

# **Elgin School**

## **Athletic Guidelines**

### ***Parents & Athletes***

- . Please read the following guidelines over carefully before signing.***
- . Keep pages 1-4 and the Heads Up Concussion Form for your information.***
- . All other pages need to be signed and returned to the Athletic Director.***
- . All forms and fees are due by the Friday before the 1<sup>st</sup> game for an athlete to be eligible. Any athlete missing items will not be allowed to participate in any games until completed.***
  - Completed Athletic Guidelines Packet***
  - Complete and current Athletic Physical Packet from a medical professional***
  - \$50 Athletic Fee***

## **ELIGIBILITY**

Students are encouraged to participate in extracurricular activities. All athletes must have a current sports physical and a parent consent form on file before the start of each season.

The students who demonstrate a satisfactory academic performance may be eligible for participation. A satisfactory academic performance is defined as a "C" average for each academic subject.

An extra-curricular fee for participation will be charged at the beginning of each extracurricular activity season. Scholarships are available to help cover these fees. Please contact the principal for more information and application materials.

By the end of the day on Wednesday, teachers will hand in a signed-off sheet of every player that is on a sports team. If a player is ineligible due to grades, they will not be allowed to play in the games held for the next week, but they will be required to be at all practices.

If a player is ineligible due to grades, they will not be allowed to attend or participate in any games (home or away) that week. Athletes will need to make arrangements with their parents for transportation home after school on game days. Athletes are still required to attend all practices for the week.

***If you are ineligible for more than two weeks in a row, the athlete will be released from the team.***

## **PRACTICE/GAMEPLAY**

On game days, students must not miss more than 2 hours of the school day. If athletes miss more than 2 hours, they are not allowed to participate in games/meets that day.

On practice days and game days, no sibling/family members or friends may stay after school unless a parent or guardian is present when the dismissal bell rings at 3:00 PM.

Students are expected to attend all practices, Monday-Thursday, 3:00-5:00 PM. If a student cannot attend a practice, game or has to leave early, the parent/guardian is **required** to contact the coach via phone, email or a written note. Students on a team sport are required to attend all games home and away. If an athlete has an unexcused absence from practice, he/she will not participate in the next game. It will be up to the coach's discretion of action taken if an athlete has an unexcused absence from a game. If an athlete forgets any equipment that precludes them from participating in a practice, they must sit and listen, so as not to miss anything that goes on.

If an athlete forgets any equipment or uniforms needed for game play on game days, they will not be allowed to attend the game (home or away). The athlete must inform the coach or athletic director as soon as possible of the situation. The athlete will also need to make arrangements for transportation home after school.

Practice ends at 5:00 PM. If you, the parent/guardian, are late picking up your child by more than 10 minutes, the athletic director and coach will enforce the following:

- 2 times being late – athlete is benched for ½ game
- 3 times being late – athlete will be benched for a whole game
- 4 times being late – athlete will be suspended for the rest of the season.

## **UNIFORMS**

The school provides uniforms to every athlete. The athlete is responsible for washing them and turning them in at the end of the season. If for some reason the uniform cannot be turned in, it will be the athlete's responsibility to inform the athletic director. Once the athletic director is informed a letter will be sent home stating the amount that needs to be paid to replace the uniform.

An athlete will not be allowed to sign up for another sport until the uniform is returned or paid for.

If the uniform is damaged or lost during the season, there may be a replacement fee charged to replace the uniform.

### **SPORTSMANSHIP/PERSONAL CONDUCT**

It is an honor and privilege to be a student athlete. Student athletes are role models to all other students. Good sportsmanship is required of all athletes. At all games and practices, the athletes will show good sportsmanship and proper conduct to his/her own team players and coaches, opposing teams players and coaches, referees, and fans. All athletes will respect other school's property and not damage anything that does not belong to them. If there is a confrontation or a conflict, the athletes are to walk away and report the incident to their coach or athletic director immediately. Any obscene gestures, inappropriate talk or any other unsportsmanlike conduct will result in automatic removal from the team and possible further disciplinary action from the principal. Athletes are representing Elgin School and the community and all actions in every arena should reflect the highest standards.

