



# Pickens County Schools Athletic Department

# 2019-20



## Coaching Policy & Procedures Manual

<http://www.pickensdragons.org>



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# Coaching Requirements & Responsibilities

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## Requirements to Coach

To Coaches in our system (Head Coaches & Assistant Coaches) you must be/do all of the following:

- ✓ Be a Certified Teacher OR a GHSA certified Community Coach.
- ✓ Complete all necessary forms from GHSA and Pickens County School District
- ✓ Complete the Rules Clinic for your sport each year through the GHSA – anyone that does not complete a rules clinic (HS coaches only) will be fined by the GHSA and that fine will come out of that sports' account.

## Traits of Successful Coaches

All Coaches in our system (Head Coaches & Assistant Coaches) should do the following:

- ✓ Be efficient and effective – work smart and be organized.
- ✓ Be loyal to your program and the other coaches – we are all in this together
- ✓ Show improvement – always work to be better each year
- ✓ Evaluate yourself & program constantly – regardless of successes or failures, always strive to improve
- ✓ Be able to work with others – Recognize that all coaches are important members of the staff

## Expectation of Coaches

All Coaches in our system (Head Coaches & Assistant Coaches) should do the following:

- ✓ Have fun and make your sport fun for all involved
- ✓ Always have a winning attitude
- ✓ Be respectful of other coaches – praise in public. Bring up issues in private
- ✓ Have initiative – listen, learn, study film, attend clinics
- ✓ Take pride in our program
- ✓ Have a great relationship with players and community
- ✓ Always put safety first
- ✓ Be enthusiastic – enthusiasm breeds enthusiasm
- ✓ Be realistic and consistent – especially with discipline
- ✓ Take care of the little things
- ✓ Gain the respect of the players – make sure they know you care
- ✓ Make a difference

## Supplements

- ✓ At the beginning of the school year (early August), you will receive an email from the Athletic Director stating the number of supplements you have and confirming who will receive these supplements
- ✓ Supplements that are for \$1000 or less (and ANY community coaches) will be administered in one lump sum at the end of the season.
- ✓ At the conclusion of the season, the Head Coach will receive an email from the Athletic Director asking for confirmation that every coach on the staff concluded the season in good standing.

## Head Coach Responsibilities

In the Pickens County School System, when you assume the title of “Head Coach” you are responsible for all things that involve your sport. It is the job of the Head Coach to accept full responsibility for everything that happens within that sports program. This is a great opportunity to grow your sport that most school systems do not allow. By assuming this job, you are taking responsibility of ALL of the following:

- ✓ Managing Coaching Staff at High School & Middle School
- ✓ Booster Club and all parent support at High School & Middle School
- ✓ Managing game day activities (Schedules, bus requests, etc.)



- ✓ Managing player eligibility (physicals, academic eligibility)
- ✓ See the feeder programs as an important part of the program
- ✓ Promote your program as much as you can
- ✓ Communicate effectively to athletes, parents, administration, and other support staff

### **GHSA Sport-Specific Requirements**

As the Head Coach, you are also responsible for following all GHSA rules and regulations that pertain to your sport. Please refer to <http://www.ghsa.net> for information on the GHSA rules and regulations.

### **Community Coaches**

You are welcome to have non-certified teachers on your coaching staff as long as they meet the following requirements.

- ✓ Community Coaches must have completed the following:
  - GHSA Community Coach certification
  - Completed Pickens County Community Coach Agreement
  - Criminal Background check through Jasper Police Department (\$55 cost/good for 5 years)  
*\*\*NOTE: All of this information only has to be completed once and does NOT have to be done every year.  
(Exception: background check being renewed every 5 years)*
- ✓ Community Coaches are not allowed to coach sports in which their child participates.
- ✓ ***Please be sure to get criminal background checks on any adults, including graduated teenagers, who have direct contact with our student athletes***
- ✓ The Head Coach of each sport is responsible for all community coaches and responsible for gathering all appropriate information for their community coaches and turning in all forms to the Athletic Director.



# Physicals & Athletic Paperwork

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**No athletes can participate without a physical conducted within the last calendar year AND all athletic paperwork completed.**

## Physical Procedures

- Turn all hard copies into the Athletic Secretary. Her office is located in the New Gym at PHS. Interoffice mail can work for remote locations. Physicals will then be entered into the Google Drive folder.
- Physical must be signed by a doctor. Athletic Secretary will check all physicals for validity.
- You can check the "Physicals & Eligibility" folder in Google Drive to see who has a current physical.
- If the physical expires after April 1st, it is good through the end of the school year the next year.
- Contact the Athletic Secretary with any questions.

## Athletic Paperwork

*Athletes need to have ALL of the following Medical Forms completed IN ADDITION to the physical: These forms are available online at <http://www.pickensdragons.org> and can be completely electronically.*

- **Emergency Medical Authorization:** This form gives the coach permission to authorize emergency treatment for their athlete who may become injured when parents cannot be reached.
- **Insurance Information:** This form gives the specific details to each athlete's health insurance information. Should an emergency occur, this form allows the coaches to have all the information the medical facilities need to begin treatment. All athletes must have health insurance to participate. School purchased Health Insurance is available upon request.
- **Fluid Replacement Policy:** This GHSA sanctioned form explains the signs and symptoms of heat illnesses, but also gives guidelines to student athletes on how to remain hydrated. Each athlete is to sign this policy.
- **HIPAA Document:** This document was designed to give the Athletic Trainer the opportunity to discuss medical information with the athlete's parents and coaches. It also serves as a "Permission to Treat" document and must be signed if the athlete is to participate in athletics.
- **Concussion Awareness Form:** GHSA Policy that all athletes and their parents must sign this form in order for the student to participate in sports.
- **Emergency Contact List:** Each coach should have a list readily available that contains the emergency contact numbers for their athletes in the case of an emergency.



# Eligibility

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## Academic Eligibility Rules

To participate in athletics, a prospective student-athlete should have the following:

### HIGH SCHOOL

- ✓ Pass 3 of 4 classes in the previous semester
- ✓ Be “on track” to graduate = (6 credits for Soph., 11 for Juniors, 17 for Seniors)
- ✓ Be on GHSA Eligibility located in the “Physicals & Eligibility” folder in Google Drive
- ✓ All Freshman are automatically eligible the first semester of Freshman year

### JUNIOR HIGH

- ✓ Junior High should follow the rule of “no more than 1 failing class” the previous semester. They do not track credits.

## Transfer Eligibility

Anytime you get a “transfer” student, you should make the Athletic Director aware. These are usually the student-athletes who will NOT be on the GHSA Eligibility report, and we will have to fill out a “Form B” to add them to our school. They are NOT allowed to participate in any contests until this report is returned from the GHSA granting them eligibility but they may practice during this time.

For more information, the full, detailed GHSA eligibility rules can be found in the GHSA Constitution posted on <http://www.ghsa.net>

# Google Drive & Calendar

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## CALENDAR

Every Head Coach has access to a Google Calendar that is titled with your sport. This calendar should be the primary calendar you use to schedule events. This calendar is shared with the AD, technology, administration, etc. so that everyone is on the same page.

- Put all practices, games, meetings, etc on your Google Calendar.
- It should show up on [pickensdragons.org](http://pickensdragons.org) immediately.
- If any issues arise where you don’t know how to use the calendar or don’t think it is working properly, contact the Athletic Secretary.

## GOOGLE DRIVE

Every Head Coach has access to a Google Drive folder under the “My Teams” portion of your Google Drive. The following are in this folder:

- ✓ **Physicals & Eligibility Folder** – this is where you can go to check physical expiration dates and to confirm who has a current physical.
- ✓ **Coaching Information Folder** – this is where you can get forms, community coach info, logos, etc.
- ✓ **Individual Sport Folder** – this is the part of the Google Drive where you enter data. Please put the following in this folder:
  - **Schedule** – Please put your schedule in your folder.
  - **Roster** – When you finalize your team, please put your roster in your folder.
  - **Pics** – any pics you have saved place here so we can use them to help promote your program.
  - **Any other information you want to put in this folder. (Team Policies, etc.)**

*If you need a form of any kind or any document, it is likely located in the Google Drive folders*



# Transportation

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## How do I get a bus?

