatly reduce the possibility of any transmission of AIDS, if indeed the athlete who is bleeding is infected by the disease.

Please refer to Newport News Public Schools Control Plan/OSHA Regulations regarding Occupational Exposure to blood borne pathogens. This Control Plan is found in each school.

# Duties and Responsibilities of the Athletic Trainer

## **Mission Statement**

The mission of Newport News Public Schools athletic training program is to provide extraordinary medical care to all student athletes participating in Virginia High School League athletics; in the areas of prevention, immediate first aid, rehabilitation, and management of injuries. In addition, to fostering the growth of student's interests in the athletic training profession.

## **Certified Athletic Trainer**

The Certified Athletic Trainer will provide medical services as outlined in this Standard Operating Procedure including: coverage of Varsity and Junior Varsity practices and home athletic events as well as all Varsity Football games .

These services will include injury evaluation, first-aid, pre-practice taping and wrapping, rehabilitation of injuries to athletes and prevention of injuries through communication with the athletic staff to coordinate sound principles of training and competition in the Athletic Program for athletes' grades 8-12.

Athletic Training Room hours are determined: Monday- Friday 2:15pm-5:45pm. Any deviation from these hours will be determined by the Certified Athletic Trainer and the Athletic Director.

## **Responsibilities:**

- Aid the athletic director in providing adequate safety provisions for participants.
- Work cooperatively with the athletic director and the school administration to carry out school athletic policies, as well as to set up a schedule for practice and games.
- Conform to the VHSL rules concerning types of legal and illegal protective equipment.
- Strive to educate coaches and athletic personnel about current methods of first aid and proper training techniques.
- Maintain a level of professionalism through constant review of literature and continuing education in the athletic training field.
- Do not prescribe or dispense any medication, including aspirin. All dispensing of medication should be handled through the school nurse.
- See that accurate records are kept on all students injured while participating in the school athletic program. These records shall be compiled and kept on file by the athletic trainer.
- Provide the coach and athletic director with direction and status of student-athlete on injuries, progress due to injury, and status for continued competition.
- Provide treatment for all minor athletic injuries and conditions.
- Provide training to athletic personnel in the prevention and care of injuries, conditioning programs and the selection, care and fitting of protective equipment.
- Assist medical personnel as needed in dealing with immediate care and rehabilitation activities.
- Provide athletic training supervision at practices and athletic competitions.
- Refer appropriate athletic injuries to physicians for diagnosis and treatment.
- Carry out appropriate instructions and treatment as directed by the athlete's physician or Team Physician.
- Develop and supervise appropriate rehabilitation programs for athletes under the direction of physician.
- Responsible for organization, inventory, and the requisition, to Athletic Director of all athletic training room supplies.

Revised July 2010

# What to do in the Absence of an Athletic Trainer

Many injuries occur during practice and competition. Some of these injuries may occur when a certified athletic trainer is not present. It is important that the coach is properly prepared and knows what to do, even if he or she is not precisely sure what is wrong. The following procedures are designed to protect the coach in the event of an injury.

- All athletes **MUST** have a complete, signed physical form **ON FILE** in the athletic director's office, signed Concussion Information Form, and an emergency care card filled out **BEFORE** an athlete is allowed to PRACTICE.
- Check the completeness of the Physical and Concussion Information form to make sure it is completely filled out and signed by the parents and the physician.
- Check the emergency care card to make sure the parents sign it.  
Keep one copy on file with each of the following:
  - Athletic director
  - Athletic trainer
  - Coach, to be carried to **ALL** practices and games
- Lists of the phone numbers of parents
  
