

National Strength and Conditioning Association



Policies and Procedures

National Strength and Conditioning Association
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References

- Emergency Procedures (to post)
- Performance Center Injury Report
- Pre-participation Physical Exam Form
- Waiver and Assumption of Risk Form
- Registration Form

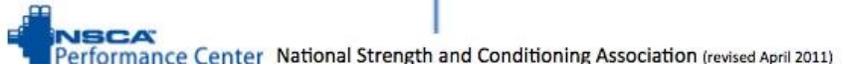
Emergency Procedures

Post Emergency Procedures by a telephone in the performance facility and make sure all supervisors have a cell phone with them. Whether the supervisor is inside or outside they need to have immediate communication with the emergency medical system if necessary.



Emergency Procedures

Life threatening situations	Environmental situations	Non-life threatening situations
<p>Step 1: Call 9-1-1</p> <p>Step 2: Do not move victim</p> <p>Step 3: If victim is conscious ask permission to administer First Aid</p> <p>Step 4: Administer CPR or AED if necessary</p> <p>Step 5: Stay with victim until help arrives</p> <p>Step 6: Activate the Emergency Communication Plan to notify appropriate parties</p> <p>Step 7: Document incident on Injury Report</p>	<p>Step 1: Activate the appropriate alarm and get everyone directed to a pre-determined safe location</p> <p>Step 2: Call 911 for medical help if necessary</p> <p>Step 3: Account for all parties and notify rescue personnel</p> <p>Step 4: Activate the Emergency Communication Plan to notify appropriate parties</p> <p>Step 5: Document incident on Injury Report</p>	<p>Step 1: Provide First Aid</p> <p>Step 2: Call 911 for medical help if necessary</p> <p>Step 3: Activate the Emergency Communication Plan to notify appropriate parties</p> <p>Step 4: Document incident on Injury Report</p>



Emergency Procedures need to be posted in the facility near a telephone.



Crisis Management Plan

These plans are meant to serve as a minute-by-minute plan and communications guide for actions, calls, release of information, follow-up and procedures to follow in the case of an emergency, crisis or tragedy. It is the intent of this plan to assist those who are in need of accurate and relevant information, services and assistance in a crisis situation.

Prior to Crisis

- Performance Center Crisis Management Plan
 - CEO, President, Chancellor or Executive Director to establish the chain of command, prior to any crisis.
 - Duties and responsibilities for each member of the Crisis Management Team are outlined in this plan. However, the CEO, President, Chancellor or Executive Director has the discretion to change those duties and to add other personnel as needed.
 - Senior Staff Members
 - Director of Marketing and Communications
 - Head Strength Coach (Manager)
 - All members of the Crisis Management Team will carry cell phones with contact numbers for each member of the team.
- Emergency Contact Information
 - Athlete Emergency Contact Information
 - The Head Strength Coach (Manager) will keep team rosters in a Crisis Communications file in the Performance Center office with emergency telephone numbers and e-mails of all athletes and next of kin or emergency contacts.
 - NSCA Calling Tree - The Emergency Information Calling Tree will indicate the first person to call in a crisis situation and who will call the others on the list.
 - Phone numbers for each supervisor, management, and upper management will be distributed to all members of the Performance Team and other appropriate parties.
 - Local Emergency Contact List – This list will include phone and contact names and numbers of all local and regional authorities who may be needed or contacted, including police, fire, emergency medical, utility companies, emergency response-preparedness agencies and others; nearest hospitals, and best routes.
 - Local Media Contact List – the NSCA Director of Marketing will keep an updated list of local media contacts.
 - List of Local Hospitals, Hotels, and places of Worship.
 - Whether it is needed for the media or families during a crisis situation, a complete listing of hotels, police and places of worship should be kept.

Sample Crisis Management Timeline

- One – The staff member on duty at the time of the crisis should contact or call their manager or supervisor and provide all details regarding the situation. The manager will then determine if the Performance Center Crisis Management Team is to be notified (immediately).
- Two – Notify upper-level management (within 5-10 minutes of emergency)
- Three – If the athlete(s) are younger than 18 years of age, their parents or emergency contact must be contacted and informed of the situation (within 10 minutes of emergency).
- Four – Assemble Crisis Management Team (within 60 minutes of emergency)
- Five – Notify key officials (within 90 minutes)
- Six - Determine if other athletes, parents, or staff needs to be contacted (within 90 minutes).
- Seven – Clear "first response" statements with legal, families (within 150 minutes).
- Eight – Statement to media (within 180 minutes)
 - The first response may be as simple as, *"We are aware and concerned of a situation involving one of our athletes. We are cooperating fully with the investigating officers and emergency personnel and will get back to you with more information as soon as possible."*
- Nine – Distribute press release or hold press conference if necessary (within 10 hours).
- Ten – Provide a detailed report to Upper Management with a timeline of events that led to the crisis to determine if procedures were followed properly and to make plans to prevent a crisis in the future (six weeks to six months).

After the Emergency

- After medical personnel have contained the crisis, it is time to activate the Crisis Management Plan
- Role of Crisis Management Team members
 - **Senior Staff Member**
 - Notify CEO, President, Chancellor or Executive Director of the situation
 - Declare the situation a crisis and assemble the Crisis Management Team
 - Determine if others should be added to the Crisis Management Team as appropriate for situation
 - Provide overall direction to the situation
 - Serve as designated spokesperson
 - Establish chain of command as needed
 - Crisis Management Team members are to inform the Senior Staff Members as to their whereabouts during this process so that they can be reached by phone at all times.
 - Authorize the issuance of official statements and releases
 - Make the necessary decisions to resolve differences among the various persons in charge
 - Make the official requests of assistance from other governmental and emergency divisions

