

Out of Season Practice Message

Prince William County Schools (PWCS) has decided to allow out of season practice. The number one concern is the safety of our staff and students. After much consideration, we believe we can provide the opportunity for our students to improve on their social, mental, and physical health by allowing out of season practice. Initially this out of season practice will mostly be in the form of conditioning as no equipment will be allowed. Every coach participating will receive training about the precautions being taken and the expectations the division has to follow social distancing practices and guidelines. Out of season practice sessions are not mandatory for our students nor our coaches. A safety precaution we are taking, is the answering of a mandatory daily Covid-19 health screening utilizing the SportsWare Online program.

Prior to participating in out of season practice, athletes are required to provide the Athletic Department with a current physical dated on or after May 1, 2020, a signed PWCS concussion training, and a completed emergency card. Coaches will review Covid-19 safety precautions with their student-athletes so help ensure safe practices during practice sessions.

To enter your information, visit www.swol123.net. The first time you visit the website you will need to enter your school email address and click **Get Password**. Below you will find instructions to help you log in and register.

The information you entered is not shared outside of your individual school. The certified athletic trainer is the only person who has access to your medical information. The emergency contact information can be accessed by the athlete's coach during their respective season only. SportsWare is fully HIPPA compliant.

Below is a general overview of what each party can expect:

Students/Parents should register with their school email address on SportsWare. The VHSL physical form and PWCS concussion training for can be uploaded on SportWare. Each day a student wishes to participate in out of season practice, a parent must complete the health screening by noon. Upon arrival at the school, the student shall remain in the car until checked in by a coach or athletic trainer. Students must bring a mask and their own filled water bottle. Students are expected to social distance a minimum of six feet at all times. In the case of an emergency inclement weather event, students will be taken inside for shelter purposes only. Masks must be worn in the building. Students shall stay in their respective pods and not interact with other sessions during transitions. For example, students leaving the 9:00 session should not interact with students arriving for the 11:00 session.

Coaches will be required to attend a virtual training session prior to holding any out of season practice sessions. The registration for these sessions will be in PowerSchool. If a coach does not have a PWCS email address, they should contact Hilda Layne to request the link for the training. The coach's attendance will be verified and sent to the director of student activities of their school. Coaches must provide practice plans to their DSA one week prior to the session/s being held. Coaches will be responsible for maintaining social distancing of their student-athletes and continued training/reinforcement of safe practices to prevent the spread of COVID-19. Coaches will receive a list of eligible participants daily from the athletic trainer. Coaches are not to allow participation of anyone not on that day's list. Coaches are to supervise their student-athletes and are not to leave until all their students have left.

Athletic trainers will run the list of students eligible to participate each day and provide that list to the coaches and DSA. ATs can assist with coaches screening and student check-ins. ATs can provide emergency care but will not be doing treatments for rehabilitation at this time.

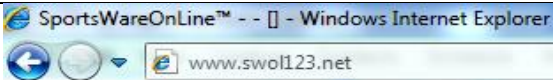


The directors of student activities will be collecting and approving practice plans from coaches. The DSAs will ensure that coaches are following the PWCS guidelines for out of season practice. The DSAs will also ensure that no coach is working with our students who has not attended the virtual training session.

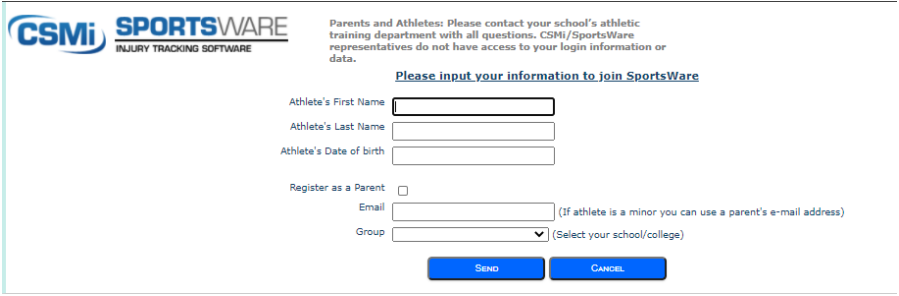
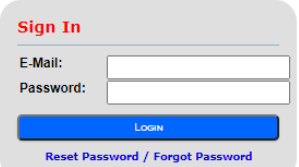
Below is an overview of how a coach is to register for the virtual training sessions:

1. Sign in to your PWCS Outlook Account
2. Select your Waffle on the left top corner of the page (nine dots right before the Outlook word)
3. Select the App PS-Professional Learning Catalog
4. Select the Course Search: Enter STA 601 Return to Activities COVID-19
5. Once the course appears you can select the session you would like to register for and follow the prompts from there.

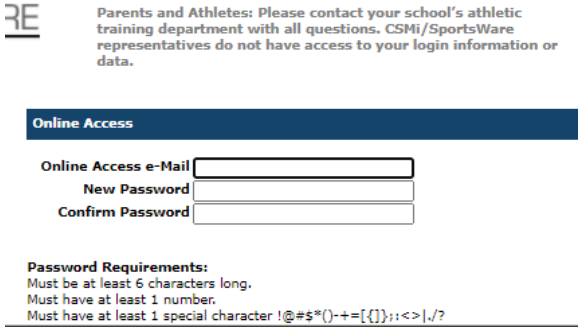
If you have any questions, please contact your school's athletic office, Kelly Gardner, Supervisor of Student Activities, or the PWCS SportsWare liaisons at shanksjl@pwcs.edu or ausbora@pwcs.edu

Joining SportsWare OnLine

Instruction	Example
Go to www.swol123.net	
Scroll to the middle of the screen and click the Join SportsWare button.	
Enter the School ID PWCS This is required to join the correct school.	