- Determine whether the injury is a medical emergency.
  - Some emergency situations require you to call the rescue squad (911) immediately:
    1. Respiratory or cardiac arrest
    2. Labored breathing
    3. Anaphylactic shock (e.g. bee sting allergy)
    4. Severe or uncontrolled bleeding
    5. Head or neck injuries
    6. Suspected dislocations or fractures
    7. Heat stroke
    8. Medical conditions such as insulin shock or epilepsy
    9. An athlete who is unwilling or unable to move
  - Steps to take when dealing with a medical emergency:
    1. **DO NOT MOVE THE ATHLETE**
    2. Send someone responsible to call 911 (Emergency Medical Services)
    3. Maintain airway, breathing, and monitor pulse
    4. Stay with the athlete
    5. Control any bleeding with a clean compress and direct pressure
    6. With heat illness, remove from the heat, give WATER (only if conscious) and try to lower the athlete's body temperature
    7. Send an assistant to get the emergency care card
    8. Have someone meet the ambulance and lead them to where the injured athlete is
    9. Call the parents and inform them of the athlete's injury
    10. Follow the athlete on the stretcher to the ambulance. **A SCHOOL OFFICIAL MUST ACCOMPANY THE ATHLETE TO THE HOSPITAL WITH THE EMERGENCY CARE CARD.**
    11. Check with the parents on the condition of the athlete that night - IMMEDIATELY
    12. Notify the principal, athletic director, and athletic trainer the first thing the next morning
    13. Fill out the accident report form
  - Injuries, which are not medical emergencies:
    1. Place ice on the injured body part for a specified period of time (e.g. 20 minutes on, 40 minutes off).
    2. Perform general first aid and notify the athletic trainer the next morning.

Revised July 2011

# Thunder and Lightning

Research indicates that lightning is the number two cause of death by weather phenomena, accounting for 110 deaths per year.

- If thunder and/or lightning can be heard and/or seen, stop and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present, yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands/arms on your knees, and lower your head. Do not lie flat.
- In the event that either situation should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning strike before resuming play.

The National Weather service has stated that lightning can strike up to a distance of 10 miles, with storms traveling at a speed exceeding 50 miles per hour. However, thunder can be heard within a distance of only 8 miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter in an indoor facility at once! An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a relatively safe alternative. While inside the automobile, avoid touching any of the automobile's metal parts. If neither of these is available, the following guidelines are recommended. Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume the aforementioned crouched position. Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, metal cleats, umbrellas, etc.)

The most dangerous storms give little or no warning; thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder, and 20-40% of thunder cannot be heard because of atmospheric disturbances, thus the term "silent killer." At times, the only natural forewarning that might precede a strike is feeling your hair stand on end and skin tingle. At this point, you are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near you, lying flat increases the body's surface area that is exposed to the current traveling through the ground?

The National Weather Service recommends that 30 minutes should pass after the last sound of thunder is heard and/or lightning strike is seen before resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range.

A perilous misconception that it is possible to see lightning coming and have time to act before it strikes could prove to be fatal. In reality, the lightning that we see flashing is moving upward from the ground to the cloud, not downward. When you see the lightning strike, it already has hit. It is a fact that you will never see the bolt that hits you. If used immediately, the information provided can be used to minimize the risk of injury or death from lightning.

## Understand the Weather



### Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- 32° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

### Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

# Child Care Weather Watch

### Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71



Comfortable for out door play



Caution




Danger

### Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
110	136													


## Child Care Weather Watch

**W**atching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.


YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

 Condition **RED** - most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

# Concussion Management

## **JLCG-P - PROCEDURES: Concussion Management**

These procedures address the identification and handling of suspected concussions in student athletes, the school division's activities to prevent concussions, the requirements for assessment of student athletes suspected of having concussions and follow-up assessments, and the school division's concussion management training activities. These procedures also include a return to learn protocol applicable to all students.

### **Definitions:**

1. A concussion is a "traumatically induced transient disturbance of brain function caused by a complex physiological process". In other words: A brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness.
2. Appropriate licensed health care provider means a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing, who has special training in the management of concussions.
3. *Return to play* means participate in a non-medically supervised practice or athletic competition.
4. *Return to learn* refers to instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.
5. "At risk" athletes include students who have suffered a previous concussion and all students participating in the following sports: football, soccer, wrestling, and cheerleading.