If inappropriate language is used at practices or games the athlete will face the following consequences:

1st Offense	Athlete is given a warning and parents are informed of the situation.
2nd Offense	Parents will be notified and student athlete will be benched for 2 games.
3rd Offense	Parents will be notified and it will be at the coach's discretion whether the athlete remains on the team for the rest of the season or if other disciplinary action will be taken.

While on the bus to and from away games, students are to behave in an appropriate manner. No items are to be thrown out the bus windows at any time. This action will result in the immediate dismissal from the team.

### **DISCIPLINE**

Misbehavior and inappropriate conduct during school hours may result in additional penalties from the coach or athletic director.

Athletes represent Elgin School and should be proud to be a member of a team. For games, the athletes are to wear the uniform given to them.

### **TRANSPORTATION**

If athletes are to share rides home, communication from the parent/guardian is to be given to the coach/athletic director. After an away game, any athlete not riding the bus must have this information communicated to the coach PRIOR to the game by a parent/guardian. It is the coach's responsibility to make sure that every athlete has a ride home. No athlete will be left alone to wait for a ride.

Athletes must be picked up promptly after practices and games. Practices end promptly at 5:00 PM. If an athlete's transportation is late 2 times the athlete will be benched for half a game, late 3 times benched a whole game, and late 4 or more times the athlete will be suspended for the rest of the season. Athletes will be able to notify parents/guardians of their expected arrival time to Elgin School after away games. Parents are expected to be at Elgin School when the bus arrives.

### **QUITTING**

When the athletes sign up to play a sport, they are expected to play for the entire season. Once they sign up and go to the first practice, they are committed to the team for the whole season. If unforeseen circumstances do not allow a student to honor their commitment as a team member, then notification by a parent is mandatory. If there is a medical reason for not participating, the athlete must refrain from practices and games until a medical release is turned in.

Being part of a team is an honor. The team does not function if athletes do not work together. Each person is equally important to the success of Elgin School Athletics.

### **SPECTATOR CODE OF CONDUCT**

The following is designed to help achieve our goals of athletics:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and good behavior.
2. Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of feet and disrespectful remarks should be avoided at all times.
5. Bells, whistles or noisemakers of any kind are not acceptable for athletic events.

### **PARENTS CODE OF CONDUCT**

Parents play an important role in their child's athletic endeavors. Elgin School has implemented the following Parent Code of Conduct for Athletics to reinforce the importance of supporting your child positively in athletic competition, as well as maintain the safest, most positive environment possible for all participants.

***Each parent should read and understand this code of conduct prior to their child participating in sports competition at Elgin School.***

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability, injury, or ailment that may affect the safety of my child or the safety of others.
4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
7. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
8. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

9. I will remain in the spectator areas during game play and refrain my coaching my child, unless I am one of the official coaches of the team.

10. I recognize that schools are tobacco-, alcohol-, and drug-free zones.

***Any parent or guest who exhibits improper conduct at any game or practice will be asked to leave the campus where the game is being conducted. Repeat violations may cause multiple game suspensions.***

***Please keep pages 1-4 and the Heads Up Concussion Form for your information. All other pages need to be signed and returned to the Athletic Director.***




## HEADS UP SCHOOLS

## A Fact Sheet for Parents

### What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

### What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports **one or more** of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

### SIGNS AND SYMPTOMS OF A CONCUSSION

#### SIGNS OBSERVED BY PARENTS OR GUARDIANS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to the hit, bump, or fall
- Can't recall events *after* the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

#### SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

##### Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

##### Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

##### Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

##### Sleep\*:

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual
- Has trouble falling asleep

*\*Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion). Para obtener una copia electrónica de esta hoja de información en español, por favor visite: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION





## DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports practices or games, or
- Physical activity at recess.

## What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.** If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a health care professional.
3. **Together with your child or teen, learn more about concussions.** Talk about the potential long-term effects of concussion and the dangers of returning too soon to normal activities (especially physical activity and learning/concentration). For more information about concussion and free resources, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

## How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.



\*To learn more about concussion and to order materials **FREE-OF-CHARGE**, go to: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion) or call 1.800.CDC.INFO.

