

# Coaches Meeting

## 1. Physical Packets

- a. No paperwork = NO Practice
- b. **Do Not** accept any physical paperwork from any athlete. All athletes must report directly to the training room with all physical paperwork. You will be notified if they are cleared to play with a note or phone call.
- c. **24 Hour Rule** any paperwork turned in the first day of practice or later will take 24 hours to process, so athlete will not be cleared for practice the day they turn their paperwork in.

## 2. Emergency Info

- a. Copy of emergency/medical information will be distributed before your first scrimmage
- b. Coaches emergency forms...please hand in ASAP.

## 3. Water/Medical kit

- a. All athletes should have **UNLIMITED** access to water.
- b. Please assign your athletes to fill water and ice for practices and games
- c. Water cooler, and Medical kit will be assigned to each team and displayed on the white board in the athletic training room.
- d. Athletes must bring own water bottle until further notice, no bottle no practice!!!
- e. Please have your med kit with you at every practice and game.
- f. Please have athletes empty water coolers before returning them to Athletic Training Room
- g. Med kit is not a trash can, please keep it clean
- h. If med kit is running low on supplies, bring it to us to be refilled.

## 4. Doctor's Notes

- a. ANYTIME an athlete sees a doctor... they **MUST** have a note stating that they can return to play. This is for legal reasons!!! Please stress this at your parents meeting.
- b. If you become aware of an injury, whether it happened at school or away from school, please report all injuries to the athletic trainers ASAP.
- c. **Notes are to be given directly to the athletic trainer**... not to a coach. If you want a copy for your records, please ask and we will provide you with a copy.
- d. Team physician: Commonwealth Orthopaedic Associates.

## 5. Concussion

- a. Please be smart about reporting possible concussions. Telling an athlete who comes to you with a headache or other symptoms that they will be fine to finish practice or a game can have serious effects. **Please be smart.**
- b. Once cleared by Physician...5 day return to play with Athletic Trainers (State Mandated, School Policy)

## 6. ImPACT

- a. Please be sure to get a copy of your final roster to us ASAP so we can plan a date to ImPACT test those athletes who have not been tested previously
- b. Link will be sent to athletes to take on their own

## 7. Injuries/Treatments

- a. All athletes must be in the training room at least 20 minutes before practice/game
- b. First come first serve

- c. All new injuries must wait until all practicing athletes are out of the training room and at practice, do not expect to have newly injured athletes at practice that day.
- d. All injuries must be reported immediately.

#### **8. Hygiene**

- a. Attached you will find information on helping your athletes maintain good hygiene while participating in athletics
- b. If you as the coach notice anything please send directly to the athletic training room and do not allow them to practice or come in contact with another athlete.

#### **9. Asthma**

- a. Athletes **MUST** have their inhaler at every practice and game. Have them show it to you everyday... having the inhaler in the locker room is NOT acceptable.
- b. If an athlete has to use their inhaler 2 times in a game or practice they are no longer allowed to participate and should be referred to the athletic training staff.

#### **10. Practice**

- a. If you cancel or change practice, especially on a weekend, **PLEASE CALL US AND LET US KNOW ASAP!!!!** Please do not make us show up for a cancelled practice. If you forget to tell us about a cancelled practice we may “forget” to show up for another practice or game
- b. **24 Hour Rule** if you do not let us know at least 24 hours ahead of time of a practice change, we may not be available to cover practice.
  - i. Dan: 484-955-9319 or [kropfd@muhlsdk12.net](mailto:kropfd@muhlsdk12.net)
  - ii. Ashley: 484-955-9296 or [caream@muhlsdk12.net](mailto:caream@muhlsdk12.net)

#### **11. Emergency Action Plan**

- a. EAP is attached and is venue specific. Please keep this with you at all practices and games.

#### **12. Parents Meetings**

- a. Please notify us when your parent meetings will be held, if possible, we would like to be there.