### **Identification and Handling of Students Suspected of Having a Concussion; Follow-up:**

#### **A. Identification and Handling:**

1. A student athlete suspected by that student athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time.
2. Any student suspected by the student's teacher or other school building staff of sustaining a concussion, or any student for whom an appropriate license health care provider has provided information to the student's school that the student has sustained a concussion, will be assessed and treated according to guidelines issued by the school division's director of health services or like official. The return to learn protocol will apply to such students.
3. A student athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated and cleared by an appropriately licensed health care provider as determined by the Board of



Education and (ii) in receipt of written clearance to return to play from such licensed health care provider. The licensed health care provider evaluating student athletes suspected of having a concussion or brain injury may be a volunteer with appropriate licensure.

4. Appropriate licensed health care providers or properly trained individuals evaluating student athletes at the time of injury may utilize the Concussion Vital Signs Neurocognitive Assessment.
5. Protocol for *return to play*
  - a. No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and:
    - exhibits signs, symptoms or behaviors attributable to a concussion; or
    - has been diagnosed with a concussion.
  - b. No member of a school athletic team shall return to participate in an athletic event or training after he/she experiences a concussion unless all of the following conditions have been met:
    - the student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
    - the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying over a number of days (Return to Play Protocol) and
    - the student receives a written medical release from an appropriate licensed health care provider.
  - c. If an athlete is evaluated by a community physician and the physician provides a return-to-play date, school division Certified Athletic Trainers will not allow an athlete to play or participate for the period specified; provided, however, that Certified Athletic Trainer has the discretion to hold an athlete longer than the physician–provided return-to-play date.
6. Protocol for return to learn

The school leadership shall be alert to cognitive and academic issues that may be experienced by a student athlete who has suffered a concussion or other head injury including: difficulty with concentration, organization, and long-term and short-term memory; sensitivity to bright lights and sounds; and, short-term problems with speech and language, reasoning, planning, and problem solving.

A student recovering from a brain injury may need total rest with a gradual return to school while others will be able to continue doing academic work with minimal instructional modifications. The school leadership, including the school nurse and the Certified Athletic Trainer, shall accommodate the gradual return to full participation in academic activities by a student athlete who has suffered a concussion or other head injury based on the recommendation of the student’s licensed health care provider. The coordination of the student’s return to the classroom will also address the student’s participation in physical education activities, as appropriate.

**Prevention:**

A standardized concussion education program will be presented by the Certified Athletic Trainer as part of the Athletic Department's player/coach/parent meeting at all high schools each season for all sports.

1. A concussion fact sheet and a letter to all middle school and high school parents outlining the NNPS Concussion Policy will be distributed and require a signature prior to the athlete participating in practice or competition.
2. All "at-risk" athletes will be Concussion Vital Signs Neurocognitive Assessment baseline tested annually. All other athletes will be baseline tested upon request.
3. All coaches, including volunteers, are required to take the online NFHS concussion education program mandated by the VHSL prior to first day of practice.
4. Each school division athletic trainer will keep statistics regarding head injuries for the purpose of improving care and prevention. This will include the number of concussions per sport per season so that the percentage of athletes sustaining concussions may be calculated.
5. This policy and return to play guidelines will be available on the Newport News Public School web site in addition to each high school's website.
6. This information will also be shared with the coaches and Assistant Principals for all middle school sports prior to the beginning of practice for each season. It will be the responsibility of the Assistant Principals and coaches to communicate the information to the parents.
7. Helmet Replacement and Reconditioning policies and procedures.
  - a. Helmets must be National Operating Committee on Standards for Athletic Equipment (NOCSAE) certified by the manufacturer
  - b. Reconditioned helmets must be NOCSAE recertified.

