



# *St Anthony Junior Senior High School*

## **2011 - 2012 Athletic Department Procedures**

*STRENGTH  
IN  
UNITY*



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## **Our Mission**

St Anthony Junior-Senior High School encourages its students in a community animated by a love of learning, enriched by a diversity of backgrounds and perspectives, and guided by the Marianist tradition. The intent of our athletic program is to promote the development of the student's potential and to provide an understanding of the benefits of discipline, training, teamwork, commitment, and respect for authority and rules.

Parents and school personnel must join forces to promote a common value system that develops the character in young athletes our society so desperately seeks. Parents, coaches, teachers and school administrators must communicate their expectations with one another in order to present a united front that expects of young athletes nothing less than exemplary personal and social behavior. Emphasizing the promotion of these common core values will help our student-athletes instill a higher level of expectation in all aspects of life.

## **Athletic Department Philosophy**

Athletics is an important aspect to education that Saint Anthony School utilizes to help young men and women develop into responsible adults. As a school in the Marianist tradition, we build on and use the insights of Father William Joseph Chaminade to foster an atmosphere that challenges our young men and women to move beyond what they may perceive to be their limitations.

Winning is an objective but not an end to itself. The desire to win and the preparation to win can be used as powerful tool to teach and incorporate important values into the development of young people. The following are the Characteristics of Marianist Education that are used as a guide to determine and explain the various duties of a coach at Saint Anthony School in our continued effort to develop the complete Christian student-athlete.

## **Goals of the St. Anthony Jr. Sr. High School Athletic Program**

The primary goal of the Athletic Program is to develop the physical skills of the athlete to a high degree of strength, endurance and coordination. The program should provide the opportunity to participate in a coordinated plan of physical conditioning; well-structured, supervised practices; and learning proper dietary habits.

The program should develop in the athlete certain traits of character; self control, self-discipline, self-confidence, tolerance, patience, perseverance, responsibility, and a cooperative spirit.

Because of the competitive world of athletics, the athlete must endure mental and physical pains in silence and learn to control his/her emotional outburst and tendencies toward impulsive actions. He/she must work cooperatively toward a common goal as a member of a team. If the group is to achieve success, the athlete must meet his/her responsibility, win or lose together, and accept the weaknesses and shortcomings of others. The athlete must learn to judge the worth of his/her teammates and opponents only by their behavior and their contributions to their respective teams.

## **Characteristics of Marianist Education and Athletics**

The Saint Anthony Athletic Department, in working with its athletes, strives to develop vigor, strength, endurance, vitality, coordination, and resourcefulness. Student athletes are encouraged to develop the quality of courage and the ability to think under duress, making quick and proper decisions. The individual should develop his/her athletic skills to the maximum degree along with the sense of responsibility and respect for the school, the team, the coach, and him/herself. Good sportsmanship, fair play, self-discipline, and personal sacrifice should be used to attain his/her goals for the benefit of the team. To help achieve these goals, the Saint Anthony Athletic Department must emphasize the importance of the Marianist traditions and uphold these characteristics with sincere conviction.

### **Education for the Formation of Faith**

#### **Saint Anthony coaches should:**

1. Encourage and incorporate prayer into the daily routines of their practices and games. Each home contest should begin with a prayer where appropriate.
2. Demonstrate how virtue is practiced in sport by establishing expectations of accountability, hard work, and unselfishness. This includes the establishment and enforcement of fair and consistent team rules that require accountability of the athlete and has the expectation of responsibility to his/her team.
3. Stimulate the development of personal values by encouraging and supporting participation of the athlete in the religious and service activities of the school, the parish, and the community.
4. Develop in the athlete the ability to be inner-directed by developing confidence of the athlete in his/her conscience to guide him to make good decisions.
5. Be positive and help develop their confidence by making sure each athlete knows and understands his/her role on the team.