- Provide immediate contact with coaches, student-athlete families and key officials
 - Determine funding authorization
 - Determine Crisis Communication Timeline
- **Senior Staff Member**
 - Work with legal counsel and/or appropriate authorities to approve first response statements
(Never release response to media, unless families are notified)
 - Provide and supervise notification plan for staff
 - Change voice mail messages as necessary
 - Update website if necessary
 - During an emergency situation, all regular days off and vacation leave may be canceled.
 - Make flight and/or travel arrangements for family as assigned
- **Senior Staff Member**
 - In the absence of the Crisis Management Team spokesman, serve as spokesman.
 - Coordinate activities with medical emergency personnel
 - Coordinate setting up an operations room as needed for emergency personnel
 - Activate the “Calling Tree”
 - Determine the need for cancellation of other subsequent events and establish when the facility will re-open
- **Director of Communications**
 - Provide and supervise notification plan with an email blast to appropriate parties
 - Provide and supervise notification plan for upper management or board of directors
 - Maintain detailed Crisis Communication Log documenting procedures, contacts, phone calls and discussions.
 - Provide all facts, times and information
(FERPA and HIPAA laws restrict the release of information regarding students (FERPA) and the release of medical information (HIPAA))
 - Prepare bullet points for spokesperson
 - Verify the release of victims' names, only when approved by authorities and families
 - Write news releases, verifying times, dates, locations and other factual information
 - Coordinate requests for information and interviews from news media
 - Control photos taken on company property

- **Athlete Liaison**
 - Supervise notification plan for athletes
 - Secure grief counseling for athletes if needed, arranging for site and times
 - Assist with family needs

Crisis Goals

- The goal during any crisis situation is to make sure that the right message is being communicated.
 - Effective management of a critical incident can protect the integrity of the Association and even enhance its reputation. A crisis can be an opportunity for management to demonstrate its primary concern for the Members in our organization as well as the people that we train and their families.
 - Skillful handling of such an incident also enables management to demonstrate its ability to address a problem or issue with careful consideration, openness and honesty.
 - By taking prompt and proper action, then communicating clearly and effectively about that action, management can shorten the life of a crisis and reduce its impact. The following practices should be considered:
 - **Gather the facts** – Activate the Crisis Management Team. Take action.
 - **Act quickly and clearly** – Communicate quickly and clearly with your internal constituencies and alumni so they get accurate information.
 - **Be factual** – Give media factual information—do not speculate.
 - **Avoid "no comments"** – A "no comment" response suggests there is something to hide. If an organization will not comment when a critical incident has occurred, it can be assured others will. A recommended practice is to indicate information is being gathered, and once known/confirmed, will be shared. If there is some information you cannot disclose, such as withholding a name until a family member has been notified, let the media know the reason.
 - **Address the issue** – Ignoring a situation and failing to address it promptly and effectively can worsen a critical incident, heighten its impact and sustain its life—show compassion and caring attitudes for all those involved.
 - **Select key messages** – After determining key messages, consistently communicate them.
- **Recovery and Evaluation:**
 - After the emergency has subsided, involve a meeting of the Crisis Management Team to review the crisis.
 - Determine the cause of crisis
 - Decide if and how a strategy could be developed to avoid the same crisis from reoccurring

- Determine if the crisis plan worked, which elements need to be developed or improved
- Evaluate the performance of all personnel
- Release information on solutions and other pertinent post-crisis information

NSCA Mission Statement:

As the worldwide authority on strength and conditioning, we support and disseminate researched-based knowledge and its practical application, to improve athletic performance and fitness.

Policies and Procedures (revised May 2011)

The policies and procedures are presented alphabetically in three categories (Facilities, Supervision, and Program).



Facilities

The training facility should match the needs of the strength, conditioning, and nutrition program. Remove any equipment that does not match the needs of the program to make room for equipment that is needed. Maintain exercise equipment so it stays in excellent working order and continually upgrade facilities to meet recruiting and promotional needs. (1,2).

Defective Equipment

- When you see defective equipment, immediately put a "do not use" sign on it (available at the supervisor's desk or on the I-Drive). Report it to your supervisor so the item may be made inaccessible until it is repaired or removed.

Equipment

- All equipment must be put back in the proper location immediately after use.
- All equipment must be inspected daily and recorded.
- Any equipment deemed damaged must be taken out of service immediately and serviced.

Facility Maintenance

- **Daily Responsibilities**
 - Be on time for supervision of the Performance Center for your assigned times (see supervisor's posted schedule).
 - Make sure all the weights are in the proper place upon your arrival; once more, during your supervision period, and again before closing or when you leave. If you're not sure where something should go, ask. You will be expected to keep the facility as perfect as possible at all times.
 - Check to make sure there are pens that work at the recording station
 - Check the First Aid kit to see if it needs anything else replaced each week
 - Document any excessive wear or damage to equipment
 - Document any and all maintenance performed
 - Inspect all flooring for damage and wear
 - Stock the refrigerator for athlete supplements
 - Monitor air temperature to stay between 68 – 78 degrees
 - Sweep the floor
 - Sweep the platforms
 - Wipe down the cardio equipment
 - Put the bars back at position #11
 - Put the scoops at position #4 and safety racks at #3
 - Line the bars up on the platforms
 - Organize the rack weight plates

- 3 silvers on pegs, 1-45 then 25's on pegs, 45's below
 - Put away med balls and stability balls
 - Line up kettlebells
 - Put all stray equipment back in its proper places
 - Arrange sand-bags, bosus, dyna disks, mats, foam rollers
 - Arrange sleds, ropes, bands, boxes, perfect push-ups
 - Arrange weight vests, ankle weights, slide board booties
 - Wipe down supplement counter and surrounding area
 - Straighten up around taping tables
 - Disinfect the water fountain
 - Clean the glass doors, windows, and refrigerator door
 - Throw away stray drinks, returned items to lost and found
 - Put away all stray folders and cards
- **Weekly**
 - Clean and lubricate guide rods on selectorized machines
 - Test AED battery
 - Dust the squat racks
 - Wipe down the med balls
 - Lubricate cable systems
 - Calibrate scales
 - Clean & disinfect all silver plates
 - Organize the storage closet
 - Wipe down the mats
 - Spot-check the garage doors for smudges
 - Shop-Vacuum between the racks and aisles
 - Spray down ankle weights, slide boards booties with disinfectant
 - Disinfect stability balls/bosus/dyna disks/perfect push-ups
 - Clean & disinfect all bumper plates
 - Wipe down the barbells (WD-40 on rotating sleeves)
 - Clean the platforms, and under cardio equipment
 - Dust the dumbbell racks
 - Wipe down the dumbbells
 - Sweep under the dumbbell racks
 - Wipe down beams
 - Wipe down and inspect all equipment
 - Spray down weight vests/straps with disinfectant
 - Clean out supplement cabinet
 - Wipe down the chalk stands
 - Sweep and mop the platforms and racks
 - Mop high traffic areas (by doors, main aisles, under cardio equipment)
 - Mop the plyo boxes/scoops