Submit a Bus Request form for each trip you are going to need. These requests need to be submitted to the Athletic Secretary and she will forward them to Transportation after getting them signed for approval.

## Notes on Bus Requests

- **Bus request need to processed 10+ days before event. It is best to get them in as early as possible.**
- **Leave Times**
  - We need to leave at 3:15pm or later as much as possible. Anytime we leave before this time we are forced to hire a substitute bus driver and a substitute bus. This causes logistical issues for transportation. It is understood that many times you will not be able to leave at this time or later but if possible, please leave at 3:15pm
  - Early Dismissals – please attempt to not get the students out of class unless you have to. The administration is always concerned with taking the students out of their class schedule. If you need to get students out early, please send an email out to the teachers at least 24 hours in advance to let them know who will be getting out early.
- **Return Times** – please try to put accurate return times. Drivers are sometimes paying babysitters, etc. and need to have a good idea of when they will get back. Be considerate of this. It is understandable if the game runs long, overtime, etc. but please do not just put “10:00pm” for every return time if you don’t feel like this is accurate.

## Other Transportation notes:

- Loading Bus with Equipment
  - Back window needs to be clear
  - Aisle needs to be clear
  - Store under seat
- Everyone needs to understand the evacuation plan
- Trash/mess on bus – please make an effort to keep the bus clean. Also walk the bus before you are finished with it for the evening and make sure all trash is cleaned up.
- Keep good relations – We are very fortunate in our school system that we do not have to pay transportation for the use of buses (this happens in many other systems) and we get a nice bus for all athletic events. We need to protect these policies by being courteous and working with transportation.
- ***If you have an out-of-state trip, it must have board approval (summer included). These need to be approved 30+ days in advance. Contact the Athletic Director to begin this process.***





# Game Day Operations

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## How do I get officials for my home games?

Officials Associations are assigned through the GHSA. They should be contacting you to get schedules and set up games. Your major responsibility with officials is to get them your initial schedule and keep them updated of any changes. You should confirm that they are coming to all home games and treat them with respect. We want to keep good relationships with the officials associations for all sports.

## How do I get a gatekeeper for my home games?

You do NOT have to arrange gatekeepers for events. The Athletic Secretary will arrange gatekeepers. If you want to double check to make sure you have a gatekeeper and get their name, you can email the Athletic Secretary.

## What is the role of the administration & security at the game?

**ADMINISTRATION:** At least one member of the administration will be present at home events that involve a game. Administration and Security will be there to deal with any circumstances that should arise. During the game, if any parent or spectator is becoming a problem, please get the security and/or administration and they need to address the situation.

**SCHEDULING ADMIN COVERAGE/SECURITY** – You do NOT have to arrange admin coverage or security but if you want to double check to make sure you have security for a home game, you can contact the Athletic Secretary.

# Injuries

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## What do I do if a player gets injured?

Contact Coach Rasco, our Athletic Trainer. He is contracted to be at all Varsity home matches. He will also be around at most practices and games, but he cannot be at all places all the time. You can contact him for any injury. He should be able to direct the athlete and the athlete's parents on what to do next.

# Maintenance

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## Who is responsible for cleaning my facilities?

- ✓ **Regular Maintenance** – the custodians will help keep your area clean, take out the trash, clean bathrooms, etc. but it is your responsibility to take some pride in your facilities and keep them as clean as possible. *If your players bring water bottles or other things to practice, please make sure they pick them up at the end of practice.* This trash can be left for weeks (especially at the stadium) and cause some real problems.
- ✓ **After Games** – Your sport will be responsible for cleaning facilities after events. Custodians will clean restrooms, but your sport is responsible for picking up the stands and taking out the garbage. If you would like to contract out the custodians, you may do that.

## What do I do if something breaks and I need maintenance?

Contact the Athletic Director with any Maintenance request and he will forward your concerns onto the proper people. If something has been requested and did not get fixed, please contact the Athletic Director again after a reasonable amount of time has passed.



# Inclement Weather

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## **HEAT**

Each coach must sign the Guideline for Extreme Heat. A copy of this will be kept on file in the AD’s office. Coaches must adhere to the policy set forth by Administration. The Athletic Trainer will be responsible for testing the Heat Index and following the GHSA policies on practice. The Athletic Trainer will communicate with the coaches when it becomes too hot to practice or practice is limited.

## **LIGHTNING**

A lightning detector will be used to determine the proximity of lightning in the area (this can be done by the Athletic Trainer, AD or a coach in possession of the detector). If at any time a coach sees lightning, all athletes must immediately be removed from the outdoor playing area and must be relocated indoors. Athletic Department Policy requires athletes to stay indoors until the lightning detector shows lightning is greater than 20 miles away, no lightning is seen by the coach. AND it has been 30 minutes from the last seen lightning strike. All coaches are required to follow this guideline.

## **EMERGENCY ACTION PLANS**

We have designed EAPs for each sport facility on and off campus. Each coach needs to read and recognize his/her responsibilities regarding the action plan during an emergency situation for his/her facility. EAP’s have been mounted at each facility. A copy of the Emergency Situation Policy needs to be in each press box or with your EAP. Please review with your coaches what to do in the case of an emergency situation.

## **What do I do if a game gets cancelled/rescheduled?**

### **CANCELLATIONS**

If you are going to cancel due to weather (or anything else), do the following:

Home Game cancelled....Contact the following:

- ✓ AD/Athletic Secretary
- ✓ Administration at your level (HS or JH)
- ✓ Officials

Away Game cancelled....Contact the following:

- ✓ AD/Athletic Secretary
- ✓ Administration at your level (HS or JH)
- ✓ Transportation

### **RESCHEDULING**

After you cancel, you will have to reschedule. PLEASE make sure to talk to transportation and the other sports that use your facility before you definitely agree to reschedule. Feel free to contact the Athletic Secretary before you reschedule and he can help make sure there is no conflict. Once you have solidified a reschedule date, please do the following:

Home Game rescheduled; Contact following:

- ✓ AD/Athletic Secretary
- ✓ Administration at your level (HS or JH)
- ✓ Officials
- ✓ Place updated date on Google Calendar

Away Game rescheduled; Contact following:

- ✓ AD/Athletic Secretary
- ✓ Administration at your level (HS or JH)
- ✓ Transportation
- ✓ Place updated date on Google Calendar

# Technology

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## **HUDL**

Hudl is a website/app you can use to load video and access many organizational features that can help your sport. You have access to Hudl. You can use it as much as you like. If you want some help on how to use Hudl, let us know. We have unlimited sports on our account and it is paid for by Athletics at no cost to your sport. This can be a very valuable tool. Contact the Athletic Director if you need a login to Hudl.



# Recruiting

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## **What is my role in College Recruiting for my athletes?**

It is your responsibility to do everything you can do to help promote athletes to colleges. It is not possible for you to directly get players scholarships but you should not neglect any responsibilities and should try as hard as you can to promote any players in your program that have a chance to compete at the next level.

In order for a student-athlete to have a chance to get a chance to participate at the next level, they must do all of the following:

- Must want to participate in collegiate athletics
- Must have the athletic ability to participate in this sport in college
- Must be wanted by a particular college to participate
- Must have the academic standing to get into that school

## **How do I get an athlete a Signing Ceremony?**

If you have an athlete planning to attend a college to participate in athletics, let the Athletic Director know and we can set up a Signing Day to promote that student and your sport. We will have 3 opportunities to sign each year:

- October
- February
- May

The students will need to wait until the closest day to have their ceremony.

Also please promote any former players you have that are currently participating in collegiate athletics. This is great promotion for your program and shows your current and future players that they can achieve this goal.