### **Provide an Integral Quality Education**

#### **Saint Anthony coaches should:**

1. Create a positive learning atmosphere by recognizing outstanding performance, achievements, and significant improvements by the athlete.
2. Teach time-management skills by helping athletes understand and fulfill their responsibilities to the team, while balancing their responsibility to other sports, academics, family life, and outside activities.
3. Develop ownership of team goals by soliciting input from the athletes, both when establishing team goals and evaluating them during the season
4. Praise loudly, criticize softly
5. Be committed to a philosophy of positive reinforcement. Athletes **will not** be subjected to verbal abuse or derogatory remarks.
6. Help the athletic administration provide the best possible coaching for their sport by assisting in the training and supervision of assistant coaches and volunteers.
7. Help the athletic administration provide safe experiences by constantly evaluating the condition of equipment and facilities and by reporting unsafe situations to the athletic administration.
8. **Encourage, monitor, and support the athletes' academic performances.**

## **Educate for Adaptation and Change**

### **Saint Anthony coaches should:**

1. Educate the athletes to accept and respect differences in our pluralistic society by modeling acceptance of differences in the characteristics of others.
2. Encourage the appreciation of others by creating situations in practices where homogenous groups are broken up and athletes who normally do not work together have the opportunity to do so.
3. Be aware of “cliques” on the team and address situations immediately
4. Educate self and coaching staff to the latest coaching techniques and strategies of the sport. Encourage continued education and training in sport.
5. Handle both wins and losses with humility. Teach the athlete to accept and deal appropriately with special victories and difficult losses.

## **Educate in Family Spirit**

### **Saint Anthony coaches should:**

1. Foster a diverse coaching staff and team and encourage athletes to understand their own distinctive talents and heritage so that they can better appreciate those of others.
2. Never tolerate athletes making fun of any other person, but instead expect and demand respect and appreciation of each individual.
3. Emphasize family and social awareness
4. Create a cooperative atmosphere by giving each team member a responsibility
5. Constantly talk about unity and the importance of each player fulfilling his/her responsibility and role on the team.
6. Encourage athletes to support each other in practices and games. **DO NOT** tolerate hazing, public arguments, secrets, or any other activity that would detract from developing the family spirit.
7. Publicly recognize the contribution of parents, volunteer, custodial personnel, or anyone else who provides support for your program. Make sure student-athletes know and appreciate their contribution.
8. Handle all individual disagreements confidentially and always respect the privacy of each individual
9. Develop trust by soliciting input from athletes during the season and especially at the end of the year.

## **Educate for Service, Justice, and Peace**

### **Saint Anthony coaches should:**

1. Demonstrate and expect respect for the individual personality and the rights of others. Athletes should address coaches and adults appropriately, as well as address each other respectfully at all times.
2. Refuse to tolerate hazing at all times
3. Model and expect appropriate language and conversation at all times. Demonstrate respect for others with immediate consequences for cursing or other inappropriate conversation.
4. Expect and demand fair play and good sportsmanship with respect for rules, officials, opponents, and spectators. A team is a reflection of the coach.
5. Facilitate team leadership through service to the team

## **Communication Procedures**

Cooperation among coaches, athletes, parents, and school personnel is essential if students are to realize the values of athletic participation. By establishing an understanding of each other's position, we are better able to appreciate the actions of the other and provide the greatest benefit to our young student-athletes. As parents, when your child becomes involved in our program, you have the right to know what expectations have been placed upon you and your child. In order to ensure a positive experience for all, clear communication between the Athletic Department, the coaches, and the parents is of utmost importance.

All Coaching Staff and Departmental officials will be expected to adhere to the:

### **Health Insurance Portability and Accountability Act of 1996 ("HIPAA")**

These federal privacy standards that protect patient's medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed.

The Privacy Rule standards address the use and disclosure of individuals' health information—called "protected health information" by organizations subject to the Privacy Rule — called "covered entities," as well as standards for individuals' privacy rights to understand and control how their health information is used.

The U.S. Department of Health and Human Services ("HHS") in conjunction with the Office for Civil Rights ("OCR") has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and **civil money penalties**.

#### **Appropriate Communication Concerns**

- Coaching Philosophy
- Expectations put upon your child
- Athletic schedule (times and sites)
- Team requirements
- Injury procedures
- Disciplinary guidelines
- Treatment of your child mentally and physically
- Possibilities for improvement
- Your child's behavioral concern

#### **Inappropriate Communication Concerns**

- Team strategy
  - Play calling
  - Other athletes playing abilities
  - Playing time
- (Understandably this can be a very sensitive issue. A more productive way to approach this situation can be tied into possible areas of improvement your child may focus on.)