**Assessment:**

1. If an athlete suffers a concussion during practice or competition they will **NOT** be allowed to return to activity the day the injury was sustained.
2. If an athlete suffers a concussion at practice or competition the athlete will undergo a clinical evaluation utilizing the Concussion Vital Signs Neurocognitive Assessment by a Certified Athletic Trainer and other medical professional as necessary prior to returning to any physical activity.
3. The athlete must be evaluated by an appropriate Licensed Health Care Provider to determine the status of return to play.
4. If an athlete is evaluated by a community physician and the physician provides a return-to play date, school division Certified Athletic Trainers will not allow an athlete to play or participate for the period specified; provided, however, that Certified Athletic Trainer has the discretion to hold an athlete longer than the physician-provided return-to-play date.
5. Once an athlete is asymptomatic and cleared by an appropriate Licensed Health Care Provider trained in current concussion management guidelines, they can begin the graduated return to play protocol.

***Training and Policy and Procedures Review:***

1. The Superintendent will appoint a concussion management policy team. This team will ensure that the concussion management policy and procedures remain appropriate and up-to-date. The concussion management policy team shall ensure training for coaches and health care professionals is current and consistent with best practice protocols.
2. The concussion management policy team will maintain a tracking system to ensure compliance with the annual training requirement.
3. Annual training on concussion management will be required for all coaches and volunteers through the National Federation of State High School Associations' (NFHS) online coach education program – *Concussion in Sports – What You Need to Know*.

**Community Involvement**

Non-interscholastic youth sports programs utilizing School Board property shall establish policies and procedures regarding the identification and handling of suspected concussions in student athletes, consistent with the school division's procedures. The school division will provide its guidelines to organizations sponsoring athletic activities for students on School Board property as a part of the facility use agreement. In accordance with the state code, the school division shall not be required to enforce the organizations' compliance with such guidelines.

**Reviewed: June 21, 2011, March 19, 2013, Revised July 2018**

**Athletics & Driver Education**

12465 Warwick Boulevard, Newport News, VA 23606-3401 • phone: 757-591-4601 • fax: 757-591-4683

For all students to participate in any extracurricular physical activity, each student-athlete, and the student- athlete's parent or guardian shall review, on an annual basis, information on concussions provided by the local school division. After having reviewed materials describing the short- and long-term health effects of concussions, each student-athlete and the student-athlete's parent or guardian shall sign a statement acknowledging receipt of such information. *For more information on concussions, visit: [www.cdc.gov/Concussions](http://www.cdc.gov/Concussions)*

**I. Definition of Concussion**

A brain injury that is characterized by an onset of impairment of cognitive and /or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head. A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

**II. Signs and Symptoms**

Signs observed by parents or guardians

- |   |  |
|---|--|
| * appears dazed or stunned                        | * is confused about assignment or position     |
| * forgets an instruction                          | * is unsure of game, score, or opponent        |
| * moves clumsily                                  | * answers questions slowly                     |
| * loses consciousness (even briefly)              | * shows behavior or personality changes        |
| * can't recall events <i>prior</i> to hit or fall | * can't recall events <i>after</i> hit or fall |

Symptoms reported by athlete

- |                                  |  |
|----------------------------------|--|
| * headache or “pressure” in head | * nausea or vomiting                       |
| *balance problems or dizziness   | * double or blurry vision                  |
| * sensitivity to light           | * sensitivity to noise                     |
| * confusion                      | * feeling sluggish, hazy, foggy, or groggy |
| * does not “feel right”          | * concentration or memory problems         |

**III. Return to Learn**

Many of the signs and symptoms associated with a concussion can affect a student’s ability to participate in normal academic activities. With different rates of recovery, students may need modifications to their academic setting. Adjustments could include cognitive and physical rest with no school, part-time school, or full day school with minimal instructional modifications and/or accommodations.