# Banquets & Honors

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## **How do I go about getting Letters and Certificates for my banquet?**

When your season is complete, you will submit a final roster to the Athletic Secretary via email. You should distinguish on that email who lettered and who did not letter. She will then create Varsity Letters & Letters of Participation for your banquet. You must do this at least one week in advance of your sports banquet to have names and signatures added to these.

## **Banquet Procedures**

- Fall
  - Volleyball/Softball/Cross Country
  - HS Football/Cheer
  - Jr. High Football/Cheer
- Winter
  - Wrestling
  - Basketball
- Spring
  - High School Sports – Soccer/Baseball/Tennis/Golf/Track & Field
  - Jr. High Sports – Soccer/Baseball/Golf

## **Athletic Honors Night**

Starting in 2019-20, we will have an Athletic Honors Night in May at the conclusion of the school year. This will be a time to give annual awards for the entire department and recognize our Hall of Fame Class.



# Finances

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## Depositing Money

ALL money deposited needs to go into your Booster Club account. To **DEPOSIT** money in your **BOOSTER CLUB ACCOUNT**:

- You must turn the money in to your Booster Club Treasurer.
- Treasurer should deposit the money and code it for your financial records

*NOTE: The booster club is not directly affiliated with the school system. However, your booster club does need to act in a transparent manner. The district can ask for monthly statements and auditing of the booster club.*

## Paying Bills

All bills must be paid from your Booster Club account. If you want to **PAY BILL** from your **BOOSTER CLUB ACCOUNT**:

- You must contact your Treasurer to pay the bill through the booster club account
- The Treasurer (or his/her designee) is the only person who can write checks for the booster club. The coach **CAN NOT** write a check from the booster club.

## How do I purchase things for my team?

It is the responsibility of the coach to purchase items. Work with the booster club to create a budget, raise money, and spend the money. The athletic department will not force the coach to use a specific company. The coach should work with whichever company they prefer. If you are not sure what company to use or you would like guidance on how to proceed, contact the Athletic Director.

Please remember, anything you order for your team must be paid by the **BOOSTER CLUB ACCOUNT**.

## Purchasing Orders through School Account

Occasionally, the Athletic Department will be able to use extra gate money to help your sport. In these instances, you need a Purchase Order from the School system. You will need to work with the Athletic Secretary to fill out a PO requisition first and get it approved **BEFORE** ordering. Once they get it approved we can then get the PO issued.

# Booster Club

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## THE BOOSTER CLUB

- Booster Clubs need to be transparent
- All money that is collected should be run through your Booster Club. No money can be run through a coach/parent's personal accounts.

## ROLE OF THE BOOSTER CLUB

The booster club should serve to promote and help your program and should work with the Middle & High School programs.



# Frequently Asked Questions

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## **Can we host a camp in the summer?**

The Pickens County Board of Education has passed a policy allowing camps to take place in the summer for each sport. The following stipulations apply to everyone that wants to conduct a camp:

- All money must be run through your booster club account
- All advertising of the camp should state that the camp is being conducted by the booster club
- All coaches that are compensated from the camp must be compensated by checks written to the individual and not cash

## **What do we do if someone quits the team to play another sport?**

If a student-athlete begins a season with one sport and quits playing, he/she will not be allowed to participate in any sport for the remainder of that season. The exception would be if both coaches agree to allow this.

## **What things does each sport determine independently?**

- **Personal Conduct** = each sport should have their own policies. These policies need to be filed with the Athletic Director's office each year.
- **Lettering** = each sport can have their own determination of what constitutes "lettering" in that particular sport. This should be in writing and filed with the Athletic Director's office each year.

## **What do I do if a parent is complaining?**

You do not have to discuss playing time and you should not discuss other players on the team with any parent. If a parent is complaining about anything other than those things, you should definitely hear their concern. If they want to talk about playing time, you should not engage them very far in that discussion. However, it is important to remember that they have a child on your team they are responsible for and it is understandable that they want what is best for their child. Don't take the criticism personally; just politely remind them of our policy on talking about playing time. If they continue to press the issue or become rude and belligerent, direct them to contact Coach Parker.

## **What do I do if I have a question?**

Call the Athletic Director. We want to help you as much as we can. Please keep us informed of any issues that arise during your season and we will do my best to help you and your program.



# Things you can do to help your program

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## **Communication**

Communication is the key to any relationship and organization. We need to do our best to communicate with each other, our administration, players and parents. Please send anything you want communicated through our Social Media/Website. We are getting some good feedback and people seem to like the setup we have. We just need to make sure we are communicating as effectively as possible.

## **Promotion**

This is sometimes overlooked as you stay so busy trying to be a teacher and work tirelessly coaching. It is important that we publicize as many positive things going on in our athletic department as possible. If you have any "good news" or have a player do something special (on or off the field) please send me that information. Do not hesitate to "brag" on your team in any way. If you can add in pictures or videos, it will enhance the promotion.

*All of this is done through the following outlets*

### Our School System Methods

Send Coach Parker info you want posted and it will go onto each of these

- <http://www.pickensdragons.org>
- <http://www.facebook.com/pickensathletics>
- Twitter = @pickensad
- Instagram = @pickensathletics

### Community Methods

You can send your information into these people to get it out through the media.

- Pickens Progress – email Bo Page what you want in the Progress and he will forward the information on to the editors
- FetchYourNews.com
- KnowPickens.com

### Other ways to promote your team...

- Max Preps – It is your responsibility to keep updated Max Preps. This is also a great way to promote your program.
- Team History – Keep track of historical information for your sport. Publicize it when we are close to, or do, break a record.



## Beginning of Season Reminders

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As you start your seasons, please look through this list and make sure all of this is done. If you need help with any of this, please ask.

- ✓ **Rules Clinic** – Make sure all your people do the Rules Clinic (High School coaches only)
- ✓ **Google Calendar** - put all practices, games, meetings, etc on there.
- ✓ **Check Physicals** – You can check the "Physicals & Eligibility" folder in Google Drive
- ✓ **Check Eligibility** – HS only – GHSA eligibility report scanned into the “Physicals & Eligibility” folder
- ✓ **Schedule** – Put your schedule in the Google Drive folder for your sport or send it to Sonia.
- ✓ **Roster** – When you finalize your team, please put your roster in the same Google Drive folder
- ✓ **Purchasing** – please remember to follow all district policies on purchasing. Ask questions if you need help.
- ✓ **Buses** – make sure you have put in bus requests.
- ✓ **Officials** - make sure you have officials for all home games.
- ✓ **Early Dismissals** – please leave as late as possible. Don’t get students out of class unless necessary
- ✓ **Cancellations** – If you are going to cancel an event contact all admin, officials, and transportation immediately.
- ✓ **Reschedules** – after you cancel, you will have to reschedule. PLEASE make sure to talk to transportation and the other sports that use your facility before you definitely agree to reschedule. We had some issue with this in the past. Feel free to contact me before you reschedule and I can help make sure there is no conflict. Also attached Sonia and Coach Parker on any rescheduling emails so he can get the rescheduled game on the school calendar to help with admin coverage, security, etc.
- ✓ **Hudl** - you have access to Hudl. You can use it as much as you like.

## End of Season Reminders

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As you conclude your seasons, please look through this list and make sure all of this is done. If you need help with any of this, please ask. I will be glad to help you.

- ✓ **Banquet** – Schedule your Banquet on the Google Calendar. Make sure to invite the Principal, AD, Asst Principals, and School Board.
- ✓ **End-of-Season Head Coach Survey** – complete the End-of-Season Head Coach Survey. Please complete this survey honestly and promptly.
- ✓ **End-of-Season Asst. Coach Survey** – make sure ALL coaches on your staff complete the End-of-Season Asst. Coach Survey. Please encourage all coaches to complete this survey honestly and promptly.
- ✓ **Meet with Athletic Director** – Set up time to sit down with the AD and discuss the following:
  - Review answers to End of Season Survey
  - Evaluate what went well and what can improve in the coming year.
  - Expectations and goal-setting for the coming year
- ✓ **Hudl** – you have access to Hudl. You can use it as much as you like in the off-season to self-scout or scout future opponents. If you don’t feel comfortable using Hudl, the off-season is a great time to learn and explore this great tool.
- ✓ **Clinics** – make an effort to attend any clinics and professional development you feel like will help your team in the coming year.