In turn, there are a few things as an athletic department, we feel should be expected from the parent in order to facilitate the overall athletic experience.

- Concern's expressed directly to the coach with your son's knowledge
- Notification of any schedule conflicts **well in advance**
- Any special concerns in regards to either a sport or departmental philosophy

### **Communication Guidelines (Chain of Command)**

In order to maintain a healthy and productive atmosphere free of negativity, the proper steps should be maintained. If you or your child has any appropriate questions or concerns, we encourage following these guidelines set forth for your information.

**Step 1 -** Encourage your child to talk candidly with their coach expressing his/her questions and concerns at a time convenient to both your child and their coach.

**Step 2 -** If, as a parent, you still have questions or concerns, you should contact the coach personally and arrange a convenient time to talk.

**Step 3 -** The final step, if concerns are still not resolved, is to contact the athletic administration and discuss the circumstances to determine any appropriate actions to rectify the situation.

## **Requirements for Participation**

All students representing St. Anthony Jr. Sr. High School in interscholastic activities must meet all the requirements and eligibility provisions set forth by the St. Anthony Jr. Sr. High School, Maui Interscholastic League (MIL), and the Hawaii High School Athletic Association (HHSAA).

### ***Eligibility Requirements***

St Anthony Jr/Sr High School is committed to the promotion of high academic achievement. Students participating in co-curricular activities must have at least an overall 2.0 grade point average (GPA) and be passing in courses required for graduation. For GPA eligibility purposes, electives are not considered required courses as long as the student has the opportunity within his/her remaining high school career to complete the six electives needed for graduation requirements. "Participation," as used in this policy, does not include participation in rehearsals, practices, or tryouts. Activities which are essential and integral in any particular course are not affected by this policy.

If a student does not academically meet all eligibility requirements, then the academic review status (Probation) guidelines must be followed for affected student.

Any student receiving an unsatisfactory grade (59% - F or below) who is not currently on Academic Review Status, will be required to complete weekly grade checks and will be deemed ineligible until any and all unsatisfactory grades have been improved to a passing grade.

### ***Academic Review Requirements***

Once a student is placed on academic review (probation), the requirements are as follows:

- Parental signature of the Academic Review Declaration form
- Study hall attendance becomes mandatory and weekly grade checks will be completed by Athletic Department personnel.
- At each designated grade check point, students on academic review status who meet the participation requirements, become eligible to participate until the next grade check point.
- There is no limit as to how long a student may remain on academic review status.

**Failure to adhere to all grade check policies and consequences may result in removal from all athletic participation for 1 calendar year.**

Academic status of student-athletes will be addressed through the athletic department and its administration (Athletic Director, Assistant Athletic Directors, Athletic Academic Counselor, & Academic Dean).

## **Behavioral Expectations**

An athlete representing St. Anthony Jr. Sr. High School must exhibit exemplary behavior at all times. Inappropriate behavior will be handled through the normal school disciplinary procedures.

- Any student who is found to be in possession of a dangerous weapon, switchblade knife, intoxicating liquor, or illicit drugs while attending school (including school sponsored activities), may be excluded from attending school and school related activities.
- Any student who is found to be in possession of a firearm while attending school shall be excluded from attending school and all school related functions. If the student is an athlete, he/she is also suspended from participating in any athletic program indefinitely.

- Any athlete who indulges in drinking alcoholic beverages (or has possession of), drug use (or possession of), possession of drug paraphernalia, stealing or gambling will be immediately suspended from the team.
- The Coach, Principal, Athletic Director, and Assistant Athletic Director(s) will review each case individually. Possible sanctions include, but are not limited to: denial of athletic trips, suspension or expulsion from the team, and a ban from further participation in athletics at St. Anthony Jr., Sr. High School.
- An athlete caught smoking/chewing tobacco or fighting will miss a week (7 calendar days) of participation (practices and games; must include at least one athletic event). On the second offense, he/she will be dropped from the team.
- Any athlete who is suspended from school or is ejected from any athletic event will be placed on probation and will be ineligible to participate (practice and games; must include at least one athletic event) for 1 week (7 calendar days). On the second suspension or ejection, he/she will be dropped from the team.
- An athlete dropped from a team for any reason of these infractions, may become a member of another sport's team in a later sport season. However, he/she will be dropped from that team for any violation of the prior named infractions on the first offense, not the second.
- Any athlete who is absent for one full day of school for any reason shall be ineligible to play or practice that day. An athlete who is absent for a maximum of half the school day will be eligible to participate or practice that day only after being cleared for participation by a physician. A parent's note will not be sufficient in this regard. Extenuating circumstances may alter this rule at the discretion of the Athletic Director, Athletic Trainer, or physician.

