

**ATHLETIC
HEALTH CARE
FOR
STUDENT-ATHLETES**



South Fayette High School

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Dear Parents/Guardians:

This section focuses on athletic health care. It is intended to inform parents/guardians and students about medical concerns of student-athletes.

South Fayette Township School District has again teamed up with the UPMC Sports Medicine this year to provide athletic training services to its student-athletes. The possibility of injury is always present during athletic participation. A licensed athletic trainer will make sure these injuries are cared for properly and can even reduce the risk of certain injuries altogether. An athletic trainer's main responsibilities include the prevention, evaluation, treatment and rehabilitation of athletic injuries.

If the need arises, we can assist in securing an appointment with a UPMC Sports Medicine Physician and, in most cases, can have an athlete seen in 24 to 48 hours.

Included in this section is information on concussions, orthopedic injuries, rehabilitation, flexibility, nutrition, hydration and first-aid.

Tyler Vannucci joined the sports medicine team in 2021 and was joined by Sarah Papapietro in 2022. We are available during each practice and home competition to provide athletic training services. We will continue to work with the athletes and coaches on a daily basis to ensure athletic safety.

If we can ever be any assistance to you, please do not hesitate to contact us at (412) 221-4542 Ext. 228.

Sincerely,

Tyler Vannucci, DAT, LAT, ATC
Athletic Trainer
UPMC Sports Medicine
South Fayette Township School District

Sarah Papapietro, MS, LAT, ATC
Athletic Trainer
UPMC Sports Medicine
South Fayette Township School District

This section of the booklet is intended as an informational guide only for the parents and students of the South Fayette Township School District. Its purpose is to provide information which will aid parents and students in avoiding various health problems and in recognizing symptoms when they do occur. It is not intended as and should not be used as a substitute for seeking professional medical advice. The South Fayette Township School District encourages parents and students to seek the advice of a qualified physician or nutritional specialist when a particular question or need arises.

UPMC CENTER FOR SPORTS MEDICINE

Whether you are a professional athlete or a weekend warrior, at the UPMC Sports Medicine you will receive the world-class care that has earned a reputation of excellence. Young or old, professional or amateur, UPMC Sports Medicine has the expertise, advanced technology and services to make a dynamic difference in your orthopedic care.

A Leader in Sports Medicine

If you want to prevent or recover from an injury, learn how to safely push the bounds of your own limitations or hone your performance for demanding physical activities, UPMC Sports Medicine can help. UPMC is the official sports medicine provider for the Pittsburgh Penguins, the Pittsburgh Steelers and the University of Pittsburgh Panthers, as well as providing sports medicine services to over 60 high school, college and local sports teams.

Our orthopedic surgeons, physical medicine rehabilitation doctors, and physical therapists use cutting-edge, science-based rehabilitation techniques to speed recovery and restore function. Our experts in the concussion program manage all aspects of concussion and set the standards of care that other centers throughout the United States follow. Our sports performance specialists, athletic trainers, and other experts focus on injury prevention, nutrition, conditioning and activity-specific training for all ages and skill levels.

We specialize in the treatment and prevention of sports-related injuries and offer sophisticated training programs to improve every aspect of athletic performance. Research conducted by our sports medicine specialists is consistently helping to develop better methods of treating and preventing sports-related injuries and diseases to help your body work, play and live to its fullest potential.

The Center for Sports Medicine is home to six orthopedic surgeons who specialize in treating sports-related injuries. The combined specialized training and experience of these surgeons enable them to treat athletes of all ages with the special care that is required for a safe and speedy return to competition. The physician staff also includes five Primary Care Sports Medicine Physicians who specialize in treating injuries that do not require surgery. Often times injured athletes have different goals that the general population and these physicians understand that and provide the care necessary to ensure a safe and timely return to sports.

South Fayette's participation in the Athletic Trainer Program allows for preferred access to these physicians and in most cases the athletic trainer can arrange for an appointment with any of these physicians within 24 to 48 hours.

UPMC Sports Medicine offers two full-service outpatient facilities in the Pittsburgh region -- the UPMC Rooney Sports Complex, located on Pittsburgh's South Side, and the brand new UPMC Lemieux Sports Complex in Cranberry Township, serving Pittsburgh's northern suburbs, Butler County and surrounding areas. Satellite facilities are located in the Bethel Park and Monroeville areas.

To make an appointment or learn more about our sports performance and treatment services, contact UPMC Sports Medicine at **1-855-93-SPORT (77678)**.