Lost Items

- If you find something in the Performance Center, place it in the lost and found box located in store room.

Office Hours

- Standard office hours are from 8:00am to 5:00pm MST on Monday through Thursday, and 8:00am to 4:00pm MST on Friday (exclusive of unpaid lunch periods). The Performance Center hours are 7:00am to 6:00pm MST. Alternative work schedules can be arranged with supervisor approval.

Pre-Determined Safe Location

- Last One Out
 - In the case of an emergency, the supervisor assigned at the time of the problem has the responsibility to make sure all persons are accounted for or to inform authorities otherwise.
- Pre-determine where staff should meet in case of:
 - Intruder
 - Bomb Threat
 - Tornado/Thunderstorm
 - Flood
 - Fire
 - Other considerations
 - This may include earthquakes or other natural disasters, hazardous materials spill/storage, power failure/shortage, and flash floods.

Security

- For the safety of our employees and property, we have established security guidelines. The last person to leave each day is responsible for doing a walk thru to make sure no one else is present, the coffee pot and lights are turned off, all appropriate fire doors are closed, and external doors are securely locked before setting the alarm.

Scheduling

- All workouts must be scheduled through Central Scheduling.
- All tours must be scheduled through Central Scheduling.
- All parent meetings must be scheduled through Central Scheduling.
- Athlete scheduling: All athletes will schedule with Central Scheduling. When time slots are full, the time is no longer available. Unavailable times will be “blacked out” by the Head Strength Coach (Manager).
- Parents: All parents will be required to sign and check in at the front desk. No parents will be allowed to enter the Performance Center without an escort. Parents wishing to talk with a Performance Team member will be required to set up a meeting.
- Coaches are allowed to enter the Performance Center but must sign in first.
- Central Scheduling is needed to monitor and confirm facility usage and to account for everyone using the facility.

Severe Weather

- If outside, return to building for shelter and safety. If inside, remain inside away from large windows.

Skin Disease Prevention

" I have reviewed these skin disease prevention policies and they conform to current Sports Medicine standards of practice "

Daniel R. Henley, M.D., FAAFP

Board Certified, Family Medicine

Fellowship and CAQ, Sports Medicine

Team Physician, Colorado College, U.S. Ski and Snowboard Association

Consultant, Olympic Training Center, Colorado Springs

- The NSCA has provided adequate financial and human resources to implement a comprehensive infectious disease control policy.
- Maintenance of clean facilities is paramount in limiting the spread of infectious diseases.
- Adequate hand hygiene including frequent hand washing and showering after every sport activity may be one of the biggest factors in reducing the spread of infectious diseases.
- Athletes and coaches must be educated about, and encouraged to follow, good overall hygiene practices.
- Athletes must be strongly discouraged from sharing towels, athletic gear, water bottles, disposable razors and hair clippers.
- All clothing and equipment should be laundered and/or disinfected on a daily basis.
- Athletes should be encouraged to complete daily skin surveillance and report any suspicious lesions for treatment.

Handling a Reported Case of Skin Disease

- If extensive active lesions can be identified by the coach, the athlete must be withheld from ALL contact with other athletes in the Performance Center.
- If the athlete is younger than 18 years old, contact and inform their parents of the situation before the athlete leaves the Performance Center.
- BEFORE THE ATHLETE LEAVES, IMMEDIATELY contact or call the Performance Center Manager for further instructions. Contact Senior Staff if the Performance Center Manager cannot be reached.
- Use latex gloves and wipe down any equipment/surfaces the athlete came in contact with during the workout with the recommended cleaner.
- Determine if the entire Performance Center needs to close for cleaning.
- Immediately send an email including all details regarding the situation to the Performance Center Head Strength Coach (Manager), Senior Staff and CEO, President, Chancellor or Executive Director.
- Attempt to confirm a diagnosis of the condition from the athlete, parents, coach, or guardian.
- Determine if other athletes need to be notified of the situation.

Guidelines For An Athlete's Return To The Performance Center

- Fungal Infections
 - An athlete cannot return to the gym until they present written clearance from a physician (3).
 - An athlete may be considered for return to the gym with doctor's clearance if the localized lesions can be securely covered with a dressing and then covered with a layer of pro wrap and stretch tape (3).
- Viral Infections (Herpes Simplex)
 - An athlete cannot return until they present written clearance from a physician (3).
 - Return to competition: According to NCAA guidelines, the athlete may not return to participation until he or she has received 5 days of oral antiviral therapy and all lesions have a dried, adherent crust without any new lesions for 3 days (2 days per high school guidelines)
 - Active lesions CANNOT be covered to allow participation.
- Viral Infections (Molluscum contagiosum)
 - An athlete cannot return until they present written clearance from a physician (3).
 - Lesions should be curetted and covered with a gas-permeable membrane.
- Bacterial Infections
 - An athlete cannot return until they present written clearance from a physician (3).
 - No new lesions for at least 48 hours
 - Minimum 72 hours of antibiotic therapy
 - No moist, seeping, or draining lesions
 - Active lesions CANNOT be covered to allow participation

Fungal Infections:

- Tinea Capitis Gray, scaly patches on the skin
 - Accompanied by mild hair loss
 - Most common in moist, wet areas
 - Generally occurs before puberty) (4)
 - Tinea Corporis aka Ringworm (infections on the Body)
 - Well-defined, erythematous (skin redness), scaly plaque with raised borders
 - Most common in moist, wet areas
 - Look at head, neck, trunk, upper extremities
 - Rarely affects lower extremities (4)
- Tinea Pedis (Foot Infections)
 - Most common in moist, wet areas like the feet
 - Skin peeling or shedding
 - Skin appears to have scales that can spread over the foot
 - Scales/redness/peeling will often progress from the toe web to the entire sole of the foot and extend over the lateral margins of foot

- Irritation to the foot may appear to imitate the shape of a moccasin
- Although early infection tends to be unilateral, bilateral involvement of the feet is common by the time the athlete seeks attention for the problem (3).

Prevention of Fungal Infections

- Education and tips
 - Spread through clothing, bedding, towels
 - Dry body and feet thoroughly with a towel, especially between the toes
 - Daily use of a 20% aluminum chloride foot powder
 - Wear shower shoes in the locker room
 - Change athletic socks daily, cotton or wool are preferred
 - Blow dry your feet and athletic shoes between workouts
 - Immediately shower after each training sessions and dry thoroughly
 - Wear absorbent sports briefs, looser fitting clothing preferred that minimize rubbing or irritating area
 - Apply antifungal powder to underarms and groin area
- Sanitize Common Surfaces In Performance Center
 - Disinfect mats with chlorine – containing disinfectant sprays (3)

Viral Infections

- Herpes Simplex
 - Risk Factors
 - Athletes engaged in activities with full skin-on-skin contact
 - In contact sports, esp. Wrestling, MMA, and Rugby
 - Team Sports: outbreaks that spread quickly throughout the entire time have been widely reported (6,7,8,9,10,11)
 - Symptoms
 - Influenza-like illness with symptoms of fever
 - Severe malaise (a general feeling of illness or sickness of no diagnostic significance)
 - A harmless appearing lesion on the lip of an athlete can quickly infect the rest of the team if they lack immunity to the virus (6,13)
 - Lesions commonly located on the head, face, neck, or upper extremities (10,14,15,16)
 - Outbreak of lesions preceded by irritability and headache
- Molluscum Contagiosum
 - It is easier for a person to catch the common cold virus or the flu virus than it is to catch molluscum contagiosum.
 - The disease is generally mild and should not be a reason for concern or worry.
 - Persons Most at Risk
 - Children (19)
 - Swimmers (17,18)

- Cross – country runners (7)
- Wrestlers (20)
- Symptoms
 - Small white, pink, or flesh-colored bumps or growths with a dimple or pit in the center.
 - The bumps are usually smooth and firm and can appear anywhere on the body.
 - Bumps may become sore, red, and swollen but are usually painless.

Prevention of Viral Skin Diseases

- Herpes Simplex:
 - Education, early identification and treatment, avoiding contact
 - Often misdiagnosed as occlusion or bacterial folliculitis (6,9,21,22)
 - Sanitize Common Surfaces in Performance Center
- Molluscum Contagiosum
 - Shower immediately after workout or skin-to-skin contact
 - Shower immediately after coming into contact with swimming pool benches, towels, gym equipment, and wrestling mats
 - Routinely disinfecting shared equipment (e.g., kick boards, wrestling mats)
 - The molluscum contagiosum virus is not particularly difficult to kill and usual sanitation procedures should be sufficient.

Bacterial Infections

- Impetigo (Group A streptococcal disease)
 - About 9,000 – 11,500 cases of invasive GAS disease occur each year in the United States, resulting in 1,000 – 1,800 deaths annually. In contrast, there are several million cases of strep throat and impetigo each year.
 - Raised blisters located on the trunk/extremities
 - Blisters rupture easily, leaving moist erosions surrounded with a scaly rim
 - Thin-walled vesicles that rupture into a honey-colored crust
- Folliculitis (Hot tub rash)
 - Hot tub rash can occur if contaminated water comes in contact with skin for a long period of time.
 - The rash usually appears within a few days of being in a poorly maintained hot tub, but it can also be spread by swimming in a contaminated pool or lake.
 - More frequent in areas that have been shaved, taped, or abraded
 - Itchy spots on the skin that become a bumpy red rash
 - The rash is worse in areas that were previously covered by a swimsuit.
 - Pus-filled blisters around hair follicles
- Furuncles
 - Tender areas that develop a reddened nodular swelling over several days (23,24,25)
- Carbuncles
 - Multiple furuncles merge in a deep, communicating, pus containing mass (23,24,25)

MRSA

- Persons Most at Risk
 - Athletes in team sports such as football (26,27,28) wrestling and fencing (28,29)
 - Recent hospitalization
 - Outpatient visits
 - Close contact with a person with risk factors (30)
- Highly Contagious!
 - Up to 70% of team members have required hospitalization and intravenous antibiotic therapy
 - Mortality rates up to 22% have been reported (27,28,31)
- Symptoms
 - Skin infections may appear as pustules or boils which often are red, swollen, painful, or have pus or other drainage
 - First look like spider bites or bumps that are red, swollen, and painful
 - Occur at sites of visible skin trauma, such as cuts and abrasions
 - Occur in areas of the body covered by hair (e.g., back of neck, groin, buttock, armpit, beard area of men)
 - Accompanied by a fever