These rules will apply to all sports and shall supersede rules of a similar nature for individual sports. In addition, each coach is encouraged to prepare in writing, rules for his/her respective sport.

All decisions may be appealed to the Principal and or Athletic Director. Any circumstances not covered by the above rules and regulations will be left to the discretion of the Principal and or Athletic Director.

### **Parent Expectations**

Being a spectator at a St. Anthony Junior - Senior High School sporting event is a "privilege." Spectators are expected to contribute positively to the educational experiences of our athletes. **Spectators will be held accountable for their behavior.** St. Anthony Junior - Senior High School reserves the right to remove spectators from sporting events who are not behaving within the spirit and philosophies of St. Anthony Junior - Senior High School.

Parents whose behavior has been deemed unacceptable, will be required to complete an online sportsmanship workshop, at his/her own expense and must produce the certificate of completion before being allowed at any athletic event or function. Non-compliance will directly affect your child's participation.

### **Training and Practice**

An athlete who is mentally alert and physically fit will be capable of performing to the best of his/her ability. Being physically fit will also lessen his/her chances of being injured. Therefore, an athlete at St. Anthony Jr. Sr. High School is expected to follow a strict training program, eat a proper diet, and get enough sleep and not abuse his/her body by consuming alcohol and drugs and smoking.

Jewelry such as rings, ear rings, nose rings, body rings, bracelets, necklaces, etc. are not permitted during practices and games. Besides being inappropriate, they also present a safety hazard for the individual as well as to the other players.

An athlete is responsible for attending all practices and games. He/she is responsible for informing the coach if he/she is unable to attend a practice or game for a legitimate reason. Missing a practice or game without first notifying the coach may result in suspension from participation. If the athlete continually misses practices and or games, he/she may be dropped from the team. Coaches are responsible for informing athletes and parents of practice schedules and games.

### **Release Time**

Because of the nature of athletics and the travel involved, it is often necessary for athletes to be released from class. This in no way releases the athletes from any academic responsibility. Athletes are expected to respectfully notify the teachers in advance of their release time, leave class only at the time announced by the Athletic Director, and sign themselves out in the front office. Early dismissal due to athletic events does not exempt a student from turning in assignments or completing assigned quizzes or examinations by the predetermined due date. If student-athletes demonstrate an inability to perform these functions, athletic privileges may be curtailed or revoked.

### **Dress Code**

The appearance of our athletes should be exemplary when present at any athletic event. When the team does not travel to their game in uniform; normal school uniform is in effect. Coaches may require special standards of travel dress for their athletes such as jackets and ties, travel sweats, game day polo, etc. On the field of play, athletes are expected to maintain a neat and uniform appearance consistent with principles of team unity and commitment. (i.e. shirts tucked in, uniform worn in the manner intended, etc.)

### **Completion of Season**

Any athlete, who quits the team after the official MIL eligibility list has been submitted:

- Will receive a formal letter, signed by Athletic Director, verifying athlete's decision
- Will not play in another sport for one calendar year.
- Will understand that all decisions will be at the discretion of the Athletic Director and are deemed **FINAL**.

### **Other Obligations**

In addition to the academic and behavioral requirements, an athlete is responsible to his/her teammates and his/her coaches. Not fulfilling team rules and the coach's expectations may result in the athlete being dropped from the team. The athlete must also be responsible for the equipment and uniform issued to him/her and must fulfill all financial obligations, and return all equipment and uniforms before he/she can tryout for another sport or receive a letter.