THE ATHLETIC TRAINING PROFESSION

Athletic training is an allied health profession that was recognized by the American Medical Association in 1991. Athletic trainers, under the supervision of a licensed physician, provide care for patients within six areas of clinical practice: prevention of injuries; first-aid; injury evaluation and diagnosis; injury treatment and rehabilitation; organization and administration; and professional responsibility. Athletic trainers have knowledge in anatomy, physiology, nutrition, biomechanics and therapeutic exercise. Athletic trainers are specialists in the area of sports medicine. Sports medicine is a general term that refers to a very broad scope of care and services that are necessary to maintain the overall health and performance of those who are physically active or who participate in sports.

Certified athletic trainers have at minimum a bachelor's degree, are licensed in the state of Pennsylvania through the PA State Board of Medicine and must maintain a national certification through the National Athletic Trainers' Association Board of Certification.

A DOCTOR'S NOTE -- A NECESSITY

If your son/daughter suffers an in-season athletic injury that requires evaluation by a licensed physician, **it is necessary to obtain a signed written note to clarify the diagnosis, the status on return to practice/play, and any treatment that the physician wants the athletic trainer to follow.** This is necessary for any visits to a licensed physician (including MedExpress and ER visits), dentist, podiatrist, etc. It is best to follow the rule to **always obtain a signed written release** whenever you see a physician. An example of this would be if your son/daughter has been withheld from participation for any reason, they will need to secure a written release from a licensed physician (MD or DO) before they can return to any level of participation.

SPORTS MEDICINE REHABILITATION

Under the direction of a licensed physician, Athletic Trainers have the ability to rehabilitate acute and chronic injuries specific for sports participation. Each rehabilitation program is individually designed for the athlete's sport and position, targeting specific areas needed for safe return to play. Components of a rehabilitation program may include strengthening, power, balance and flexibility for the injured area. The program increases in intensity as the injury heals and becomes stronger, ultimately ending in functional testing. Functional testing places the athlete in sport-specific scenarios and measures their ability to execute fundamental movements. Once the athlete has received written clearance from their physician and passed the functional testing, he/she may return to competition. It may be necessary to continue a modified form of their rehabilitation program throughout the remainder of their season in order to prevent another injury. Throughout the program, the Athletic Trainer facilitates the athlete's exercises and uses therapeutic modalities to manage pain.

SPORT NUTRITION

1. Hydrate before, during and after practices or competitions.

Drinking water the night before a game or practice is a great way to ensure you are hydrated.

During the game, it is important to drink small amounts of water whenever possible. This may be every time you are subbed out or in between quarters.

After the match, replace the fluid you lost through sweating with cold water. This will increase your recovery time and prepare you for the next practice or game.

2. Add salt, if necessary.

If you do not drink sports drinks that contain electrolytes, it is important to include salt in your diet. A small amount of salt (sodium) is needed for the body to stay hydrated.

3. Emphasize carbohydrates for fuel.

Carbohydrates are the body and brain's main source of fuel during training. Rice, pasta, breads, potatoes, fruits and vegetables are all part of a diet that leads to success on the field.

4. Include a variety of proteins for muscle growth.

Muscle fibers are damaged during training and need protein to rebuild and become stronger. Choose lean meats like chicken, turkey, fish and eggs for main meals. Soy products and beans are excellent sources of protein for vegetarians. Snacking on dairy products, nuts and seeds will also give your body what it needs to rebuild.

5. Healthy fats are part of a well-rounded diet.

Healthy fats are needed for your nervous system to quickly engage different muscles during activity. An athlete's diet must include fat, but not directly before a practice or game. Examples of healthy fats are peanut butter, olive oil, avocados, nuts and dairy products.

6. Timing for optimal performance.

In order for your body to focus, it is best to eat three (3) hours before a training session or game. This reduces the amount of energy needed for digestion and allows your muscles to use their full capacity. After the game or practice, try to eat a combination of carbohydrates and protein within 15 minutes. A granola bar or trail mix can refuel and begin to rebuild your muscles.

7. Be smart about supplements.

Supplements are not regulated by federal guidelines and can contain any combination of ingredients, not only what is advertised. Be careful when choosing a protein shake, energy drink or other performance enhancer. A well-rounded diet will take the place of supplements.