Prevention of Bacterial Infections

- Impetigo (Group A streptococcal disease)
 - Frequent hand washing, especially after coughing and sneezing and before preparing foods or eating
 - All wounds should be kept clean and watched for possible signs of infection such as redness, swelling, drainage, and pain at the wound site
 - A person with signs of an infected wound, especially if fever occurs, should immediately seek medical care
 - It is not necessary for all persons exposed to someone with an invasive group A strep infection (e.g., necrotizing fasciitis or strep toxic shock syndrome) to receive antibiotic therapy to prevent infection. That decision should be made after consulting with your doctor.
- Folliculitis (Hot tub rash)
 - Because hot tubs and spas have warmer water than pools, chlorine or other disinfectants used to kill germs (like *Pseudomonas aeruginosa*) break down faster.
 - Remove your swimsuit and shower with soap after getting out of the water.
 - Clean your swimsuit after getting out of the water.
 - Hot tubs and pools with good disinfectant and pH control are less likely to spread germs.
 - Use pool test strips to check the pool or hot tub yourself for adequate disinfectant (chlorine or bromine) levels. CDC recommends for pools and hot tubs that:
 - Disinfectant levels of 1 – 3 parts per million (ppm) for chlorine and 2 – 5 ppm for bromine for hot tubs and pools.
 - Both hot tubs and pools should have a pH level of 7.2 – 7.8.

MRSA

- Athletes
 - Wash your hands frequently
 - Keep wounds covered and contained
 - Shower immediately after participation in a workout
 - Wash and dry uniforms and workout clothes after each use
 - Athletes should report possible infections to coach immediately and seek medical care
- Facility
 - Make sure supplies are available to comply with prevention measures (i.e., soap in shower and at sinks, bandages for covering wounds, hand hygiene such as alcohol-based hand rubs).
 - Cleaning procedures should focus on commonly touched surfaces and surfaces that come into direct contact with people's bare skin each day.
 - Cleaning with detergent-based cleaners or Environmental Protection Agency (EPA)-registered detergents/disinfectants will remove MRSA from surfaces (<http://epa.gov/oppad001/chemregindex.htm>)

Smoking

- The NSCA has adopted a no smoking policy. Employees and visitors are not allowed to smoke on NSCA premises.

Staff Locker Rooms

- Many times lockers are not available in the staff locker room.
- Full-time staff members have priority. If you do have a locker in the staff locker room, take care of this privilege and make sure your stuff is put away at all times.
- The use of the locker rooms can be revoked if you do not respect others using the facility.
- Gear is not to be left outside your locker.
- Long-term or overnight use of a locker must be approved and recorded by the Head Strength Coach (Manager).

Stereo Policy

- Stereo channels and volume used in the Performance Center will be determined by the Head Strength Coach (Manager).

Storage Room

- The storage room is separate from the physical activity spaces and is off-limits to persons training in the facility.

Tour of the Facility

- Large groups should not be allowed inside the Performance Center if athletes are training. If guests want to take pictures, they will need permission and the Performance Center Head Strength Coach (Manager) will be informed of this taking place on the schedule.

Weight Room

Facility Opening:

- The weight room is provided with sufficient air circulation and fresh air which will allow the facility to maintain air quality, room temperature, and humidity at safe and comfortable levels during times of physical activity.
- Follow main building opening guidelines
- Unlock office and side door
- Turn on lights so the facility will illuminate activity spaces to allow users to safely navigate and perform their programs.
- Set out cards or progress sheets of incoming athletes
- Survey the training facility to check for displaced or damaged equipment.
- Turn on any electronic equipment but not to exceed 90 decibels. There may be times when activity in the Performance Center lifting area must be kept to 70 decibels to prevent interfering with activities in the Performance Center classroom.
- Check agility field for any debris and or defects in the turf

Facility Closing:

- Clean all equipment and floors
- Check all equipment for damage or excessive wear
- Check all racks, platforms, and plyometric boxes for excessive wear
- Check agility field for any debris and or defects in the turf
- Re-rack any loose weights, bars, or dumbbells to their proper location
- Gather and return weight belts
- Turn off all electronic equipment
- Check and secure all exterior doors
- Pick up workout cards and pencils
- Straighten up office
- Turn off lights
- Follow main building closing procedures

During Hours of Operation:

- Re-rack any loose weights, bars, or dumbbells to their proper location
- Return unused weight belts and training equipment to their proper location
- Pick up trash
- Check equipment frequently for damage and wear
- Keep traffic patterns free of debris
- Wipe off aerobic equipment and underneath
- Wipe off upholstery and equipment

Weight Room Rules

- The Head Strength Coach (Manager) needs a doctor's approval in writing on file before anyone can use our facility.
- Prior to participation, all athletes must undergo an orientation on common risks involved in strength training, on the proper execution of various exercises and on the possible consequences if proper technique is not employed.
- Athletes are to have a workout program from the Performance Team, follow it, and record workout contents.
- If an athlete has an injury that in any way inhibits a portion of the workout, have the athlete receive a modified program outlining which movements are to be avoided and which ones may be substituted.
- Athletes are required to use collars once there is any weight on the bar.
- Athletes should move weights from the racks to the bar only. They should never set plates on the floor or lean them against equipment.
- Athletes should return dumbbells to the rack in the proper order. They should not drop or throw weights or dumbbells.
- Athletes should show respect for equipment and facilities at all times; spitting in or defacing the facility is not tolerated and will result in immediate expulsion.
- The weight room requires concentration. Horseplay, loud, offensive language, or temper tantrums are not permitted.
- The staff offices and telephones are off limits to athletes, unless permission to use them is given.
- Anyone in the Performance Center should wear proper training attire, particularly shirts and athletic shoes.
 - No jeans or mid-riff shirts are allowed.
 - Shoes should be tied at all times.
- Athletes should utilize spotters when necessary.
- Immediately report any facility-related injury or facility/equipment irregularity to the supervisors on duty. The Injury Report Form is available at the scheduling desk.
- Tobacco, food, chewing gum, glass bottles, cans, alcohol, drugs, firearms, and banned substances are not allowed in the lifting facility; plastic water bottles are acceptable.
- The NSCA and its supervisors are not responsible for users' personal belongings or lost or stolen items.
- All guests and visitors must report to the Performance Center office for signing of liability forms and approval for use of the facility.
- NSCA personnel can use these facilities for personal workouts if they do not interfere with the needs of the athletes, provided they have scheduled their workout in the Central Scheduling system.
- Equipment leaving the weight room shall be checked out by the Performance Team Supervisor and recorded at the supervisor's desk.
- The on-duty supervisors have the authority over all weight room conduct and use of equipment and may expel an athlete from the facility for failure to follow instructions.
- Failure to follow any of the rules could result in loss of weight room privileges.
- In order for athletes to be able to hear instructions, the use of personal headphones is prohibited except while using the cardio equipment.
- Spotters must be used when necessary.