# Emergency Action Plan – Athletic Facilities

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## Emergency Evacuation Instructions

*(To be posted in all stadiums, gyms, and press boxes – To be read by PA announcer)*

### **SEVERE LIGHTNING IN THE AREA:**

*DUE TO THE SEVERE LIGHTNING WE ARE ADVISING EVERYONE TO LEAVE THE AREA. PLEASE RETURN TO YOUR VEHICLES. IF YOU DO NOT HAVE A VEHICLE TO GO TO, THE GYM OF THE SCHOOL WILL BE OPENED.*

### **THREAT OF TORNADOES IN THE AREA:**

*DUE TO THREAT OF TORNADOES IN THE AREA, WE ARE ADVISING EVERYONE TO LEAVE THE AREA. PLEASE REPORT TO THE (Assigned area of the school other than gyms) OF THE SCHOOL. (Baseball-PJHS Hallway, Football Stadium, Softball & Tennis Complex, Old & New Gymnasiums-PHS Hallway)*

### **ANY OTHER EMERGENCY SITUATION WHICH COULD INCLUDE BOMB THREATS, SHOTS FIRED, RIOTS, ETC:**

*WE ARE ADVISING EVERYONE TO LEAVE THE AREA IMMEDIATELY. PLEASE REPORT TO THE (DESIGNATED AREA) AT THIS TIME! (The designated area will be decided, announced and controlled by the Pickens County Sheriff's Dept.)*

## Safety & Emergency Public Address Announcements

*(Read only on cue from Game Manager/Administrator)*

### **THROWN OBJECTS/INTERFERING INSTANCES:**

*LADIES AND GENTLEMEN, THE GAME OFFICIALS, COACHES AND PLAYERS OF BOTH TEAMS HAVE BEEN DIRECTED BY OFFICIALS TO REMAIN OFF THE FIELD UNTIL SUCH TIME AS ORDER HAS BEEN RESTORED. PLEASE REFRAIN FROM THROWING OBJECTS ON TO THE FIELD, OR OTHER ACTIONS INTERFERING WITH THE GAME. THANK YOU.*

### **EVACUATION OF STADIUM OR GYM:**

*MAY I HAVE YOUR ATTENTION PLEASE? AT THIS TIME THE STADIUM/GYM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE. AGAIN, AT THIS TIME THE STADIUM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE.*

### **LIGHT SYSTEM FAILS:**

*LADIES AND GENTLEMEN, WE ARE TEMPORARILY EXPERIENCING A POWER OUTAGE. (if in gym--- EMERGENCY LIGHTS WILL PROVIDE FOR YOUR SAFETY.) GAME MANAGEMENT OFFICIALS ARE WORKING TO RESTORE POWER AS QUICKLY AS POSSIBLE. PLEASE REMAIN CALM AND REMAIN IN YOUR SEAT. YOUR COOPERATION IS APPRECIATED. THANK YOU.*

### **EMERGENCY MEDICAL SITUATION:**

*LADIES AND GENTLEMEN, DURING THIS EMERGENCY MEDICAL SITUATION, WE ASK THAT EVERYONE PLEASE REMAIN CALM AND REMAIN IN YOUR SEAT. ONLY SCHOOL PERSONNEL AND EMERGENCY MEDICAL PERSONNEL ARE PERMITTED ON THE FIELD/COURT AT THIS TIME UNLESS DIRECTED OTHERWISE BY SCHOOL OFFICIALS. YOUR COOPERATION IS APPRECIATED. THANK YOU.*





# Lightning Detector Guidelines

## *A LIGHTNING DETECTOR SHOULD BE PRESENT AND OPERATIONAL AT ALL OUTDOOR COMPETITIONS*

The following operational guidelines apply to the operation of the Thunderbolt detectors:

- Each time Thunderbolt detects a lightning stroke, it will emit an audible warning tone (must be switched on) and reports the nearest lightning strike.
- Since the average stroke of lightning is 6 miles long be aware that you are in immediate danger any time there is a detected lightning activity within 8-10 miles of your location.
- The Thunderbolt can also detect lightning patterns that indicate the presence of severe storms that may produce dangerous winds, heavy rains and tornadoes.
- The RANGE SELECT SWITCH allows you to choose the distance at which detected lightning strokes will trigger the AUDIBLE WARNING TONE. The instruction book recommends that you use the AUDIBLE WARNING TONE at the maximum range whenever possible
- The following guidelines apply to the general use of the detectors:
  - A fully operational lightning detector is to be present at all outdoor athletic competitions.
  - If a school has athletic facilities that are not located on the campus, additional detector(s) will need to be purchased in the event of two games occurring at the same time.
  - An administrator (game manager) assigned to the event should be responsible for assuring that the detector is working and at the location.
  - If a school has more than one event taking place on the campus, the game manager should notify the other locations if detection is noted.
  - If detection is noted at a competition on campus and there are other teams practicing outdoors, they are to be notified and advised to follow the same guidelines being followed at the game site.
  - It is the responsibility of the school athletic director to assure that the lightning detector(s) is working properly and has a charged battery.
  - Be aware that storms can form directly over your location, offering little or no advance warning even when using Thunderbolt. You must remember that Thunderbolt does not predict where the next lightning stroke might occur. Thunderstorms are unpredictable and should be considered extremely dangerous. Common sense and extreme caution should always be used when confronting lightning and thunderstorm activity.
  - If detection occurs and the players are sent indoors, an announcement is to be made to the spectators advising them of the situation and requesting them to seek shelter as well. Accommodations will have to be made to allow for spectators to leave and re-enter in a situation such as this.
  - Pickens County Schools will adopt the policy that once Thunderbolt has detected lightning within no less than 15 miles away, athletes are to be removed from the playing field. Athletes are not permitted to return to the field of play until Thunderbolt has been checked and verifies the absence of lightning and it has been 20 minutes since the last seen lightning strike.



# Baseball Stadium – Pickens Jr. High

## *Emergency Action Plan*

**Address:** 1802 Refuge Road Jasper, GA 30143

### **Venue Directions:**

Baseball Stadium is located in the bus parking area of Pickens Jr. High School. It is located at the corner of Camp Road and Refuge Road on the left side of the school. The stadium is located in back of the parking lot.

*Main entrance:* reached by entering the parking lot, driving to the rear and following the small gravel access road to the left of the stadium. This road takes you around the baseball indoor facility and directly to the field entrance through a double gate just past the indoor facility.

### **Emergency Personnel:**

*Baseball Stadium:* certified athletic trainer on site for home games

### **Emergency Communication:**

*Baseball Stadium:* certified athletic trainer and Head Baseball Coach carry cellular telephones:

**(Kyle D. Rasco, ATC (706-296-2740))**

### **Emergency Equipment:**

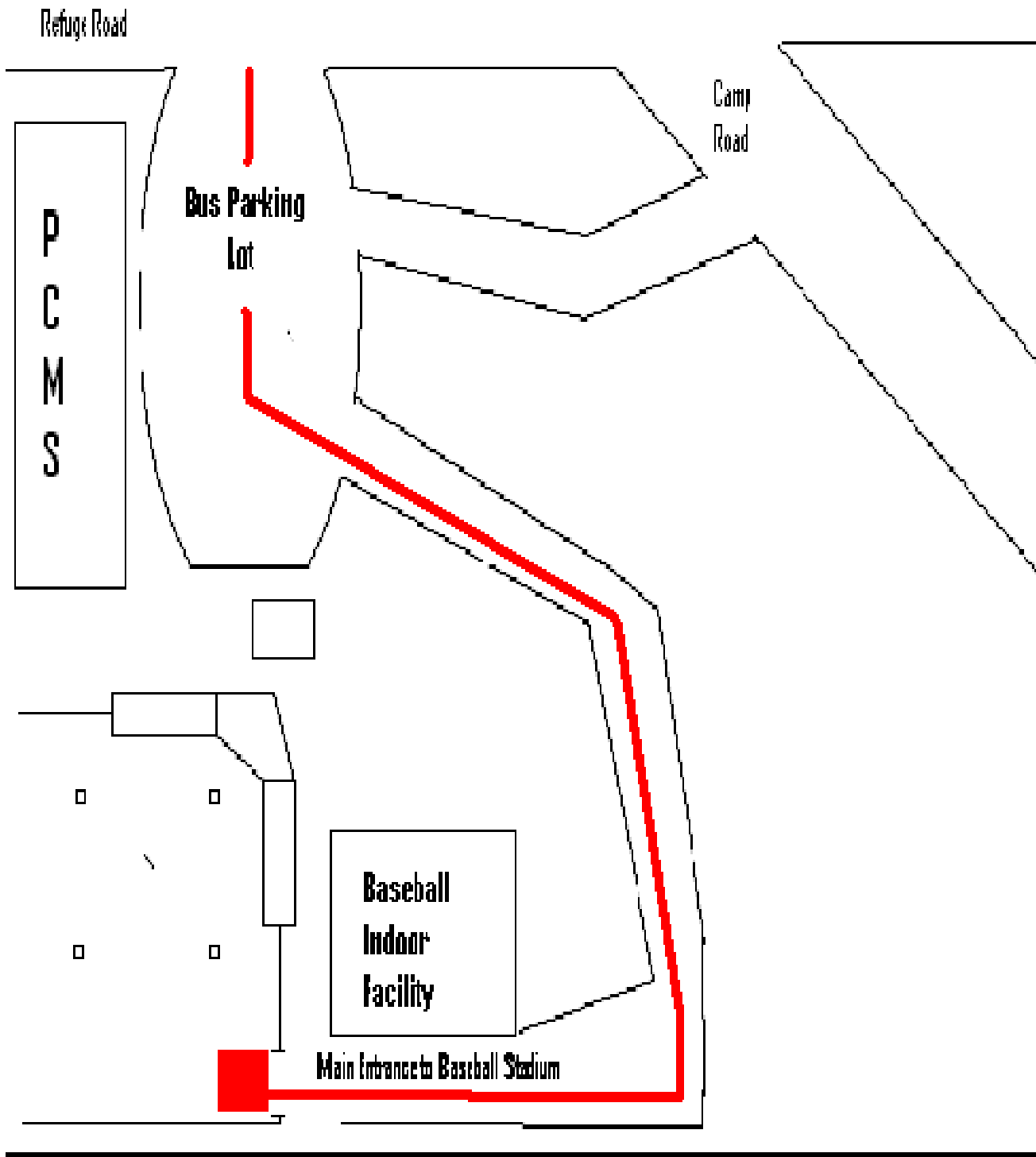
*Baseball Stadium:* emergency equipment (AED, trauma kit) maintained on home sidelines during baseball games. AED also located in the office of Pickens Middle School. Trauma kit also available during practices in the indoor facility

### **Roles of First Responders:** (if ambulance is on-site, then communicate with EMS personnel)

- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate gates (entering the access road beside the stadium)
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

# EAP for the Baseball Stadium

## Site Map





# Outdoor Practice Fields – Pickens High

## *Emergency Action Plan*

**Address:** 500 Dragon Drive Jasper, GA 30143

### **Venue Directions:**

Football practice fields are located on the campus of Pickens High School beside the Jim Locke Field House, which is adjacent to the Football Stadium.

*Main Entrance:* located at the end of the building, directly off of the field house parking area.

### **Emergency Personnel:**

*Jim Locke Field House:* certified athletic trainer on site/on call

*Practice Fields:* certified athletic trainer on site/on call for practice

### **Emergency Communication:**

*Jim Locke Field House:* fixed telephone lines in field house coaches office

**(706-253-1826)**

*Practice Fields:* certified athletic trainer carry cellular telephone:

**(Kyle D. Rasco, ATC (706-296-2740))**

### **Emergency Equipment:**

*Practice Fields:* emergency equipment (AED, trauma kit) maintained

and on motorized cart or inside shed (depending on weather). Additional supplies

maintained within athletic training room in Jim Locke Field House, adjacent to

the practice fields.

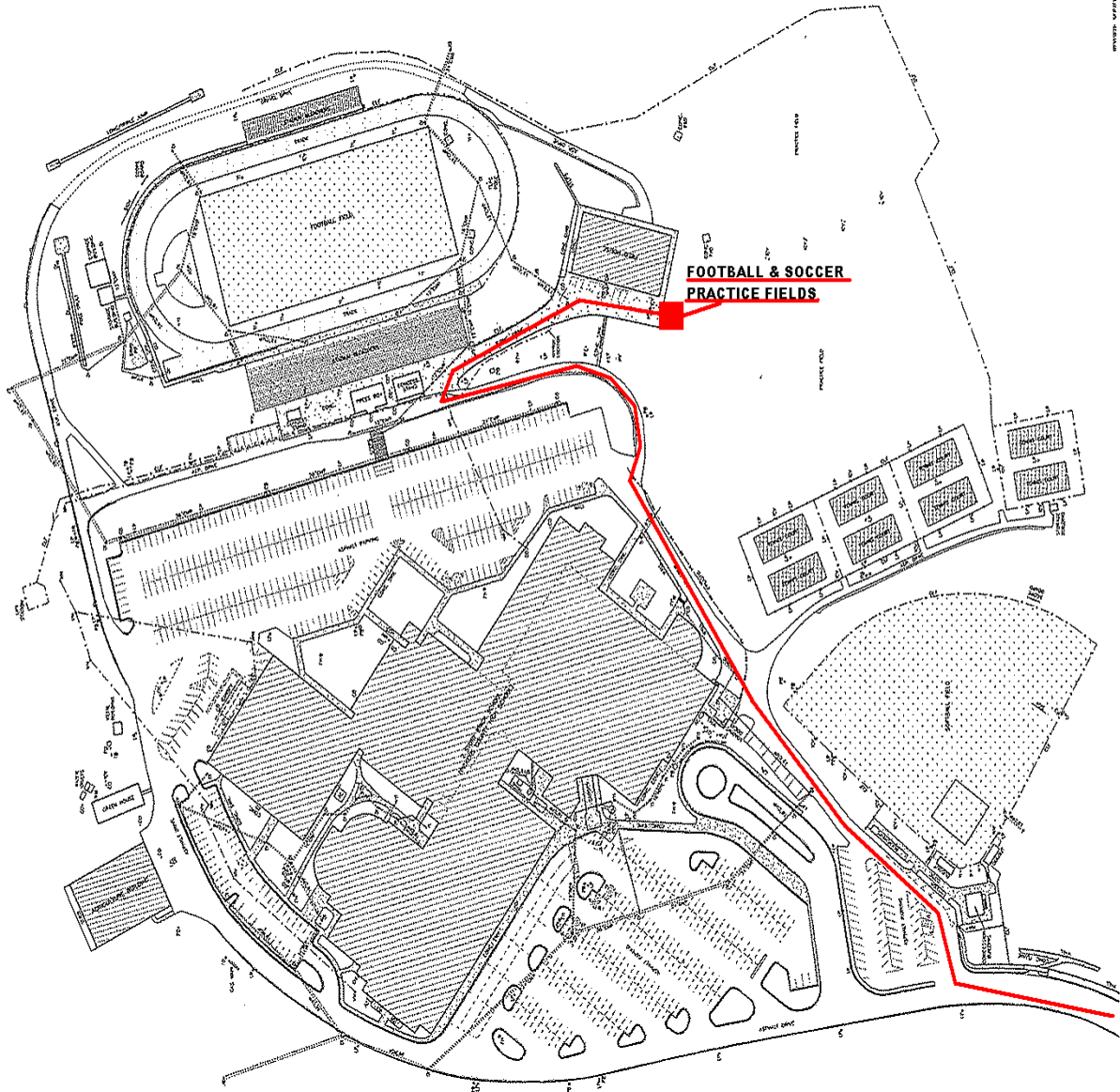
### **Roles of First Responders:**

- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - call **9-911** (from land line), **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate gates (entering the access road beside the stadium)
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area



# PHS EAP Map for Outdoor Practice Fields

## PHS EMERGENCY ACTION PLAN MAP FOR THE PRACTICE FIELDS: FOOTBALL & SOCCER



PHS EMERGENCY ACTION PLAN  
MAP FOR THE PRACTICE FIELDS:  
FOOTBALL & SOCCER

PHS EMERGENCY ACTION PLAN  
MAP FOR THE PRACTICE FIELDS:  
FOOTBALL & SOCCER



# Stadium – Pickens High

## *Emergency Action Plan*

**Address:** 500 Dragon Drive Jasper, GA 30143

### **Venue Directions:**

Stadium is located on the campus of Pickens High School beside the Jim Locke Field House, which is behind the gymnasium and school.