**IV. Return to Play Progression**

If an athlete is suspected of having incurred a concussion during practice or play, this procedure will be followed:

1. Removal from activity
2. Notification of parent/guardian regarding the incident
3. The student-athlete must bring written clearance from his/or licensed health care provider
4. Once the student athlete is asymptomatic they will complete a 5 step return to play progression under the supervision of the school’s licensed athletic trainer or nurse

*It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussions](http://www.cdc.gov/Concussions)*

# Concussion Fact Sheet

## Short Term Side Effects

- Headache
- Dazed and stunned
- Confused
- Balance problems (moves clumsily)
- Sensitivity to light
- Sensitivity to noise
- Double or blurry vision
- Concentration or memory problems
- Behavior and personality changes
- Nausea or vomiting
- Loss of consciousness

\*Not all symptoms must be present for the athlete to have sustained a concussion\*

\*\*If any of these symptoms worsen following the injury, it is advised you seek further medical evaluation

## Long Term Side Effects

- Chronic headaches
- Sleep difficulties
- Impaired sensation (touch, taste, smell, etc.)
- Language impairment (communication, expression, and understanding)
- Anxiety
- Depression
- Personality changes
- Aggression

Repeated concussions can lead to long-term memory loss, psychiatric disorders, and other neurologic problems. If you have had a number of concussions, your physician likely will advise you to avoid the activities that may put you at risk for future head injuries and to discontinue contact sports.

# A FACT SHEET FOR High School Parents



This sheet has information to help protect your teens from concussion or other serious brain injury.

## What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

## How Can I Help Keep My Teens Safe?

Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens' chances of getting a concussion or other serious brain injury, you should:

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

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

## How Can I Spot a Possible Concussion?

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

### Signs Observed by Parents

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

### Symptoms Reported by Teens

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

**GOOD TEAMMATES KNOW:  
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)

# CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

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



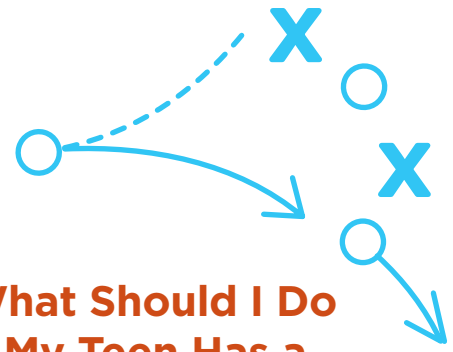
**Plan ahead.** What do you want your teen to know about concussion?

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

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

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

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



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

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

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

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

Revised January 2019

To learn more,  
go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)





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I, the Parent/ Guardian of \_\_\_\_\_, have read and fully understand the Newport News Concussion Policy and Return to Play Protocol. I also have reviewed and understand the short and long term effects of sports related concussions and are committed to ensuring the safety of this child.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Athlete Signature

\_\_\_\_\_  
Date

Revised May 2013



# Newport News Public Schools

## Permission for Emergency Care – HS Athletics

School \_\_\_\_\_ Grade \_\_\_\_\_  
Student's Name \_\_\_\_\_ Birthday \_\_\_\_\_ Homeroom \_\_\_\_\_  
Parent's Name \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_ Cell Number \_\_\_\_\_  
Allergic to medication (specify type) \_\_\_\_\_  
Has student been prescribed an inhaler / epipen? \_\_\_\_\_ Is student presently taking medication? \_\_\_\_\_  
If so, what type? \_\_\_\_\_ Does the student wear contact lenses? \_\_\_\_\_  
Please list date of last tetanus shot \_\_\_\_\_  
Any other medical problems \_\_\_\_\_  
Insurance in addition to athletic insurance Yes \_\_\_\_\_ (complete other side of this form)

### IN CASE OF EMERGENCY, CONTACT

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_ Cell Number \_\_\_\_\_  
Family Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

In case of an emergency and I cannot be reached, the school has my permission to take my child to the emergency room of the nearest hospital and the hospital and its medical staff has my permission to provide treatment which a physician deems necessary for the well-being of my child.