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Health Insurance Portability and Accountability Act (HIPAA), which recently went into law, ensures the following:

- Prevention of health insurance discrimination based on a pre-existing condition
- Reduction of health care fraud and abuse
- Standards for health information
- Security and privacy of health information

Under this law, all athletes and their parents must sign a consent to treat form that is included in the pre-participation physical packet. This allows the athletic trainer to treat an athlete that is injured and to discuss the injury/playing status with the school nurse, team/school/family physician and coach of the sport. All medical records, evaluations and treatments will be kept confidential.

INFORMATION ON CONCUSSIONS AND CONCUSSION BASELINE TESTING

A concussion is an injury that disturbs the proper functioning of the brain and is the result of contact or a blow to the head. Any concussion is a serious medical condition that requires evaluation by a health professional trained in the treatment of concussions. Concussions are complicated injuries with a wide variety of outcomes. Even a “ding” or “bell ringer” can be a concussion and can become a serious injury. Because every situation is different, there is no simple timetable for recovery. Some individuals recover in days, others require weeks or months or some may endure long-term effects. Research has shown that between 1.7 and 3 million sports and recreation concussions happen every year and that 1 in 10 high school athletes who participate in contact sports will suffer a concussion this year. Because of the seriousness of the injury, it is very important that an athlete reports any symptoms of a concussion to the coach or athletic trainer and that they refrain from participating in athletics until symptom free and cleared by an appropriate medical professional.

Please refer to the **Concussion Home Instructions** section for signs and symptoms of concussions and for acute care of concussions.

ImPACT Concussion Testing

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the most widely used, and the most scientifically validated computerized concussion evaluation system. ImPACT is a test of cognitive functioning that measures visual and verbal memory, processing speed and reaction time. It is an important tool that provides information to qualified practitioners in making sound return to play decisions following concussions.

Provided by UPMC Sport Medicine, South Fayette athletes participating in contact sports in grades 7, 9 and 11 are given a baseline ImPACT test at the beginning of the season. Following a suspected concussion, and at the direction of a UPMC physician or neuropsychologist, a “Post Injury” ImPACT test can be administered. A comparison between the results of the baseline and post injury test can provide much information on the assessment and severity of a concussion, and when it is safe to return to sports. The neuropsychologists at the UPMC Concussion Clinic are experts in interpreting the data of the ImPACT test.

VOMS Concussion Testing

In addition to the ImPACT test, the concussion experts at UPMC have designed a new test for rapid assessment of a concussion’s severity. The VOMS (Vestibular/Ocular-Motor Screening) test for concussion by measuring vestibular integrity through various head and eye movements. The provocation of any of the following symptoms indicates a disturbance of the vestibular system’s function: headache, dizziness, nausea and foggiess.

The Athletic Trainers may utilize the VOMS test in the initial diagnosis of a suspected concussion. Following a suspected concussion, the neuropsychologists of the UPMC Concussion Clinic will use VOMS to measure concussion symptoms specific to vestibular impairment and devise a rehabilitation program specific to that athlete's needs.

The UPMC Sports Concussion Program

Since 2000, the UPMC Sports Concussion Program has been an international leader in the management, treatment and research of sports related concussions. The program is staffed by seven neuropsychologists who specifically evaluate and treat concussions and are experts in this area, and at interpreting the ImPACT test data. It is recommended that athletes who suffer a concussion undergo consultation and treatment at the UPMC Sports Concussion Program. Appointments can be made by calling 412-432-3681.

CONCUSSION SAFETY AND YOUTH SPORTS ACT OF 2012

Due to the seriousness of concussions, the state of Pennsylvania passed a law effective July 2, 2012 that establishes standards for managing and treating students that suffer a concussion while participating in interscholastic athletics. Key points of the Act include:

- **Removal from play** – A student, who as determined by a game official, coach from the student's team, athletic trainer, physician, physical therapist or other official designated by the school, exhibits any signs or symptoms of a concussion must be removed from play by the coach.
- **Return to play** – A coach shall not return a student exhibiting concussion symptoms to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. PIAA and South Fayette Guidelines require a medical doctor's clearance to return to participation following a concussion.
- **Educational Materials** – The school district will provide information to students and their parents about the nature and risk of concussion and traumatic brain injury. This form is now included in the physical packet and also reviews the serious risks associated with continuing to play while experiencing concussion symptoms or returning to play before fully recovered from a concussion. All students and their parents must sign and return this form as acknowledgement of receipt and review of this information.