- No dropping of weights outside of the platform.
- Minimize chalk and powder on the floor.
- No jewelry (necklaces, bracelets, rings, earrings, and watches).
- Wipe down equipment after each use.
- Safety cords must be worn at all times on cardio equipment.
- Cardio equipment (display, handrail, and deck) must be cleaned after each use.
- Maximum of 20 minutes on all cardio equipment if others are waiting.
- All doors are to remain locked during hours in which the Performance Center is not open. If a Performance Team member unlocks a door during these hours, that individual will be responsible for locking that door immediately. Negligent behavior will result in loss of privileges.
- Athletes must schedule 24 hours in advance for workout sessions.
- Athletes must sign in at the window upon arrival.
- No athletes in the office—please schedule at the window.
- Athletes are permitted ONE recovery drink per workout.
- Please be punctual for workout appointments.
- Only NSCA-approved athletes are allowed in the training area.
- Parents, children, and guests are not permitted in the training facility.
- The NSCA facilities adhere to building design standards as they relate to the Americans with Disabilities Act (ADA) in addition to federal, state, and local building codes.

Have a working knowledge of all policies and procedures and be knowledgeable of the six NSCA principles. Try to improve daily as a strength and conditioning coach. Strive to develop leadership and communication skills as you keep abreast of current research. Be able to recognize improper technique then instruct and demonstrate how to execute proper technique and speed and agility drills. Become NSCA Certified and eventually become a Registered Strength and Conditioning Coach.

Advice

- Never advise the athletes to do exercises that are not on their scheduled workout card. Your commitment to the recommended program is required.
- Never provide advice that lies outside your credentialed area of expertise or outside the scope of accepted practices of the standards set by the NSCA or its mission.

Answering the Telephone

- On occasion, you may be asked to answer and operate the telephones. Please answer the call with a friendly, “Good morning or afternoon – NSCA Performance Center, may I help you?”

Catastrophic Injury or Death

- In the case of a catastrophic incident, such as a death or permanent disability occurring during conditioning, care should be taken to put the needs of the athlete and his/her family first.
- The first responder, if not the Head Strength Coach (manager), should immediately contact the Head Strength Coach (manager).
- The Head Strength Coach will immediately call emergency medical assistance first, then the Senior Director of Education and Performance.
- The Director would then immediately contact the Executive Director and put the Crisis Management Team into action.
- Counseling should be immediate and mandatory.
 - Psychological counselors with excellent counseling skills should be on the scene within 24 hours.
- Family assistance will vary from case to case, but every effort will be made to be responsive to the needs/wishes of the family.

Chain of Command

- Learn the names of all staff, their positions, and the chain of command. Policies and procedures are subject to approval by the Performance Committee which reports directly to the NSCA Board of Directors. All employees are subject to the terms and conditions of the NSCA Employee Handbook.
- When a full-time Performance Team member asks you to do something job-related, please follow instructions.
- You will be accountable to make sure it is done in a timely manner.

- If someone outside of the Performance Team such as a sport coach or Administrator, asks you to do something job-related, take down detailed information and contact your supervisor as soon as possible. By following the chain of command we will avoid duplication and unnecessary communication problems.

Discipline for Staff

- An employee who violates an NSCA guideline that warrants disciplinary action may be promptly advised of the violation in private. The supervisor will then determine an action plan to rectify the problem. If the employee disagrees with the disciplinary action, the supervisor must inform the employee of the NSCA's complaint resolution procedure with the Human Resources Department.
- If the employee violates company guidelines and the above procedure has been followed, the supervisor may recommend the employee's dismissal.
- The Executive Director must approve any recommendation for dismissal. This approval will only be given after a careful review of all facts related to the matter.

Dress Code

- The NSCA recognizes that dress and grooming are matters of personal taste and that standards change from time to time. We require employee's personal appearance be consistent with the professional business climate of the NSCA. Extremes in attire and appearance are not appropriate for a professional office, and may result in an employee being instructed to return home to change. If this occurs, the lost time will not be compensated.
- You are required to wear the appropriate attire when you are representing the NSCA Performance Team. Such appropriate attire will be issued to you and it will be your responsibility to care for it and keep it clean and wrinkle-free.
- The following items are deemed acceptable:
 - Performance Team polo with collar
 - Sweatshirt or wind shirt with a Performance Team or NSCA emblem
 - Khaki, grey, blue, white, or black shorts, slacks, or warm-ups —shorts or slacks should have a NSCA emblem
 - Clean athletic shoes with appropriate socks.
 - Clean shaven (neatly trimmed facial hair is acceptable)
 - Hair neat and well-kept
 - Limited, visible body piercings
 - Hats are acceptable if they are clean and represent the NSCA
 - Anytime you wear the logo, you must represent the Performance Team in a professional manner.
 - A rule of thumb, "if you are given something, be thankful. If you see someone else get something and you didn't, you might ask your supervisor for an explanation, then don't worry about it. There are a lot of factors that control who might have clothing issued to them. Those factors are not all under control by the Performance Team."
- **NOT ACCEPTABLE:** Blue jeans or denim shorts, torn or stained clothing, dirty shoes, untucked or cut-off shirts, supervising or working out with no shirt on.

Names

- Learn the names of all Performance Team members as soon as possible and learn the names of the athletes you are assigned to work with.