**Thanks for your cooperation in these matters... here's to a great season.**

Dan Kropf, LAT, ATC, MS, PES

Ashley Care LAT, ATC, MS

Head Athletic Trainer

Assistant Athletic Trainer

# Muhlenberg Athletic Venues (OUTDOOR EVENTS)

<p><b>7</b>      <b>STADIUM (Football/Track)</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Entrance off of Kent Ave</li> <li>• Entrance behind high school</li> <li>• Entrance by high school baseball</li> </ul>	<p><b>11</b>      <b>MHS BOYS/GIRLS SOCCER STADIUM</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Entrance by high school baseball stadium/middle school</li> </ul>	<p><b>8/9</b>      <b>MHS VARSITY/JV SOFTBALL STADIUM</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Entrance by high school baseball field/middle school</li> </ul>
<p><b>12</b>      <b>MHS BASEBALL STADIUM</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Stadium entrance by baseball field</li> <li>•</li> </ul>	<p><b>14</b>      <b>MHS FIELD HOCKEY FIELD</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Stadium entrance behind high school</li> <li>• Stadium entrance off of Kent Ave</li> <li>• Stadium entrance by high school baseball field</li> </ul>	<p><b>10</b>      <b>TENNIS COURTS</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Entrance off of Sharp Ave next to high school</li> </ul>
<p><b>6</b>      <b>JUNIOR HIGH BASEBALL FIELD</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Entrance off of Sharp Ave next to high school</li> </ul>	<p><b>2/4</b>      <b>JUNIOR HIGH SOFTBALL FIELDS (2)</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Room</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Road leading to back of high school</li> </ul>	<p><b>1/3</b>      <b>JUNIOR HIGH FOOTBALL FIELD/MHS PRACTICE FIELD</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Room</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Road leading to back of high school</li> </ul>
<p><b>5</b>      <b>JUNIOR HIGH FIELD HOCKEY FIELD</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit during an athletic event only</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Off of sharp ave next to high school</li> </ul>	<p><b>JIM DIETRICH PARK</b> (Junior high boys and girls soccer)</p> <ul style="list-style-type: none"> <li>• Coaches mobile cell phone</li> <li>• No AED on site</li> </ul> <p>Jim Dietrich Park Address: 4899 Stoudts Ferry Bridge Rd Reading, PA 19605</p>	<p><b>CROSS COUNTRY MHS+JUNIOR HIGH</b></p> <ul style="list-style-type: none"> <li>• High school/middle school campus</li> <li>• Refer to map of course</li> </ul>

## Muhlenberg Athletic Venues (INDOOR EVENTS)

<p><b>16 MIDDLE SCHOOL GYMNASIUM</b> Junior High Boys &amp; Girls Basketball, Cheerleading, Girls Volleyball</p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• High School Main Office</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit</li> <li>• Lobby outside of gymnasium</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Gymnasium lobby entrance</li> </ul>	<p><b>17 MHS AUXILLARY GYM HIGH SCHOOL WRESTLING</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• High School Main Office</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit</li> <li>• Hallway by auditorium</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• High school main entrance</li> <li>• Main back entrance of high school</li> </ul>	<p><b>17 MHS UPSTAIRS AUXILLARY GYM HIGH SCHOOL CHEERLEADING</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• High School Main Office</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit</li> <li>• Hallway by auditorium</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• High school main entrance</li> <li>• Main back entrance of high school</li> </ul>
<p><b>17 MHS MAIN GYM BOYS AND GIRLS BASKETBALL, GIRLS VOLLEYBALL</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• High School Main Office</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit</li> <li>• Hallway by nurses office</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• High school main entrance</li> </ul>	<p><b>13 COLE INTERMEDIATE SCHOOL JUNIOR HIGH WRESTLING</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• School Office</li> <li>• AT Staff mobile cell phones</li> <li>• Coaches mobile cell phones</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit</li> <li>• Lobby outside gymnasium</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• Gymnasium main entrance</li> </ul>	<p><b>17 MHS SWIMMING POOL SWIMMING/WATER POLO</b></p> <p>Phone Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Office</li> <li>• AT Staff mobile cell phones</li> <li>• Pool office</li> </ul> <p>AED Locations:</p> <ul style="list-style-type: none"> <li>• Athletic Training Mobile Unit</li> <li>• On wall outside pool office</li> </ul> <p>EMS Access:</p> <ul style="list-style-type: none"> <li>• High school main entrance</li> <li>• Pool main entrance</li> </ul>

### NOTEWORTHY ADDRESSES

Muhlenberg High School:  
400 Sharp Avenue  
Laureldale, PA 19605

Cole Intermediate School:  
3630 Kutztown Road  
Laureldale, PA 19605

Muhlenberg Middle School:  
801 Bellevue Avenue  
Laureldale, PA 19605

Jim Dietrich Park  
4899 Stoudts Ferry Bridge Rd  
Reading, PA 19605

Muhlenberg EMS:  
835 E. Bellevue Avenue  
Laureldale, PA 19605

### NOTEWORTHY NUMBERS

**EMS:** 911  
**ATHLETIC OFFICE:** 610-921-8078X4

**ATHLETIC DIRECTOR,** Dr. Tim  
Moyer: 484-955-9299

**ATHLETIC TRAINING:**  
**OFFICE:** 610.921.8078 x 4285  
**ROOM:** 610.921.8078 x4286

**ATHLETIC TRAINERS:** Daniel Kropf,  
LAT,ATC,MS,PES:  
484.955.9319  
Ashley Care, LAT, ATC, MS  
484-955-9296

**MHS MAIN OFFICE:** 610.921.8078

**MIDDLE SCHOOL MAIN OFFICE:**  
610.921.3521

## National Athletic Trainer's Association Heat Guidelines

Source: NATA Position Statement: Exertional Heat Illness, Journal of Athletic Training volume 50, number 9, 2015, table 5

<82° = Normal activities: provide **≥3 separate** rest breaks of minimum duration of **3 min each** during workouts

82°- 86.9° = Use discretion for intense or prolonged exercise. Watch at-risk players carefully. **Provide ≥3 separate** rest breaks of minimum duration **4 min each**.