*Main entrance:* reached by driving around the stadium via an access road and entering the stadium through a set of unlocked gates.

### **Emergency Personnel:**

*Jim Locke Field House:* certified athletic trainer on site

*Stadium:* certified athletic trainer on site game, EMS usually present at games but are not dedicated to site

### **Emergency Communication:**

*Jim Locke Field House:* fixed telephone lines in field house coaches office  
(706-253-1826) or (706-253-1827)

*Practice Fields:* certified athletic trainer will carry cellular telephone:  
(Kyle D. Rasco, ATC (706-296-2740)

### **Emergency Equipment:**

*Stadium:* emergency equipment (AED, trauma kit) maintained and on motorized cart on home sidelines. Additional supplies maintained within athletic training room in Jim Locke Field House, adjacent to the stadium. Ambulance located on visitor sidelines behind fence.

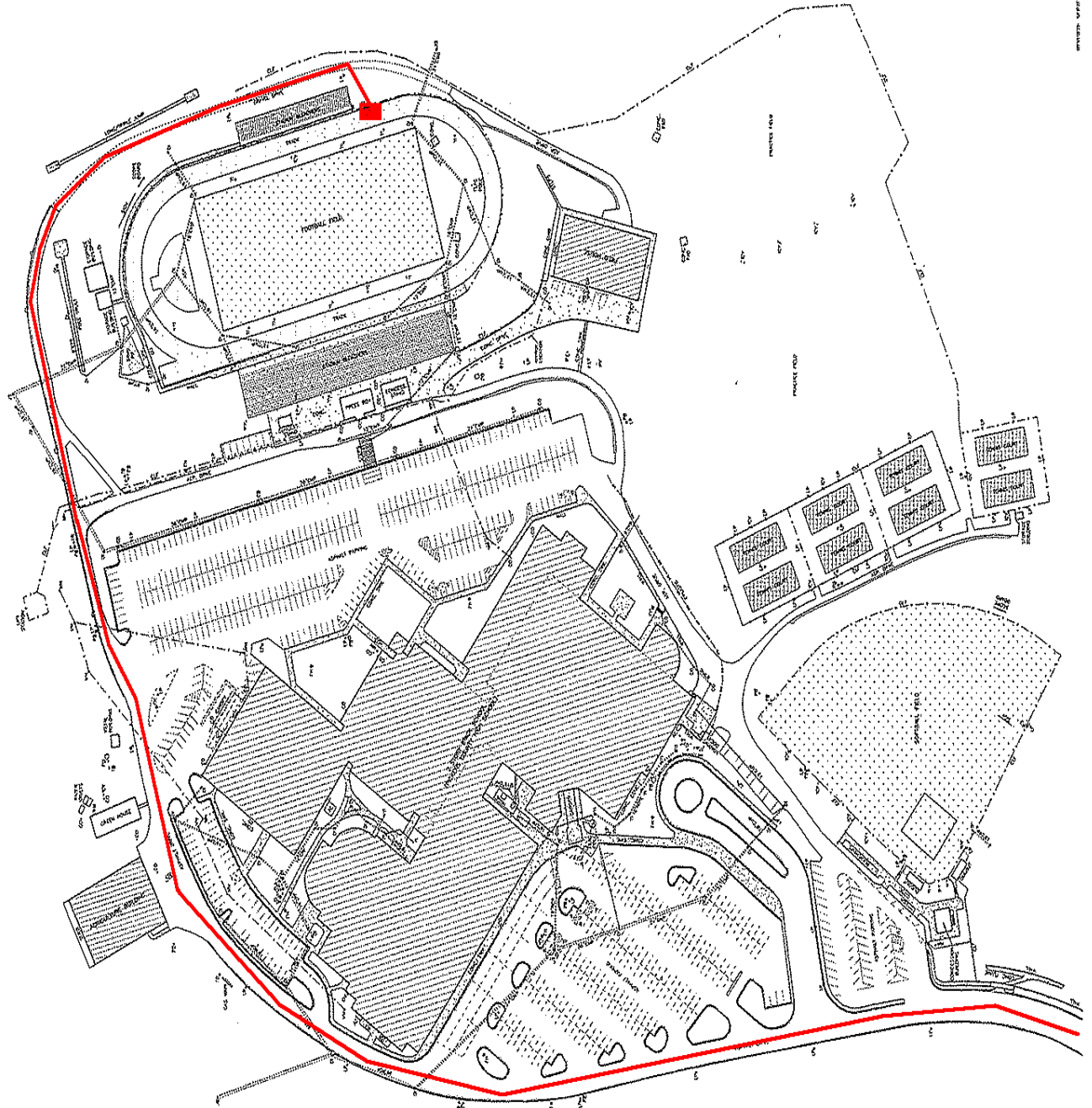
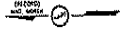
### **Roles of First Responders:** (if ambulance is on-site, then communicate with EMS personnel)

- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - call **9-911** (from land line), **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate gates (entering the access road beside the stadium)
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area



# PHS EAP Map for the Stadium

## PHS EMERGENCY ACTION PLAN MAP FOR THE FOOTBALL STADIUM: SOCCER, FOOTBALL & TRACK EVENTS



PHS EMERGENCY ACTION PLAN MAP FOR THE FOOTBALL STADIUM:  
SOCCER, FOOTBALL & TRACK EVENTS

PHS EMERGENCY ACTION PLAN MAP FOR THE FOOTBALL STADIUM:  
SOCCER, FOOTBALL & TRACK EVENTS

PHS EMERGENCY ACTION PLAN MAP FOR THE FOOTBALL STADIUM:  
SOCCER, FOOTBALL & TRACK EVENTS



# New Gymnasium – Pickens High

## *Emergency Action Plan*

**Address:** 500 Dragon Drive Jasper, GA 30143

### **Venue Directions:**

Gymnasium is located on the campus of Pickens High School attached to the main school building on the left side of the office.

*Main entrance:* reached by driving into the main entrance of the school, using the double doors facing the entrance road to the left of the office.

### **Emergency Personnel:**

*Gymnasium:* certified athletic trainer on site

*Pickens High School:* school nurse on site during school hours

### **Emergency Communication:**

*Pickens High School:* fixed telephone lines located in the office

**(706-253-1800)**

*Gymnasium:* certified athletic trainer carries cellular telephone:

**(Kyle D. Rasco, ATC (706-296-2740))**

### **Emergency Equipment:**

*Gymnasium:* emergency equipment (AED, trauma kit) maintained

on home sidelines. Additional supplies maintained within school nurses office

AED and various supplies also located in the front office and in athletic training room.