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### ATHLETIC INSURANCE INFORMATION

Student's Full Name \_\_\_\_\_  
Name of Parent Who Carries Insurance \_\_\_\_\_  
Name of Insurance Company \_\_\_\_\_  
Policy Number \_\_\_\_\_

I certify that the above named student athlete has the above health and accident insurance coverage in addition to the Newport News Public Schools athletic accidental medical coverage.

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 5/09

# School Closings & Exams

## **Early Dismissal of Students**

When the students are sent home during the day due to inclement weather, all after-school activities will be cancelled. The superintendent will determine approval for conference, district, regional and state championships.

## **Schools Closed**

When schools have closed due to inclement weather, all games, practices and activities will be cancelled and rescheduled for a later date. No students should be allowed in the building during the time schools are closed. The superintendent will determine approval for conference, district, regional and state championships.

Team practices may be held if approved by the building principal with appropriate authorization from administration. These practices would be voluntary as no required practices can be called.

There will be no city school buses available when schools are closed or when schools close early due to inclement weather. This includes city activity buses.

## **Winter Exam Practice**

The day before the first double exam day there will be no athletic practices. The first two days of double exams, practice time shall be limited to ninety minutes only.

## **End of Year Exam Practice**

No practice may be held during exam week.

Revised July 2014

# Admission Passes

The following passes are the only recognized passes for admissions to Peninsula District competitive activities: **ID REQUIRED ON ALL PASSES.**

## **Peninsula District Faculty Pass**

This pass will admit the faculty member plus two (2) family members to home and away games. This pass is good only when the faculty member's school is playing. These passes will not be honored at district tournaments, conference tournaments, regional or state events.

## **Peninsula District Coaches Pass**

This pass will admit the coach plus one (1) family member to home and away games.

## **Virginia High School Coaches Association (VHSCA)**

A current identification card of this organization will admit the person named on the card ONLY. The holder of this card must present his Virginia Division of Motor Vehicles Driver's License. (The pass stamped Allied is good for admission).

## **Peninsula Officials Association**

A current identification card of this organization will admit the person named on the card plus one (1) family member.

## **The Virginia State High School Athletic Directors Association (VIAAA)**

Admits the holder only with proper identification.

## **VHSL Membership Card**

Will admit the bearer only with proper identification.

## **VHSL Coaches Pass**

Will admit the bearer only with proper identification.

## **Press**

Working members of the press - Admitted based on bona fide PRESS CARD.

## **College Passes**

All college coaches notifying the home school in advance of their attendance at the game will be permitted free. No college coaches will be permitted on a college pass at the gate without notification.

## **Bus Drivers**

Bus drivers accompanying the visiting team will be admitted. (DRIVER ONLY)

## **Newport News Secondary Pass (issued thru the athletic dept.)**

The city manager, assistant city managers, fire chief, police chief director of parks and recreation, and all judges. Good for pass holder and guests.

## **Lifetime Pass**

City Council Members, school board members, and retired school personnel. Good for pass holder only.

## **Reduced Admissions**

A member of the PTSA (Parent/Teacher/Student Association) of a participating Newport News public school will be admitted for a reduced cost of \$2.00 less than the adult ticket price upon the presentation of a valid current school year PTSA membership card.

## **Senior Citizens**

60 or over who are residents of Newport News. In order to receive free admission, senior citizens must present identification that confirms that they are residents of Newport News and age 60 or over.

## **NNPS Employee Badge**

School Board Employees, with their ID badge, to any games at NNPS facilities. No Guests.

# Parent/Coach Communication

## **Parent/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

## **Communication you should expect from your child's coach**

- Philosophy of the coach.
- Expectations the coach has for your child as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements, i.e. fees, special equipment, off-season conditioning.
- Procedure should your child be injured during participation.
- Discipline that result in the denial of your child's participation.

## **Communication coaches expect from parents**

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the program, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

## **Appropriate concerns to discuss with coaches**

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed later, must be left to the discretion of the coach.