87°- 89.9° = Maximum practice of **2 hours**. For all sports: provide **≥ 4 separate** rest breaks for minimum duration 4 min each. (For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities.)

90°- 92° = Maximum length of practice = **1 hour** with NO protective equipment may be worn during practice and there may be no conditioning activities. There must be **20 minutes** of rest breaks provided during the hour of practice.

≥92.1 = **NO OUTDOOR WORKOUTS**, cancel exercise, delay practices until a cooler temperature occurs.



## **MUHLENBERG ATHLETIC VENUES EMERGENCY ACTION PLAN**

Emergency situations can arise at any time and in any sport, no matter how safe the sport may seem. Due to this, all those involved in sports and the care of the athletes should be familiar and comfortable with the emergency action plan. The Muhlenberg High School Athletic Department Emergency Action Plan addresses the procedures to be followed in the event a medical emergency occurs involving a student-athlete at Muhlenberg High School or Muhlenberg Athletics staff member. When put in motion, the plan should run as smoothly and quickly as possible.

A serious injury/illness is one in which the athlete or staff member will obviously need to be hospitalized and there is little or no time to consult with the athletic training staff or team physician before taking action. Ex: stop breathing (sudden cardiac arrest), severe bleeding, obvious deformity, administration of an Epi-Pen, sickle-cell "sickling collapse", suspected concussion, and/or suspected head/spinal cord injury. Injuries/illnesses of moderate severity may require early medical assessment or emergency treatment. Ex: lacerations that may require suturing, possible fractures, and/or orthopedic injuries requiring immediate evaluation (athlete cannot weight-bear or move injured area), asthma, diabetic episode, hyponatremia heat stroke, or lightening injury. \*\*\*Moderate & non-emergency injuries should be evaluated by the staff athletic trainers for all in-season athletes within 24 hours. Ex: strains, sprains, abrasions, contusions, etc.

The following general steps should be followed in the event of an emergency involving a student-athlete or athletics staff at any venue:

### **STEP 1: Examine the scene for safety.**

Examine the victim for:

- Level of consciousness/suspected concussive symptoms
- Airway
- Breathing
- Pulse/Circulation
- Observe for type of injury: severe injury, moderate injury, or non-emergency injury
- Activate EMS (Step 2) for all severe and moderate injuries

Assign someone to call the Athletic Training Staff and notify them of the situation and the steps already taken:

**DAN: (484)-955-9319** or

### **STEP 2: Call 911**

Tell the dispatcher the following:

- Number of victims
- Victim's level of consciousness
- Victim's mechanism of injury (if known)
- Location of the injury
- DO NOT HANG UP until the dispatcher tells you to do so

### **STEP 3: Perform necessary first aid, CPR, etc.**

NOTE: If deemed necessary, assign someone to retrieve the automated external defibrillator (AED) unit from the nearest site.

AED Locations at Muhlenberg High School:

1. Athletic Training Room
2. Swimming Pool by Hallway (on wall by office)
3. Hallway by Auditorium
4. Hallway by Nurses office
5. Athletic Training Mobile Unit for all home events
6. Second Floor Auxiliary Gym by Fitness Room

### **STEP 4: When the ambulance arrives, let EMS personnel assume responsibility.**

If known, provide the following information (or current Athletic Emergency Card):

- Person's name and age
- Primary complaint/injury
- Relevant findings: loss of consciousness, obvious fracture/deformity, vital signs
- Any relevant medical history
- Allergies: If the Epi-pen has been administered *\*\*(an ambulance must be called if the Epi-pen is administered)*
- Medications currently being taken
- Assistance as needed
- Contact the certified athletic training staff to make them aware of the incident for paperwork purposes

**REMEMBER: Observe the individual's confidentiality and do not speak to anyone about the incident that is not directly involved in his/her care. ALWAYS contact the parents immediately after an injury.**

\*On-site ambulance service is available for ALL HOME Muhlenberg Varsity football contests.