Enter your First Name, Last Name, Date of Birth, Email address, Group (school) and click the Send button.	 <p>Parents and Athletes: Please contact your school's athletic training department with all questions. CSMi/SportsWare representatives do not have access to your login information or data.</p> <p>Please input your information to join SportsWare</p> <p>Athlete's First Name <input type="text"/></p> <p>Athlete's Last Name <input type="text"/></p> <p>Athlete's Date of birth <input type="text"/></p> <p>Register as a Parent <input type="checkbox"/></p> <p>Email <input type="text"/> (If athlete is a minor you can use a parent's e-mail address)</p> <p>Group <input type="text"/> (Select your school/college)</p> <p><input type="button" value="SEND"/> <input type="button" value="CANCEL"/></p>
You will receive and e-mail with the Subject "SportsWare request accepted" .	<p>Use the link in the acceptance email. Enter you email address, then click Reset Password. Another email will be generated.</p>  <p>Sign In</p> <p>E-Mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="LOGIN"/></p> <p>Reset Password / Forgot Password</p>

Setting Your Password

Instruction	Example
<p>You will receive and e-mail with the password reset link</p> <p>Open the e-mail and click on the link to reset your password.</p> <p>Enter your e-mail address, new password and click the Save button.</p>	 <p>Parents and Athletes: Please contact your school's athletic training department with all questions. CSMi/SportsWare representatives do not have access to your login information or data.</p> <p>Online Access</p> <p>Online Access e-Mail <input type="text"/></p> <p>New Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p>Password Requirements: Must be at least 6 characters long. Must have at least 1 number. Must have at least 1 special character !@#\$%^&*()-+=[]{} ;:<> ./?</p>

Updating Your Information

Instruction	Example
Go to www.swol123.net	 <p>SportsWareOnLine™ - - [] - Windows Internet Explorer</p> <p>www.swol123.net</p>
Enter your Email Address and password, then click the Login button.	 <p>Sign In</p> <p>E-Mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="LOGIN"/></p> <p>Reset Password / Forgot Password</p>

At the top of the page is the Menu Bar.
Click on **My Info**

My Info: General Tab: Add the sports you are playing (Sport 1- Fall, Sport 2-Winter, Sport 3-Spring).
Group: **Please select the appropriate school.**

THE GROUP FIELD IS EXTREMELY IMPORTANT!

Sport 1 (Fall)- Cross Country Field Hockey, Football, Volleyball, Golf, Cheer, Color Guard, ROTC, Band

Sport 2(Winter)- Basketball, Wrestling, Swim/Dive, Cheer, Gymnastics, Indoor Track, Dance

Sport 3 (Spring)- Soccer, Lacrosse, Tennis, Baseball, Softball, Track, Crew

Update the Address and Emergency Tabs with correct information:

Address Tab:

Your primary address is your permanent address.

Secondary address is your school address.

Emergency Tab:

Enter at least one primary emergency contact. This will be used when putting together emergency cards.

Insurance Tab: **OPTIONAL**

Please upload a scanned copy (front and back) of your insurance card. This can be done at the bottom of the page.

Add Alerts to the Medical Tab

Put any medical conditions (ie diabetes, asthma, allergies, epilepsy or other) that you may have.

Put any allergies to medications that a physician or EMS would need to know.

You do not need to complete the immunizations.

Med History: Complete a Medical History questionnaire.

Complete 'MedHistory' **YEARLY**

Answer Yes or No to **EACH** question.

Explain all YES answers in the comment box.

If you have filled this out previously please review and update as needed.

Click "Save"

Forms: View/complete required paperwork. Note: SportsWare will also display "You have 1 form to complete/download". The VHSL Physical form is located here for you to download.

Please upload a copy of your VHSL physical and Concussion

Print: Print My Info and Medical History data for your own records.

CSMi SPORTSWARE™ - CSMi Sales - Rob - User: Algarin, Peter

Dashboard - Algarin, Peter - Medical

General Address Emergency Insurance **Medical** Paperwork

SAVE CANCEL

Alerts

Penicillin allergy high

Immunizations

DTP

Sickle Cell

Drugs Taken

Medication

20 mg. Tablets, Birth Control

Doctor

Name

Phone

My Info Med History **Forms** Print

Logout

July 2012

Show: Today This Week

Forms You have 1 form to complete/download

Notices And Handbooks

No records to display.

Algarin, Peter

Change Photo

General

Date: 06/16/2015 Evaluator Sport

Item	Yes/No	Comment
Previous Concussion date	YES	Explain YES answers
Asthma		
Allergic to Foods, Insects, Pollen		
Ongoing or Chronic Illness		
Diabetes		
Sickle Cell Anemia		
Allergic to medications		
Have you had surgery? For what?		
Hives, Rash		
Hepatitis		
Epilepsy		

My Info Med History **Forms** Print

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July 2012

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Notices And Handbooks

No records to display.

Algarin, Peter

Change Photo

YouTube LinkedIn Twitter Facebook

CSMi SPORTSWARE

Page: Athlete Attachments Institution: Prince William County Schools Athlete: Shanks, Jessie

Go

Attachments

View: Include Obsolete Attachments

Select	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
	VHSL Physical Form 2017	6/23/2012 1:58:06 PM					NOT EDITABLE