Performance Team Personal Workouts

- The NSCA currently allows up to three hours of personal workout time per week. These workouts are a privilege and on occasion the work schedule for the week may override personal workout time.
- Personal workouts for Performance Team members must be scheduled through the Central Scheduling system.
- Personal workouts for Performance Team members done outside normal work hours need to be approved by the Head Strength Coach (Manager).
 - In all situations there must be two people present and one of them must be NSCA certified.

Personal Problems

- If you have a personal problem or a problem with another staff member, first try to work it out with the person involved. If you still feel you need to talk with a supervisor feel free to visit with the Senior Director of Education. Otherwise, any employee can visit with Human Resources. This information will be kept confidential. We are a family and our success depends on moving forward as a family.

Personal Property

- The NSCA monitors the loss of NSCA property and personal property lost on NSCA premises. It is the responsibility of all employees to immediately report misplaced or stolen NSCA property to their supervisor or the controller.
- Losses of personal property while on NSCA premises should be reported to the controller immediately. The NSCA will investigate such losses to the extent practical; however, the NSCA is not responsible for replacing personal property that has been stolen or lost.

Personal Use of Company Equipment

- Computers and copiers can be used prudently for personal items. Personal internet use on company time is not permitted. Other NSCA equipment may be utilized upon approval from the controller. Misuse of this privilege is strictly prohibited.

Policy Change

- The Senior Director of Education and Performance and the Senior Director of Coaching and Special Projects will work with the NSCA Human Resources Department to make recommended changes to the Policies and Procedures as needed.

Posting Signs

- Please check the bulletin board daily for staff messages that might pertain to you.

Projects

- Be prepared to assist with projects not specifically related to strength training.

Relationships with Athletes and Interns:

- To uphold ethics and professionalism, all staff members should refrain from having personal relationships of any type with any of the athletes and interns.
- Do not give extra attention or special benefits to a student athlete, as these may be viewed as "EXTRA BENEFITS" which could be an NCAA violation.

Relationship with Head Sport Coaches

- The Performance Team presents a recommended plan. If the sport coach wants to change the plan his/her recommendations will be considered. However, the final decision will come from professionals who are NSCA Certified.

Removing an athlete from the facility

- You should not try to deal with this situation yourself. Immediately go to your supervisor and explain the situation.

Reporting and Documentation

- All requests must go through the proper chain of command.
- All documentation must be filed in the proper file or binder and stored in its proper place.
- If an employee of the NSCA is given confidential medical information concerning an athlete whom we are training, he or she is prohibited from discussing this with other athletes or anyone besides individuals who are training the athlete.
- HIPPA guidelines must be followed for biostatistical information. Performance Center supervisors are required to take the HIPPA study guide annually.

Social Media Guidelines

- Coaches should use social media with caution and prudence when communicating with their athletes. Communication technology is growing rapidly, and that considerations of law, ethics and privacy are lagging behind.
- For each social medium that a coach plans to use, the coach needs to: have a reason to use it, learn to use it in advance, use it appropriately, use it effectively, understand it completely, plan to maintain and upkeep it, know its limits and benefits, and incorporate it into their own personal strategy. Think about your own personal standards before using social media to communicate with your athletes.
- Social media can contribute to unprofessional relationships between coaches and athletes if the parties involved reveal details about themselves that they would not quickly reveal in face-to-face communication. Use social media interactions to convey only essential information, keeping in mind the boundaries that should exist in the coach-athlete relationship (32,33,34).
- The NCAA took existing recruiting rules and applied them to new communication platforms, such as Twitter and Facebook. The NCAA rules/bylaws state that one-to-one forms of

communication through social network site are allowed when coaches contact recruits. A coach may not post messages on their own walls or Twitter pages about a recruit, nor post messages on a recruit's wall/Twitter page.

- Also, please note that these rules are for Division I and Division II ONLY. Division III does not allow any form of communication through social networking sites.
- A coach should have a policy—or at least personal guidelines—for how he or she will use social media when interacting with team members and parents. When discussing or sending introductory team information, coaches should also include a note about how players and parents can communicate with the coaching staff. The note could read:
 - “Coach is familiar with text messages, Facebook, and Twitter, but he prefers talking on the phone. Coach does not have MSN and most team communication will be done via email,” (35). For example, some schools have adopted a policy that coaches can only communicate with athletes through the school's official email system. This method of communication reduces the possibility of an NCAA violation or personal accusation occurring through social media.

Spotting Procedure

- Be willing to spot when necessary
- Be alert to all changes throughout the range-of-motion of a given exercise in order to assist the lifter if and when necessary (fatigue, breakdown or technique)
- Effectively communicate with the lifter in order to ensure safe, proper, and effective spotting
- Do not allow open grip on the bench press

Supervision

- Any change from the recommended program should be brought to the attention of the Head Strength Coach (Manager).
- Only Performance Team members can sign workout cards.
- If you are assigned General Supervision hours you must supervise any current athlete that is using the facility not just those you may be assigned to.
- A member of the Performance Team must be in the Performance Center at all times when current athletes are lifting. If you are the only Performance Team member in the Performance Center, do not leave until another member relieves you.
- All supervisors must be NSCA Certified CSCS or NSCA-CPT, be certified in external defibrillation and cardiopulmonary resuscitation (AED and CPR), and be familiar with the posted procedures to use the AED equipment.
- All coaches working with youth are subject to criminal background checks.
- Supervisors will have each person they train sign an NSCA waiver before they are allowed to use the facilities.
- Supervisors should never be scheduled so thin that they are not available to adequately cover an emergency if necessary.

Team Practice and Competition

- If you are assigned to a sport, try and attend team practice and games when possible. We want the Performance Team to be a strong presence when at all possible, however this time cannot substitute for NSCA work hours or cut into your NSCA workload.
 - Performance Team members may only attend outside functions if it does not interfere with the NSCA Performance Team master schedule.

Telephone Use

- Telephones at the NSCA are for business use. Personal telephone calls should be as brief as possible and limited to those that are local and absolutely necessary. Personal long distance calls are permitted only in emergency situations.