UPMC Sports Medicine - Concussion Home Instructions

_____ has been evaluated on _____ for concussion-like symptoms. For students participating in school district-sponsored activities, the Pennsylvania Safety in Youth Sports Act (2012) states that any athlete who exhibits signs or symptoms of a concussion while participating in a school-sponsored athletic activity shall be removed from participation at that time. The athlete shall not return until evaluated and cleared in writing by a physician or neuropsychologist who is trained in concussion management. Please note additional testing and a controlled exercise program may also be required before the athlete is returned to his/her sport without restriction.

What is a concussion? A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

Signs

Symptoms

- | | |
|---|---|
| -Appears dazed and stunned | -Headache or "pressure" in head |
| -Is confused about assignment or position | -Nausea or vomiting |
| -Forgets an instruction | -Balance problems or dizziness |
| -Is unsure of game, score, or opponent | -Double or blurry vision |
| -Moves clumsily | -Sensitivity to light or noise |
| -Answers questions slowly | -Feeling sluggish, hazy, foggy, groggy or "slowed down" |
| -Loses consciousness (even briefly) | -Concentration or memory problems |
| -Shows mood, behavior, or personality changes | |
| (irritability, sadness, more emotional, | -Confusion |
| depressed, feeling nervous and anxious) | -Sleeping more/less than usual, trouble falling asleep |
| -Can't recall events prior to hit or fall | -Just not "feeling right"/"feeling down" |
| -Can't recall events after hit or fall | -Slowed reaction time |

(Signs and symptoms can present days or weeks after injury)

Danger Signs

An athlete should receive immediate medical attention if after a bump, blow or jolt to the head or body s/he exhibits any of the following danger signs:

- | | |
|---|-------------------------------------|
| -One pupil larger than the other / Difficulty with vision | -Is drowsy or cannot be awakened |
| -Weakness, numbness, or decreased coordination | -A headache that gets worse |
| -Repeated vomiting or nausea | -Slurred speech |
| -Convulsions or seizures | -Cannot recognize people or places |
| -Becomes increasingly confused, restless, or agitated | -Has unusual behavior |
| -Loses consciousness (even a brief loss of consciousness should be taken seriously) | -Difficulty with walking or balance |
| -Any symptom that concerns you, your family members, or friends | |

What else should I do?

Make sure your child reports his/her symptoms – If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to the brain. They can be fatal. Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days or weeks. A more serious concussion can last for months or longer.

To make an appointment for your son/daughter with the specialists in the UPMC Sports Medicine Concussion Program – Please call (412) 432-3681.

CONCUSSION CLINICAL TRAJECTORIES

Cognitive difficulties include decreased concentration, increased distractibility, difficulty learning/retaining new information or decreased multitasking abilities. Sometimes accompanied by increased fatigue as the day progresses.



VESTIBULAR

Impairment of the vestibular system—the balance center of the brain—often results in difficulty interpreting motion, coordinate head and eye movements or stabilize vision during head movement.

OCULAR

Ocular dysfunction occurs when the movement of the eyes in tandem, or binocular eye movement, is affected. This may result in difficulties bringing the eyes together, or moving one's eyes to track motion.

POST-TRAUMATIC MIGRAINE

Post-traumatic migraine symptoms include headache, dizziness, and sensitivity to light or noise.

CERVICAL

Sometimes the concussive blow affects the extra-cranial region including the neck and/or spinal cord. An injury of this type may lead to ongoing headaches.

ANXIETY/MOOD

Attention deficit/hyperactivity disorder (ADHD) or other mood disorders, particularly disruptive behavior disorder, may be exacerbated by concussion.

Ensure that your child does not participate in strenuous activity – Complete physical, cognitive/“thinking”, emotional and social rest may be advised while your child is experiencing signs and symptoms of a concussion. Minimize mental exertion, limit overstimulation, limit cell phone or computer usage, video gaming, multi-tasking, etc.

Please have athlete seen by an appropriate medical professional as soon as possible, so that academic accommodations, if needed, may be started to allow the athlete to recover.

PA Law mandates that your child does not return to activity until cleared by a Physician or Neuropsychologist

All post-concussion ImPACT testing will be done by the appropriate medical provider. The school will only provide baseline testing.

UPMC
CHANGING

ReThink
CONCUSSIONS

our son/daughter was seen by:

athletic Trainer _____ Phone _____

ease have your son/daughter follow-up with their athletic trainer as soon as possible.