### **Roles of First Responders:** (if ambulance is on-site, then communicate with EMS personnel)

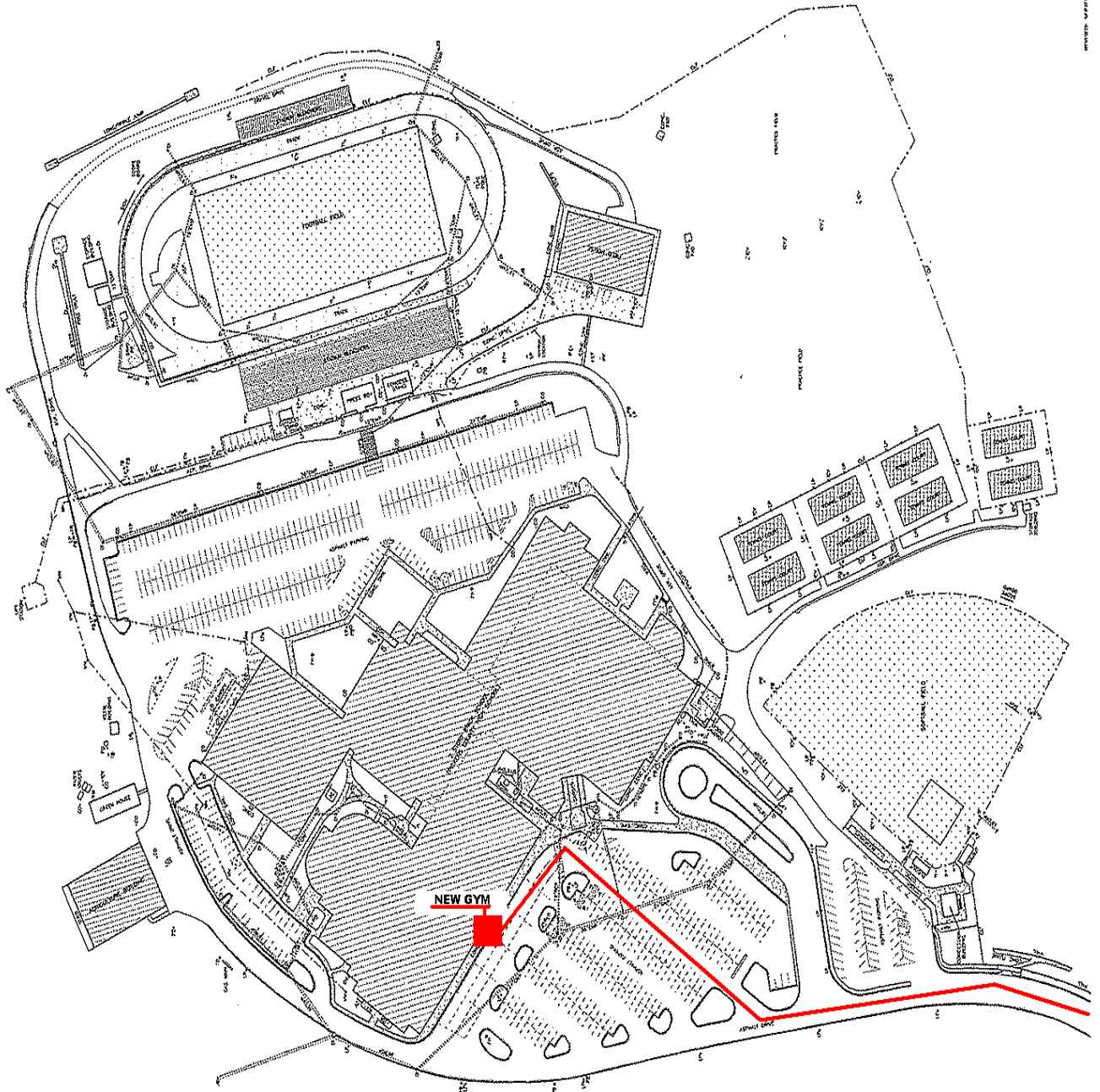
- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - call **9-911** (from land line), **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate doors
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area





# PHS EAP Map for the New Gymnasium

## **PHS EMERGENCY ACTION PLAN MAP FOR THE NEW GYMNASIUM: BASKETBALL, VOLLEYBALL, WRESTLING & CHEERLEADING**



PHS EMERGENCY ACTION PLAN  
MAP FOR THE NEW GYMNASIUM:  
BASKETBALL, VOLLEYBALL,  
WRESTLING & CHEERLEADING

PHS EMERGENCY ACTION PLAN  
MAP FOR THE NEW GYMNASIUM:  
BASKETBALL, VOLLEYBALL,  
WRESTLING & CHEERLEADING



# Old Gymnasium – Pickens High

## *Emergency Action Plan*

**Address:** 500 Dragon Drive Jasper, GA 30143

### **Venue Directions:**

Gymnasium is located on the campus of Pickens High School attached to the main school building.

*Main entrance:* reached by driving into the main entrance of the school, using the double doors facing the entrance road.

### **Emergency Personnel:**

*Gymnasium:* certified athletic trainer on site

*Pickens High School:* school nurse on site during school hours

### **Emergency Communication:**

*Pickens High School:* fixed telephone lines located in the office  
**(706-253-1800)**

*Gymnasium:* certified athletic trainer carries cellular telephones:  
**(Kyle D. Rasco, ATC (706-296-2740))**

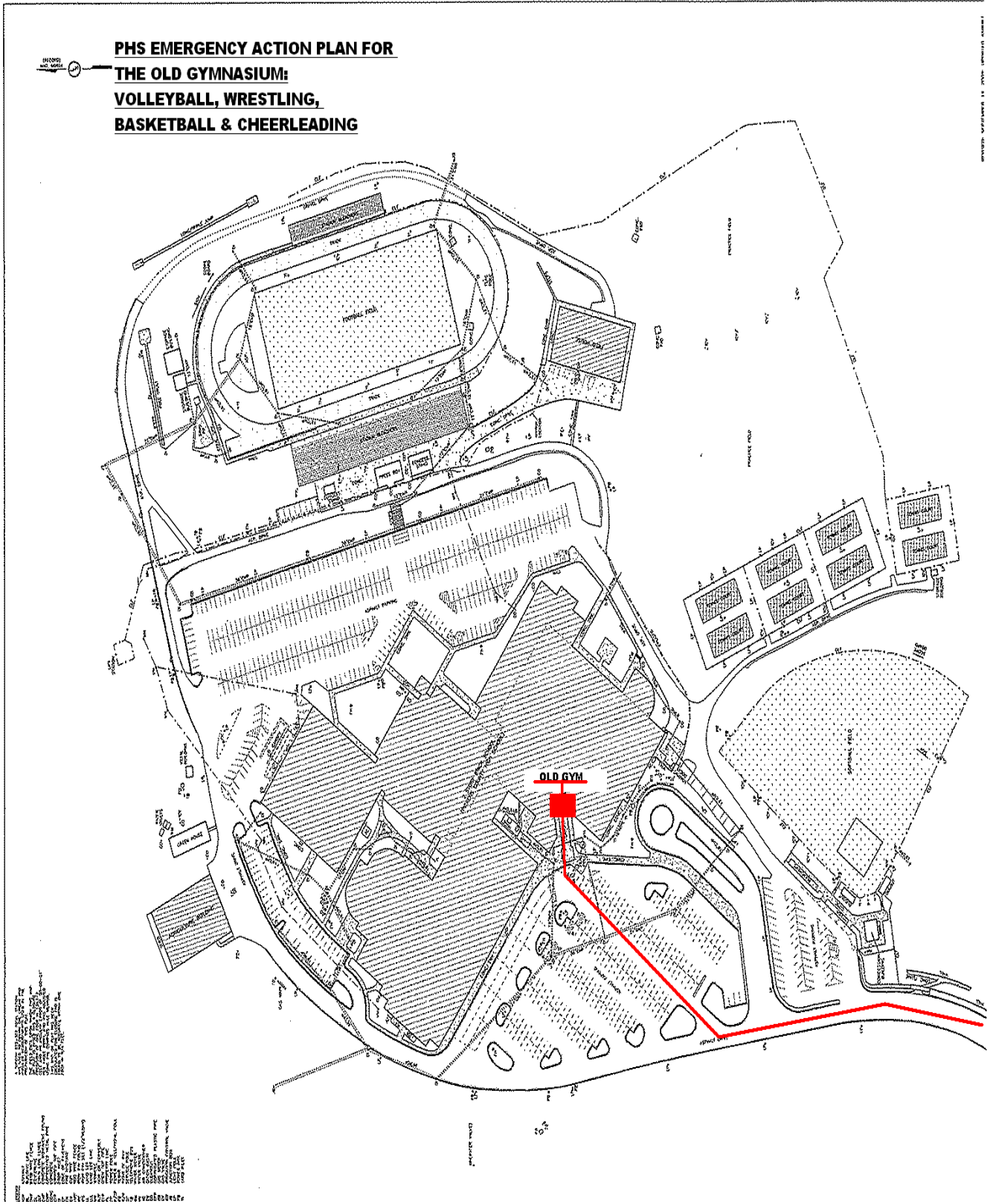
### **Emergency Equipment:**

*Gymnasium:* emergency equipment (AED, trauma kit) maintained on home sidelines. Additional supplies maintained within school nurses office  
AED and various supplies also located in the front office.