Termination from Performance Team

- Disrespectful comments or actions towards Performance Team members, NSCA staff or athletes will not be tolerated.
- If you are doing something that is not consistent with the policies and procedures of the Performance Team you may be given a verbal warning that a first offense has occurred which should correct the problem, or you may be subject to further action.
- You will be terminated from the Performance Team if you cannot follow the rules.

Travel with Sport Teams

- If you are assigned to a sport and you are asked to travel with them to an away game or activity, make sure the Head Strength Coach (Manager) is aware of and approves the dates you will be gone and have all of your bases covered before you leave. Remember that policies still apply on the road as you represent the Performance Team.
- Be sure to fill out the travel authorization form two weeks prior to travel.
- Travel with a sports team is a personal privilege. The NSCA is not responsible for covering any costs associated with travel. It is at the discretion of the Performance Center Head Strength Coach (Manager) or Directors if the NSCA will authorize paid time or require personal/vacation time to be used.

- **Volunteer Responsibilities**

- The responsibility of a volunteer strength coach is to learn all the policies and the appropriate procedures, learn the names of staff and athletes, and observe techniques utilized by the full-time Performance Team members.
- Demonstrate courtesy towards others at all times. This may be difficult at times, but your job depends on you doing the right thing, at the right time, and at all times.
- Never criticize an athlete, the trainers, coaches, doctors, or anyone on the Performance Team, or NSCA staff.
- You must use appropriate language at all times.



Program

The NSCA Performance Team welcomes you to be a part of a rich tradition of excellence. The goal of the NSCA Performance Team is to provide the people we train the means to train consistently, sensibly, and systematically over designated periods of time, in a safe, clean, and professional environment in order to improve athletic performance, build confidence and help prevent injury.

Banned Substances

- If you know of any athlete who may be using illegal anabolic performance enhancing substances or any other illegal and/or banned substance, report it to the Senior Director of Education confidentially.
- It is very important in these sensitive matters to deal with facts and not carefree accusations.
- If you recommend to any athlete to use illegal anabolic performance enhancing substances or any illegal and/or banned drug, you will be terminated from employment at the NSCA.

Discipline for Athletes

- Permission to use Performance Center facilities requires accountability in following the posted rules. The rules are enforced in a consistent manner with no favoritism or biases. To ensure that athletes adhere to the rules, the disciplinary actions need to be explained clearly during the sport orientation period.
- The Head Strength Coach will determine if a verbal warning or permanent dismissal from the facility is warranted. Documentation of the situation is provided to the sport coach.

Eating Disorders

- If you have reason to believe that an athlete has an eating disorder, report it to the Senior Director of Education confidentially.
- All Performance Team members need to be conscientious about their comments in regard to an athlete's body composition relative to their appearance or eating disorders.

Holidays

- Procedure: Meet with your team at least one week in advance of a holiday to discuss their needs.
- Holidays will be determined by the NSCA Human Resources Department.

Impact Group

- This is a group of athletes that need special attention in order to make an impact in their performance.
- Structured nutrition plan during breaks.
- Set clear goals
- Set calorie recommendation for training days and inactive days

- Exercise choices to be determined by the strength coach
- Accountability
 - Contract with the athlete
 - Bodyweight – on Friday and Monday
 - Body fat measurement – every three weeks
 - If an athlete is not making progress on the normal program, the exercise program will be adjusted to include extra calorie burning activities.

Medical Check-up

- If a new athlete comes in to train, be sure they have a recent physical and all other necessary forms and written permission to begin training in our facility before they begin lifting. A pre-activity cardiovascular risk screening is vitally important to identify those individuals who may be at an increased risk for an exercise-related cardiovascular event such as sudden cardiac death or acute myocardial infarction. The physician will either approve participation or restrict the user to certain types of exercise and intensities. In accordance with the Health Insurance Portability and accountability Act of 1996 (HIPAA) we may not be able to release a user's health information without first receiving the permission of the user. A permission form is included in the Reference section.

Newsletter/Social Media

- Keep an eye open for impressive efforts by the athletes in the weight room or conditioning for possible use in the weekly newsletter. Be sure they have signed a waiver (with their parents signature if they are under 18) and report your suggestions to your supervisor.

Priority

- Scheduled sports have priority over general lifting.
- All current athletes have equal access.

Program Design

- All programs must be saved in I:\Common Files\PerformanceCenter\S&CWorkouts.
- All reconditioning programs must be created by or approved by the Head Strength Coach (Manager).
- Any change from the recommended program should be brought to the Head Strength Coach (Manager).
- Exertional “Rhabdo” and or other medical conditions may occur when athletes stress large muscle groups during extremely strenuous exercise. This occurs when muscle tissue is injured to the point that the muscle cells break down and release myoglobin (the oxygen carrying protein in muscle), enzymes (creatine kinase) and electrolytes into the blood stream.
 - Symptoms include:
 - Dark red or cola-colored urine
 - Swollen muscles that are very sore
 - High creatine kinase levels without discoloration of urine
 - Make sure program intensities are within the NSCA Standards and Guidelines.

Workout and Workout Card

- All athletes and staff using the Performance Center have the opportunity to receive an orientation explaining how to use the facility along with personal instruction and guidance on adjusting their program.
- Athletes working out in the Performance Center must have an approved workout card.
- Locate the proper column for the day you are recording information on the card.
- Do not initial the card unless you see the athlete do their last set.
- Record the amount of weight used if the athlete has not already done so.
 - If the athlete is doing the exercise on the wrong date, notify your supervisor.
- If an athlete comes in for the first time, has no workout card and the supervisor of that sport is not around, you can leave a note for the supervisor of their sport to generate a workout program for the athlete. The new athlete will also need a folder in the appropriate file drawer.
- If an athlete tells you they have no workout card in their file folder, first look in the folder before or after their name in case the card was filed incorrectly. Next, look around in case it wasn't put away. If you still cannot locate the card, inform your supervisor.

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