## **Medical and Parental Consent Forms**

No athlete will be eligible (including tryouts and practices) to represent St. Anthony Jr. Sr. High School unless there is on file with the Athletic Director, a signed medical doctor's statement for the current school year certifying that the athlete has passed a physical examination and is fully able to compete in activities listed on the form. Additionally, no student will be eligible without a signed parental consent form which will allow any qualified person to administer first aid to any student as a result of injury or accident which may happen while participating in any athletic activity.

## **Insurance**

All athletes are required to have medical insurance prior to team tryouts in order to participate in any sport. Those athletes who are covered by family policies must so indicate on the medical and parental consent form, including name of insurance carrier, policy number, and policy holder's name. Any athlete who participates in contact sports; football, wrestling and soccer is advised to purchase the interscholastic sports insurance offered by Ace American life insurance company.

## **Athletic Awards**

Athletic awards are issued to athletes who meet the requirements set forth by the St. Anthony Jr., Sr. High School Athletic Program. For most of the awards the following general criteria will apply:

1. Regular attendance and participation in school and in athletics
2. Academic standing
3. Meet responsibilities and requirements set by the coach

The following athletic awards are granted:

1. Letters - Athletes meeting the criteria established shall be awarded a Varsity letter in each sport after the successful completion of their first Varsity season. Bars shall be awarded for each additional year of participation.
2. Trojan Award - A prestigious award will be presented to a deserving athlete in each varsity sport. Outstanding contribution to the team and sport; Outstanding attitude; and be in good academic standing. Voted on by the team and coaches.
3. Scholar Athletes. A male and female varsity athlete maintaining a high accumulated GPA (Grade Point Average). Must be a junior or senior. Voted on by all coaches.
4. Player of the year. This honor is bestowed upon the two athletes, male and female, who are recognized for: a) outstanding contribution and leadership to his/her sport; b) be in good academic standing (2.0 GPA) all year with no disciplinary action, and c) be a junior and senior. Voted on by all coaches.

## **Maui Inter-scholastic League (MIL) Eligibility Requirements**

1. **Residence:** The participant must be a bona-fide student of St. Anthony Jr. Sr. High School; must reside in the school attendance.
2. **Age Limit:** No student shall be eligible to participate in MIL activities who have reached nineteen years of age prior to the first day of the school year in which such participation is intended.
3. **Enrollment:** a student is eligible for fall sports if he/she is officially enrolled and undergoing instruction within 18 calendar days after the opening of the school year. This rule does not apply to out-of-state transfers. For events occurring later in the school year, the student must have been in school and undergoing instruction for at least 30 days prior to the first sport event.
4. **Scholarship:** Students participating in co-curricular activities must have at least an over-all grade point average (GPA) of 2.0 and be passing in courses required for graduation. The grades used to determine the GPA for eligibility shall be year grades, semester grades (if not year course) or quarter grades when no year or semester grades are available. Eligibility shall be determined on a quarterly basis two weeks (second Friday) after the end of a quarter.
5. **Academic Review:** (Probation) a student deemed ineligible shall be granted academic review status. While on academic review status (ARS) a student should attend tryouts and practices but not participate in any formal activities/events. A student on ARS may not play in preseason or season contests. A student's ARS period begins on the date of declaration (ARS Declaration Form). ARS grade checks will commence on the second Friday of each new quarter, and continue every two weeks until the next quarter/semester grades are distributed. At each designated grade check point students who meet the participation requirements (2.0 minimum GPA and no grade check failures in a course required for graduation) become eligible to participate until the next grade check point. This process continues throughout the period of the activity until eligibility is determined by the next quarter's grades. While a student is on ARS, the student, parents, and school officials should work together to provide support services (Study Hall, Tutorial help, etc.). A student loses his/her eligible immediately if he/she does not fulfill obligations outlined by the academic review requirements.
6. **Participation:** A student shall compete in interscholastic competition for only four successive school years from the date of original ninth grade enrollment.
  - Participation in Junior Varsity sports should be limited to students in grades 9 and 10. However, eleventh graders are eligible, but should be used more as an exception to the rule.
  - A player who is a member of the school's Varsity team shall not participate in the Junior Varsity team in the same year.
  - A player who is a member of the school's Junior Varsity team may be transferred to the Varsity team at the discretion of the varsity head coach.
  - No athlete may participate on an MIL team if the student plays concurrently in another organized league or an organized team in the same sport with the exception of golf and tennis, or unless it is first cleared with the MIL.
  - There shall be no limitation as to the number of sports a student may participate in.
    - A. Where there is a conflict, the sport in progress has priority.
    - B. Where two major sports overlap, the major sport starting first according to the MIL schedule has priority.
  - Participants may not take part in intramural sports without the consent of his/her coach.
  - Students who are on an MIL team will practice only with the school team on the days during which the school team practices, except with the permission of the school principal.
7. **Amateur Standing:** A student is ineligible if he/she has lost his/her amateur standing.
  - A. A student has lost his/her amateur standing if he/she has accepted remuneration, gift or donation, directly or indirectly, for participating in an athletic contest or the student has participated under an assumed name or the student has entered into a playing contract with a professional club or agent. Reference to gift or donation is not intended to preclude the acceptance of medal or pin.
  - B. High school athletes may be allowed to participate with professional athletes provided that HHSAA regulations on awards and remunerations are adhered to.
8. **Athletic teams are made up of boys and/or girls:** Girls may, at the discretion of a member school, participate with boys if there is no girls' state tournament in that sport.
9. **Hawaii High School Athletic Association Transfer Rule**