### **Roles of First Responders:** (if ambulance is on-site, then communicate with EMS personnel)

- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - call **9-911** (from land line), **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate doors
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

# PHS EAP Map for the Old Gymnasium





# Roper Park

## Emergency Action Plan

**Address:** 1826 Refuge Road Jasper, GA 30143

### **Venue Directions:**

Roper Park is located across from the front entrance of PJHS on Refuge Road.

1. Main Entrance: located at the bottom parking lot, directly across from the Office.
2. Second Entrance: located to the left of the Main Entrance at the gate of the lower fields.
3. Third Entrance: located to the right of the new Gym at the gate

### **Emergency Personnel:**

*Certified ATC is on call, but not on-site for all practices and meets.*

### **Emergency Communication:**

*Roper Park: fixed telephone line in Main Building (706-253-8862)*

*Head Cross Country coach will carry a cellular telephone to all practices and meets.*

### **Emergency Equipment:**

*Roper Park: emergency equipment (AED, trauma kit) maintained inside main office building. Additional supplies maintained in medical kit kept by the Head Cross Country coach.*

### **Roles of First Responders:**

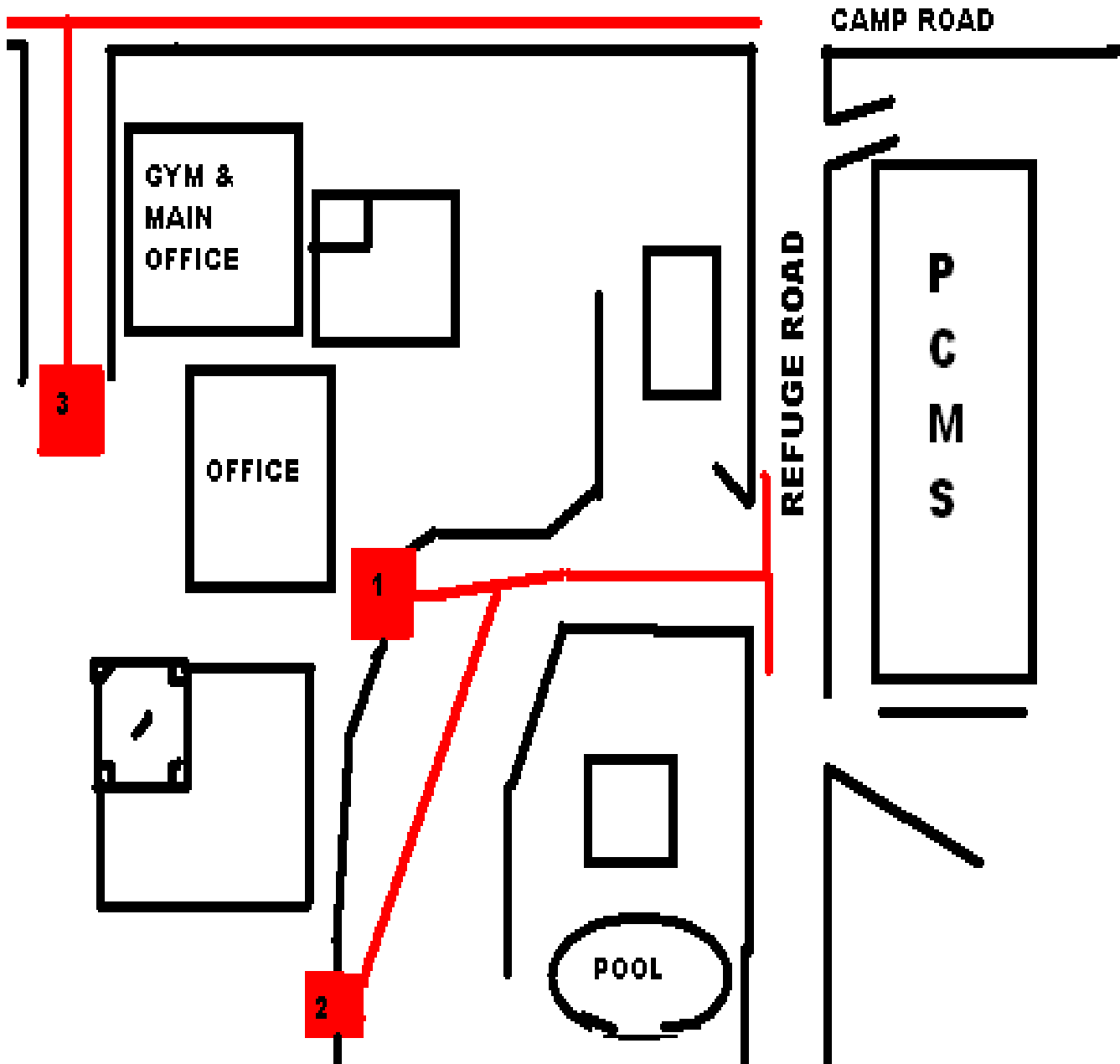
- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - call **9-911** (from land line), **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate gates (entering the parking lot in front of the main building or the secondary gate at the left of the building)
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area



# ROPER PARK SITE MAP

## EMERGENCY ACTION PLAN MAP FOR

### ROPER PARK: CROSS COUNTRY





# Softball & Tennis Complex – Pickens High

## *Emergency Action Plan*

**Address:** 500 Dragon Drive Jasper, GA 30143

### **Venue Directions:**

The Softball Stadium and Tennis courts are located side by side. When entering the school on the main road, they are the first two areas on your right as you enter the student parking lot and drive to the back parking lot.

1. *Softball Stadium Main entrance:* Once you enter the student parking lot to the right of the entrance, there is one gate along the fence line.
2. *Softball Stadium Field entrance:* Once you pass the student parking lot, behind the left field fence, there is one gate along the fence line.
3. *Tennis Stadium Main entrance:* Once you drive past the softball stadium, there is an access road located on the right that leads to both tennis courts.

### **Emergency Personnel:**

*Softball/Tennis Complex:* certified athletic trainer on school grounds

*Pickens High School:* school nurse on site during school hours

### **Emergency Communication:**

*Pickens High School:* fixed telephone lines located in the office (706-253-1800)

*Softball/Tennis Complex:* certified athletic trainer and coaches carry cellular telephones: **Kyle D. Rasco, ATC (706-296-2740)**

### **Emergency Equipment:**

*Softball/Tennis Complex:* emergency equipment (AED) maintained in the field house. Trauma kits are maintained on the sidelines/dugouts. Additional supplies maintained within school nurses' office. AED and various supplies also located in the office.

### **Roles of First Responders:** (if ambulance is on-site, then communicating with EMS personnel)

- Immediate care of the injured or ill student athlete
- Activate emergency medical system (EMS)
  - call **9-911** (from land line), **911** (from cell phone)
  - (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
- Emergency equipment retrieval
- Direct EMS to the scene
  - a. open appropriate gates (entering the access road beside the stadium)
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area



# PHS EAP Map for the Softball & Tennis Complex

## PHS EMERGENCY ACTION PLAN MAP FOR THE SOFTBALL & TENNIS COMPLEX