**Student Information** (PLEASE PRINT INFORMATION)

\_\_\_\_\_  
Last Name First Name MI  
Grade: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Parent/Guardian Information**

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Other Emergency Information** (Someone other than listed above)

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**ATHLETIC GUIDELINES ACKNOWLEDGEMENT**

By signing below, athletes and parents are acknowledging:

- That participation in organized interscholastic athletics involves the potential for injury, which is inherent in all sports.
- That even with the best coaching, use of the most advanced protective equipment and strict observation of the rules, injuries are still a possibility.
- They have read the Athletic Guidelines and agree to follow all guidelines throughout the entire school year. ***And that if the student athlete fails to follow the student-athlete code of conduct they can be dismissed from the team.***

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Athlete Signature Date

**Emergency Consent**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, give my consent for Elgin School Officials to use their own best judgment in securing aid and ambulance service in case the parent or guardian cannot be reached.

\_\_\_\_\_  
Parent Signature Date



**Medical Insurance**

Insurance Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Primary Insured/Responsible Party:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Athletic Transportation Form**

Student Name: \_\_\_\_\_

PLEASE LIST ALL OTHER DRIVERS WHO MAY TRANSPORT YOUR CHILD

NAME	PHONE #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The school provides bus transportation to all students on athletic teams, to an event and back to school from the event. It is the responsibility of the parent/guardian to make sure their student athlete gets picked up at the school.

There is not transportation provided after practices.

This form also allows the student to ride home from a contest with any of the drivers listed above.

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date

## **Elgin School Code of Conduct for Young Athletes**

Pursuing Victory With Honor\* Code of Conduct for Young Athletes

This Code of Conduct applies to all players **involved in our organization's sports activities.**

**Youth sports should be fun. They should also develop good character and other important life skills. Showing good character and sportsmanship means living by the "Six Pillars of Character": trustworthiness, respect, responsibility, fairness, caring and citizenship. I will strive to pursue victory with honor.**

I will:

- Play for the fun of it, not just to please your parents or teacher-coach.
- Play by the rules and Pursue Victory With Honor.
- Win and lose with dignity.
- Never argue with a referee or complain about calls or decisions.
- Control my temper. Even if someone has behaved badly toward me, I will not respond by behaving badly toward this person.
- Concentrate on playing the game and on affecting the outcome of the game with my best effort. I will work as hard for my team as I do for myself.
- Be a good sport by cheering all good plays, whether they are made by a teammate or an opponent
- Treat all players, as I would like to be treated.
- Remember that the goals of the game are to have fun, improve skills and feel good. I won't be a showoff or a selfish player.
- Cooperate with my teacher-coaches, teammates, opponents and the officials.

**Athlete Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Elgin School Code of Conduct for All Spectators**

The following is designed to help achieve our goals of athletics:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and good behavior.
2. Spectators should at all times respect officials, coaches and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of feet and disrespectful remarks should be avoided at all times.
5. Bells, whistles or noisemakers of any kind are not acceptable for athletic events.

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Arizona Interscholastic Association, Inc.**

**Mild Traumatic Brain Injury (MTBI) / Concussion**

**Annual Statement and Acknowledgement Form**

I, \_\_\_\_\_ (student), acknowledge that I have to be an active participant in my own health and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coaches, team physicians, athletic training staff). I further recognize that my physical condition is dependent upon providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced before, during or after athletic activities.

By signing below, I acknowledge:

- My institution has provided me with specific educational materials including the CDC Concussion fact sheet (<http://www.cdc.gov/concussion/HeadsUp/youth.html>) on what a concussion is and has given me an opportunity to ask questions.
- I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
- There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
- A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
- A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
- Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
- I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
- I will not return to play in a game or practice until my symptoms have resolved AND I have written clearance to do so by a qualified health care professional.
- Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms resolve.

Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spiritline and wrestling.

I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

Student Athlete:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or legal guardian must print and sign name below and indicate date signed.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_