### **GENERAL RULE:**

If a student participates in any athletic event(s) at one school and directly or indirectly transfers to another school on the same island within twelve (12) months from such participation, the student shall not be eligible to compete in any athletic event(s) in the same sport(s) ("Same Sport") for a period of twelve (12) consecutive months from the date

of such transfer. The student may compete in any other athletic events (other than the Same Sport) during the twelve (12) consecutive months from the date of the transfer.

**EXCEPTIONS TO GENERAL RULE:**

- a. Change of Island
- b. Out of State
- c. Home Public School
- d. Change of Residence
- e. Transfer to Private School
- f. Private Original School to New Private School
- g. Transfer to New GE Public School
- h. No Participation at Other Schools
- i. Return to Private Original School

**Athletic Administration**

The Athletic Administration reserves the right to make the final decision in all situations pertaining to the St. Anthony Jr. Sr. High School Athletic Program.

**SAS Training Room**  
**Policies and Procedures**

**Coaches:**

- Athletes will not be allowed to practice until their emergency card and physical is turned in to me.
- Copies of every athlete's emergency card will be given to you the first day of practice.
- Please submit a complete roster to me so I may provide you with proper emergency cards and contact information.
- Each team will be supplied with a basic first aid kit. This is to be made available during practices when I may not be on site. You are responsible for letting me know when supplies need replenished.
- If you are traveling and I will not be with you, I will provide you with a travel kit, you are responsible for its return to St. Anthony.
- Prior to the start of your season, you will all need to read and sign a copy of the new Emergency Action Plan created for St. Anthony High School.
- Any supplies, ice, water or Gatorade requests, just ask! I'm happy to provide you with anything I have access to.
- Please get me a copy of your practice and event schedule. If I don't know about it, I can't cover it! Also please inform me when times or locations have been changed or events cancelled.
- I look forward to working with you this season to provide a safe and healthy experience for the athletes! Please notify me of any injuries I may not have seen or been told about. Any questions or concerns feel free to stop by the Training Room or call me at 244-4190 ext. 229.

**Parents:**

- Your child will not be allowed to practice until he/she has turned in a copy of their physical and emergency card.
- If your child is seen by a physician, I must see a note prior to their return to practice or competition.

- I will contact you should any situation of concern arise with your student athlete. Likewise if you have any questions or concerns, please feel free to contact me either by stopping by the Training Room or calling me at 244-4190 ext. 229.

**Student Athletes:**

- All athletes **MUST** have a physical and Emergency Card turned in to me prior to stepping on the practice field/court/mat on day one. You will not be able to practice until this is turned in.
- If you see a doctor, I must see a note prior to your return to activity.
- Please notify me of anything that may be wrong, it is my job to help you and that is what I enjoy doing.
- Athletic injuries can be treated during recess, lunch and after school. It is not ok to leave class to see me regarding an athletic related injury.
- Please abide by the rules of the Training Room.
- Work hard, have fun and don't be afraid to see me about an injury, it is my goal to return you to play as quickly and as safely as possible!