SUDDEN CARDIAC ARREST PREVENTION ACT

Similar to the Concussion Safety and Youth Sports Act, the state of Pennsylvania has also passed a law that establishes standards for managing and treating students that experience sudden cardiac arrest symptoms while participating in interscholastic athletics. Key points of the Act include:

- **Removal from play** – A student, who as determined by a game official, coach from the student's team, athletic trainer, physician or other official designated by the school, exhibits any signs or symptoms of sudden cardiac arrest must be removed from play by the coach.
- **Return to play** – A coach shall not return to play a student that has exhibited any signs or symptoms of sudden cardiac arrest until the student is evaluated and cleared in writing to return to play by a licensed physician, certified nurse practitioner or a cardiologist.
- **Educational Materials** – The school district will provide information to students and their parents about the nature and risk of sudden cardiac arrest. The form also reviews the serious risks associated with continuing to play while experiencing sudden cardiac arrest symptoms. All students and their parents must sign and return this form as acknowledgement of receipt and review of this information.

IN THE EVENT OF AN INJURY

If any injury occurs, the **R I C E** principle is recommended in order to promote healing and reduce severity.

- “**R**” **REST** the injured area. Do not move unnecessarily by walking on it to test it or continuing to exercise.
- “**T**” **ICE** the injured area to reduce swelling. Ice applications should be for 20 minutes every 2 hours. Immersion of any body part in a bucket of ice water should only be for 10 minutes.
- “**C**” **COMPRESS** the injured area to reduce swelling. The wrap should be snug but not too tight that circulation is being cut off. At night or if the athlete experiences numbness or painful throbbing, the wrap can be loosened or removed.
- “**E**” **ELEVATE** the limb to reduce swelling. Injured legs should be rested at hip level or above the level of the heart and arms should be rested on a table or other devices whenever possible.

If you have any doubt as to the severity of the injury, seek medical attention. Report all medical visits to the athletic trainer or coach and obtain in writing the doctor's diagnosis, recommended treatment and/or rehabilitative exercises, and a date on when the athlete can participate in writing.

ORTHOPEDISTS VS. CHIROPRACTORS

These two professionals are similar yet very different. They are similar in that they both want you to get well and back to your normal activities. They are both doctors. However, they are very different with respect to treatment and rehabilitation, which stems from different philosophies of medicine. The chart below basically reviews their differences legally and professionally.

Orthopedists

- o prescribe medication
- o perform pre-participation physicals
- o refer to therapy
- o specializes in sports medicine
- o allow return to activity

Chiropractors

- o cannot prescribe medication
- o cannot perform pre-participation
- o cannot refer to therapy
- o do not specialize in sports medicine
- o allow return to activity

SOUTH FAYETTE ATHLETIC INSURANCE PROCEDURES

South Fayette has insurance for all students participating in athletics. **THIS INSURANCE IS SECONDARY TO THE PARENTS' INSURANCE COVERAGE.** This means that the school's insurance may cover some costs that your insurance does not.

If your son or daughter is injured and needs to visit a doctor, you are responsible for covering the expenses. Therefore, it is recommended that you go through your insurance. For example, if you have an HMO insurance plan, you need to visit your PCP. However, for most sports-related injuries, an orthopedist is recommended; thus your PCP should give you a referral to an orthopedist. If you have a HMO plan and go through your PCP, everything should be covered. If for some reason expenses are not covered, **some** expenses can be covered by South Fayette Township School District Insurance.

Whenever an athlete is injured while participating on the school's athletic team, is seen by a doctor, had any tests done, or missed practices due to an injury, the following procedures should be followed:

- 1) Report all injuries to the school's athletic trainer or coach as soon as possible.
- 2) Obtain the doctor's findings, restrictions, etc. in writing and give these to the school's athletic trainer.

- 3) Submit all bills to the parent's insurance company FIRST.
- 4) When the parent's insurance company reaches its limits of coverage, contact the Athletic Department for an excess claim form.
- 5) Parents need only one excess claim form per injury and should attach all bills to the form and contact the Director of Finance for further procedures or questions.



South Fayette School District

Athletics

Guidelines for Coaches Participating in Clinics, Camps, Combines, etc, Sponsored by an Outside Organization

Coaches may choose to participate in off-seasons clinics/camps/combines, etc. as their time and schedules permit. When doing so for an outside organization the following guidelines must be adhered to. For purposes of these guidelines, an “outside organization” is defined as any booster group, youth sports organization, individual, company or organization that is not under the direct control of the South Fayette School District Athletic Department.