## **Issues not appropriate to discuss with coaches**

- Team strategy.
- Play calling.
- Playing time.
- Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

**If you have a concern to discuss with a coach, the procedure you should follow is:**

- Call to set up an appointment.
- If the coach cannot be reached, call the Athletic Director. He will set up the meeting for you.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

**THE NEXT STEP**

**What can a parent do if the meeting with the coach did not provide a satisfactory resolution?**

- Call and set up an appointment with the School Athletic Director to discuss the situation.
- At this meeting the appropriate next step can be determined.

## General Reminders

1. Review the VHSL Handbook each year. Make sure you know the General Rules section and the section on your sport.
2. It is each coach's responsibility before your season begins to explain VHSL Rules to your team members, (i.e. subject passed, number of subjects taken, physicals, sportsmanship rule, etc.)
3. No student athlete should be allowed to practice without a VHSL physical on file. School entry physicals do not count.
4. Emergency cards and insurance forms must be filled out by each athlete and turned into the head coach. These cards should be with you at each practice and sporting event.
5. Eligibility lists should be filled out and given to your athletic director at least one week in advance of your first contest. Don't wait till the last minute to try to add someone.
6. Transportation forms should be filled out well in advance of your activity.
7. Practice should start as soon as possible after school. You are responsible for your team members while they are dressing - make sure they are not roaming the halls.
8. Check with your athletic director on practices and games on weekends or holidays so that building security can be cleared.
9. Athletic physicals will be given at schedule times during the year.
10. Please remind your athletes to turn in valuables to a manager or coach and not leave them in the dressing room during practices or games.
11. Any problems and equipment difficulties should be directed to your athletic director and the athletic director will contact the athletic office.
12. Any team wanting to raise money for their sport must contact their Athletic director with How, When, Where and Why. Approval from Athletic director must be granted before any fundraising activity can begin.
13. Fundraising will not take place for any equipment the athletic office purchases.
14. Emphasize sportsmanship to your athletes. You are their best EXAMPLE.
15. Coaches are responsible for all school issued equipment, specifically their own sports.
16. Due to the number of programs being run at the same time and limited space and facilities, cooperation among coaches is a necessity to assure a quality, efficient program. The importance of coaches working together as a team is a key to any successful program.
17. No weight room will be opened without an Adult Supervisor. Be sure all student-athletes have a weight room form on file.
18. Coaches are asked to emphasize to their teams the importance of keeping the gym area and locker rooms clean.

19. Parks and recreation will line our fields. A schedule of lining should be given to your athletic director. The athletic director will then submit it to the athletic office or parks and recreation.
20. Any conflicts or problems with lining should be directed to the athletic director, then the athletic office  
- Do not call parks and recreation.
21. All coaches are asked to please check that day on any players who may have been hurt during a practice or a game.
22. Public relations are a big part of our athletic program. All coaches are reminded that what they say to a reporter or the public should be used to promote high school athletics, not destroy it.
23. Old athletic equipment and uniforms should be given to the Athletic director. No coach should give anything to outside organizations.
24. Support your local, state and national coaches association.
25. Make sure that all student-athletes are aware of practice and game schedules.
26. Any team doing running off-campus should be supervised and made aware of safety precautions.
27. No uniform (practice or game) should be worn as casual wear, other than game day.
28. Please report all home events results to the newspaper.
29. All city schools will participate in Invitational tournaments sponsored by Newport News Schools.
30. Coaches should wear proper attire at games as well as when conducting practices.
31. **Coaches are reminded about the use of tobacco products (including smokeless tobacco). These products are prohibited in the company of students or athletes.**
32. A coach should supervise the loading of the athletic bus after practices and games.
33. All non-city personnel working with an athletic team must go through HR for approval.
34. An adult must accompany any athlete injured during practice or during the game who has to be transported via ambulance. Parents should be notified immediately.
35. J.V. players are limited to eighth, ninth, and tenth graders only.
36. At no time should coaches use foul language or allow team members to use this type of language.

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