**Training Room Rules:**

- Respect yourself, respect others
- Sign- In
- Leave food, cell phones and shoes out side of the training room
- Ask permission before using Training Room supplies, no self treatment!
- Clean up after yourself

**Coverage Policy:**

Unfortunately I can not cover every practice and event every day. Athletic training coverage follows this priority:

1. Collision Sports: Football and Soccer
2. Contact Sports: Wrestling, Basketball, Baseball, Judo, Volleyball and Cheerleading
3. Non-Contact: Track & Field, Cross Country, Paddling, Tennis, Golf and Swimming

By season priority is as follows:

1. Fall
  - Football
  - Volleyball
  - Cross Country
  - Bowling
2. Winter
  - Wrestling
  - Basketball
  - Soccer
  - Swimming
  - Paddling
3. Spring
  - Baseball
  - Basketball
  - Track & Field
  - Tennis
  - Golf

# **Emergency Action Plan**

## ***Introduction***

An emergency situation is an unexpected and sudden event that must be dealt with urgently. In the athletic arena, a medical emergency is an unfortunate consequence. However when an emergency does occur, it is vital that the situation be handled as timely and as professionally as possible to ensure the best possible outcome for the involved athlete. The following material has been drafted specifically for the athletic department at St. Anthony Jr. Sr. High School in Wailuku, Hawaii. Following, please find guidelines that must be followed in the event of an emergency at an athletic event, be it a game or practice. Please familiarize yourself and your coaching staff with the necessary actions taken pertaining to the sport coached. Variations of this plan may be necessary due to unspecified or unforeseen circumstances; these actions will be discussed following the emergency situation.

## ***Emergency Personnel***

Chain of Command:

- Team Physician (if present)
- Certified Athletic Trainer
- Coaching Staff
- Athletic Director/ Administrator in charge

If the individual listed above the present individual is not in attendance, the next listed person shall step up in role.

A certified athletic trainer (ATC) will be on site for all home events in order of risk.

## ***Emergency Communication***

- In the event Emergency Medical Services (EMS) needs to be activated, an individual shall be appointed to call **911!**
- If calling from any land line at St. Anthony, in the office, from a classroom or in the Athletic Training room, press **9-911**.
- If the emergency occurs at practice and an ATC is not present, you must notify him/her following activation of EMS.  
Office phone: **244-4190 ext. 229**  
Cell phone: **603-493-0359**
- Parents must be notified of any emergency situation involving their child. This is the responsibility of the Head Coach. Coaches have been provided with emergency contact numbers of their athletes.

## ***Emergency Equipment***

If ATC is present the following emergency equipment will be available:

- Football Practice: medical kit, crutch bag, vacuum splint bag
- Football Game: medical kit, crutch bag, vacuum splint bag, AED
- All other practices: medical kit
- Soccer, Basketball, Baseball, Track events: medical kit, crutch bag, vacuum splint bag
- Volleyball, Softball, Tennis events: medical kit, crutch bag
- Paddling, Swimming events: medical kit

An AED is located in the main office of St. Anthony High School, in the library, in the Athletic Training Room, at War Memorial Gym and at War Memorial Stadium. The AED located in the Athletic Training Room will travel with the Athletic Trainer to various events.

## *Roles of Emergency Care Team Members*

- The first and most qualified person on the scene provides an evaluation and immediate care/stabilization for the injured athlete. This individual becomes the head responder until EMS arrives.
- The head responder will designate an individual to activate EMS and another to direct the ambulance

### **Call Procedures:**

- Identify yourself
- Give the location and phone number of where you are calling from
- Tell the number and condition of injured athlete(s)
- Explain the first-aid already initiated and in progress
- Give specific directions to venue location and entrance
- BE THE LAST TO HANG UP!
- A fourth individual will be sent to retrieve appropriate medical equipment if necessary
- The Athletic Director, Head Coach or Administrator in charge will be responsible for crowd control. No other athletes or individuals from the stands should be around the injured athlete or in the path of EMS once they arrive.
- The athlete must be accompanied to the hospital if parent or guardian is not present. If another ATC is present at the event, the ATC will go, if not, this will be the responsibility of an Assistant Coach. The emergency buff card must go with the athlete.
- The Head Coach needs to contact the parent(s) of the involved athlete with information regarding the known status of the athlete and the location he/she will be transported to.