1. South Fayette School District coaches are eligible to participate in clinics/camps/combines; etc sponsored by outside organizations and may be identified as the head/assistant coach of a South Fayette School District athletic program.
2. Compensation paid to coaches for said events should be funneled through the sponsoring organization, i.e. South Fayette Township Youth Sports, the parent booster organization, or other sponsoring organization.
3. If South Fayette School District facilities are being utilized by the event, all necessary arrangements for facility usage is to be handled by the sponsoring organization using the protocols and guidelines established by South Fayette School District.
4. South Fayette School District assumes no liability for injuries or other damages that may occur through the course of camps/clinics/combines, etc. in which South Fayette School District coaches are involved and that are sponsored by an organization other than South Fayette School District.



South Fayette High School

Athletic Department

Procedures for Making Donations to the South Fayette Athletic Program

Purpose: The purpose of this procedure is to provide a clear process for individuals or organizations wishing to make financial or material donations to South Fayette School District athletic programs to follow.

Process: The following steps must be taken when a purchase or donation is to be made for an athletic team by an individual, organization, or a team's booster organization. In all cases, head coaches and the benefactor must communicate so as to ensure a clear understanding of the needs of the program. All donations earmarked in any way for a specific program must be discussed and agreed upon with the head coach prior to approaching the school district for approval of the donation.

Donors may choose to give in one of four ways:

1. A cash donation to the athletic department
2. A cash donation for a specific program (i.e. the football team, the girls soccer team)
3. A cash donation for a specific purchase (i.e. tackling sleds, new uniforms)
4. A material donation to a specific program.

The following procedures must be followed when making a donation to the athletic department:

1. If a **cash donation** to the athletic department:
 - a. A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes the specific amount to be donated.
 - b. Upon approval, the donation will be deposited into the athletic department general fund.
 - c. A letter acknowledging receipt and approval of the donation will be mailed to the donor.
2. If a **cash donation for a specific program**:
 - a. A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes the specific amount and the program the donation is intended for.
 - b. Upon approval, the donation will be deposited into the specific program's fund and will only be used by that program.
 - c. A letter acknowledging receipt and approval of the donation as well as acknowledgement of the beneficiary program will be mailed to the donor.
3. If a **cash donation for a specific purchase**,
 - a. The Head Coach must submit a proposal to the athletic department that specifies the following:
 1. Need for item(s)
 2. Explanation of why the donor is being asked to purchase the item(s)
 3. Use for item(s)



South Fayette High School

Athletic Department

4. Style or design of item(s) (if uniforms, must include visual representation that accurately depicts the color scheme, logo design, and lettering)
 5. Manufacturer of item(s)
 6. Quantity of item (if uniforms, must include specific breakdown of sizes, i.e. 12 pair shorts, 5XL, 7L, etc.)
 7. A vendor quote detailing specifications, quantity, and total cost of the item(s)
 - b. Upon approval from the athletic department, the head coach may approach the donor for monies to purchase the item.
 - c. A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes the monies sufficient to cover the cost of the item(s) specified in the quote. The original copy of the quote must accompany the "Request to Donate" form.
 - d. A letter acknowledging receipt and approval of the donation as well as acknowledgement of the beneficiary program and item(s) to be purchased will be mailed to the donor.
 - e. Upon receipt of the donation, the athletic department will facilitate the purchase of the item.
 - f. All items purchased are the property of South Fayette School District
4. **If a material donation to a specific program:**
- a. The Head Coach must submit a proposal to the athletic department that specifies the following:
 8. Need for item(s)
 9. Explanation of why the donor is being asked to purchase the item(s)
 10. Use for item(s)
 11. Style or design of item(s) (if uniforms, must include visual representation that accurately depicts the color scheme, logo design, and lettering)
 12. Manufacturer of item(s)
 13. Quantity of item (if uniforms, must include specific breakdown of sizes, i.e. 12 pair shorts, 5XL, 7L, etc.)
 - b. Upon approval from the athletic department, the coach and donor may move forward with the purchase of said item(s)
 - c. Upon receipt of the item, A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes a copy of the item(s) invoice that includes quantity and total cost.
 - d. Upon approval of the donation, the item may be used by the designated program and becomes the property of South Fayette School District.
**Please Note – no item may be used by any athletic program until the appropriate documentation has been received and approved.*
 - e. A letter acknowledging receipt and approval of the donation as well as acknowledgement of the beneficiary program will be mailed to the donor.