**Official Statement from the National Athletic Trainers' Association  
on Community-Acquired MRSA Infections (CA-MRSA)**

In an effort to educate the public about the potential risks of the emergence of community-acquired methicillin-resistant staphylococcus infection (CA-MRSA), the National Athletic Trainers' Association (NATA) recommends that health care personnel and physically active participants take appropriate precautions with suspicious lesions and talk with a physician.

According to the Centers for Disease Control and Prevention (CDC), approximately 25% to 30% of the population is colonized in the nose with *Staphylococcus aureus*, often referred to as "staph" and approximately 1% of the population is colonized with MRSA<sup>1</sup>.

Cases have developed from person-to-person contact, shared towels, soaps, improperly treated whirlpools, and equipment (mats, pads, surfaces, etc). Staph or CA-MRSA infections usually manifest as skin infections, such as pimples, pustules and boils, which present as red, swollen, painful, or have pus or other drainage. Without proper referral and care, more serious infections may cause pneumonia, bloodstream infections, or surgical wound infections.

Maintaining good hygiene and avoiding contact with drainage from skin lesions are the best methods for prevention.

Proper prevention and management recommendations may include, but are not limited to:

1. Keep hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer routinely.
2. Encourage immediate showering following activity.
3. Avoid whirlpools or common tubs with open wounds, scrapes or scratches.
4. Avoid sharing towels, razors, and daily athletic gear.
5. Properly wash athletic gear and towels after each use.
6. Maintain clean facilities and equipment.
7. Inform or refer to appropriate health care personnel for all active skin lesions and lesions that do not respond to initial therapy.
8. Administer or seek proper first aid.
9. Encourage health care personnel to seek bacterial cultures to establish a diagnosis.
10. Care and cover skin lesions appropriately before participation.

<sup>1</sup> CA-MRSA Information for the Public. Centers for Disease Control and Prevention. Available on-line at: [http://www.cdc.gov/ncidod/hip/aresist/ca\\_mrsa\\_public.htm](http://www.cdc.gov/ncidod/hip/aresist/ca_mrsa_public.htm)

# Asthma Watch

## Temple University Sports Medicine and Pulmonary Critical Care

*Purpose: Permit all athletes with a history of asthma and who are medically cleared a conditional clearance for sports participation.*

### A) Conditional Clearance involves the following:

- 1) The asthmatic athlete's inhaler is always present on the field during play or practice.
- 2) The asthmatic athlete must be stable with the proper medications.
- 3) When an individual has to resort to using his rescue medication two times in an exercise period or more than three times a week, he is unstable. He/She should be referred to their physician for evaluation and perhaps an adjustment in their medication protocol.
- 4) Enhanced sensitivity to asthmatic attacks. Activate 911 or EMS quickly.
- 5) There is to be enhanced communication between the player and the coach. For instance, if a player was up the previous night with an asthma attack, he/she should be excused from practice the following day without fear of being excluded from practice or games.
- 6) Develop a paper trail. Currently in most high schools, if an athlete goes out for football, he must get a physical. If the player is asthmatic, the coach is notified and placed on Asthma Watch. When winter sports begin and this player decides to go out for wrestling the coach asks if the player has had a physical for the year. The player responds that he has had one for football. The player is cleared to play but the coach may not know that he or she was on the Asthma Watch Program.

### B) Asthma Watch's Goals effect the following domains:

- 1) Education: The players, Coaches, Parents, Nurses, and Athletic Trainers
- 2) Administrative: Develop a paper trail to keep everyone informed
- 3) Medical: Always having medicine available for the athletes
- 4) Response: enhanced Sensitivity to the problem, activate EMS quicker

Asthma Watch is a program where the asthmatic athlete can obtain maximum performance under the safest conditions.



MUHLENBERG SCHOOL DISTRICT COACHES  
EMERGENCY INFORMATION

EMERGENCY INFORMATION

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sport \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

EMERGENCY CONTACT INFORMATION:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

MEDICAL INFORMATION

Family Physician's Name \_\_\_\_\_ MD or DO (circle one)  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ Preferred Hospital \_\_\_\_\_  
Allergies \_\_\_\_\_  
Health Condition(s), of which the Athletic Trainer should be aware: \_\_\_\_\_  
Prescription Medications \_\_\_\_\_

In the event of an emergency that may arise from my participation in coaching, I hereby authorize the Certified Athletic Trainer to consent to any medical treatment, diagnosis and/or hospital care by a medical physician licensed in this state.

I hereby give my permission for the ATC(s) to release any necessary medical information to EMS personnel, the MHS Medical staff, and Medical Physicians.

If emergency treatment is required, the school authorities may use their own judgment in securing the services of a doctor MOST EASILY ACCESSIBLE providing none of the aforementioned people can be reached?

Signature of employee \_\_\_\_\_

\*\*\*\*CONFIDENTIAL\*\*\*\*