## *Venues and Directions*

- **St. Anthony High School** – 1618 Lower Main St.  
**Athletic Training Room/ Weight Room** – Enter off of Mill St. Enter at the St. Anthony Thrift Store on left. Proceed to back right corner of parking lot, ambulance can pull up to doors.  
**Football/ Soccer Practice Field** – Entrance off of Lower Main St. Continue past the main entrance to the school, in the middle of the fence on right will be an open entrance, ambulance can enter field through open gates.  
**Basketball/Volleyball Court/Batting Cages**. Entrance off of Lower Main St. Continue past the main entrance to the school, in the middle of the fence on right will be an open entrance, ambulance can enter field to cross and get to basketball courts or batting cage  
**Wrestling Room** – located in the Trojan Café, Marian Hall, to the right of the Church Circle. Entrance off of Lower Main St. Enter through main school entrance, continue to the back right corner just before the one way exit.
- **War Memorial Stadium** – Football games, Soccer games, Cross Country practice, Track practice and meets. Located in the War Memorial Complex at the corner of Kahumanu and Kanaloa Entrance to the complex from the hospital will be the last entrance in to the stadium parking lot on the left, nearest the baseball stadium. Gates will be open for the ambulance to enter into the stadium.
- **Wailuku Gym** – Volleyball and Basketball practice. Located on Market St. Head West on Kamehameha, take a left after the bridge on Kinipopo, right on Wells and first left on Market. Park outside first building on left.
- **War Memorial Gym** – Volleyball practice, Basketball practice and games, Soccer practice. Located in the War Memorial Complex at the corner of Kahumanu and Kanaloa. When coming from the hospital ambulance will enter Halia St. on left. The gym will be at the base of the hill on right. Caller must instruct the emergency operator as to enter in the front, back or side of the gym.
- **Hawaiian Canoe Club** – Paddling practice. From Kahumanu Ave heading east take the first left after Lono Ave in to the parking lot of Hawaiian and Na Kai Ewalu Canoe Clubs. The Hawaiian hale is the first building as you enter.

- **Maehara Stadium** – Baseball practice and games. Located in the far corner of War Memorial complex parking lot. From Kanaloa enter last parking lot on left. Gates will be open for ambulance to enter.
- **War Memorial Courts** – Tennis practice and matches. Located between War Memorial Gym and War Memorial Stadium. Enter first parking lot entrance off Kanaloa, head to the back left, keeping the stadium on the right and throwing pits on the left.

**Regardless of location and venue, an individual(s) will be positioned outside of the venue to direct the ambulance!**

### ***Lightning Emergency Plan***

- The Athletic Trainer or Head Coach will monitor and be aware of weather conditions
- Be aware of “watches” and “warnings” issued by the local or national weather services. A “watch” indicates favorable conditions for severe weather to develop in the area. A “warning” means severe weather has been reported in the surrounding area and precautions need to be taken.
- Be aware of how close lightning is occurring. Use the Flash to Bang method to detect proximity of storm. From the time a flash is seen, count the seconds until a bang is heard. Divide this number by five, giving you the distance away in miles the storm actually is. If the count is 30 seconds or under (six miles away or less), all individuals must be moved to safety. To resume activity, 30 minutes must have passed following the last flash of lightning or bang of thunder.

### ***AED Protocol***

The Heartstart Automated External Defibrillator is intended for patients in cardiopulmonary arrest. Prior to use it must be determined that the patient is:

- Unconscious
- With out pulse and
- Not breathing

To prepare for use:

- Bring the Heartstart AED to the patient
- Verify the patient is in cardiac arrest (unconscious, with out pulse and not breathing)
- Open AED lid
- Remove quick reference guide for instruction
- Pull green handle
- Follow voice commands
- Prepare patient for electrode placement
- Continue to follow voice command, unit will advise if shock is necessary

**If an AED is deemed necessary, EMS should have already been activated!**