

**Elmore County Public Schools**

# **Extracurricular Activities Handbook & Coaches' Manual**

*For Sports, Cheer, Dance, and Band Programs*



**Dr. Andre' L. Harrison, Superintendent**

August 1, 2016

# Elmore County Board of Education

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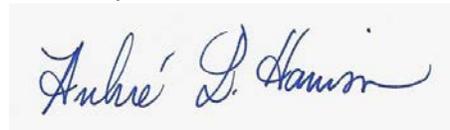
Dear Elmore County Family:

First of all, I would like to welcome you to another new school year! Our school system is committed to providing our students and staff members with a support system to ensure that each student has the opportunity to succeed while participating in various extracurricular activities throughout this school year.

As we begin a new year, please keep in mind the importance of you and your students understanding the basic procedures, expectations, rules, and regulations of good sportsmanship on and off the field. This handbook will provide each of you with valuable information that will help ensure that students and staff enjoy an exciting school year in a safe and healthy environment. Please know that we consider every athlete to be a unique individual, and we will do everything possible to provide them with a positive experience.

Again, we look forward to working with you during this school year and in the years to come!

Sincerely,



Dr. Andre' L. Harrison  
Superintendent

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## **INTRODUCTION**

The Elmore County Public Schools Extracurricular Activities Handbook and Coaches Manual has been prepared to serve as a guide for coaches, sponsors, and directors (herein referred to as “coaches”) regarding the expectations and responsibilities of their respective roles as well as applicable rules and regulations. This publication should serve as a foundation for efficient organization and operation of extracurricular and athletic programs throughout the district.

For questions not addressed herein, contact your principal, campus Athletic Director, or Dr. Jimmy Hull, District Athletics Liaison.

## **PHILOSOPHY**

Athletics must:

1. Be open to all students physically able to participate and willing to abide by the rules and regulations of the program
2. Be educational and provide desirable learning experiences.
3. Fit harmoniously in the overall education program.
4. Be governed by district and school authorities and guided by local and state regulations.
5. Contribute to the development of school spirit and morale.
6. Teach new skills while strengthening existing skills.
7. Promote good sportsmanship.

## **OBJECTIVES**

1. To promote and contribute to the goals of the total education program.
  - a) Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
  - b) By providing a strong program that attracts student body interest.
2. To promote community interest and involvement in school athletics.
  - a) By providing enjoyable experiences for participants and spectators.
  - b) By establishing rules and standards for athletics that reflect the desirable behavior approved by the community.
3. To develop good citizenship and respect for rules and authority.
4. To develop physical excellence and understanding of the value of competition in our society.

## **BELIEFS**

All phases of athletics should be expertly organized and conducted in accordance with the following basic principles:

1. Interscholastic athletic programs will be regarded as integral parts of the total educational program and should be conducted in a manner deemed worthy of such regard.

2. Interscholastic programs should supplement rather than substitute for basic physical education programs.
3. Athletic programs will be so conducted that the physical welfare and safety of the participants are protected and fostered.
4. Interscholastic athletic programs will be conducted in accordance with the letter and the spirit of the rules and regulations of appropriate conference, state and national athletic associations, as well as local codes of ethics and behavior.

## **CODE OF ETHICS**

### ***It is the duty of all concerned with school activities:***

- To encourage and promote friendly relationships and good sportsmanship throughout each school by requiring courtesy and proper decorum at all times.
- To insist upon implicit compliance with all rules and regulations of the Alabama High School Athletic Association.
- To recognize that good sportsmanship is as important as victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- To take special care to treat visiting teams and officials as guests, extending to them every courtesy.
- To be modest in victory and gracious in defeat.
- Respect the judgment and integrity of referees, judges and other officials, realizing that their decisions are based upon game conditions as they observed them.
- To educate student-athletes concerning the dangers and ethical violations of the use of performance enhancing drugs.
- Maintain self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the official.
- Employ accepted educational methods of coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.
- Take a strong stand against profanity, abusive language, and similar violations of a true sportsman's code.
- Pay close attention to the physical condition and well-being of all players, refusing to jeopardize the health of any individual for the sake of improving the team's chances to win.

## **COACHING CODE OF CONDUCT**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

Coaches are encouraged to utilize team pages and group messages in social media programs (e.g. Remind 101 or other group texting apps). Coaches should not be "friends" or communicate with current student-athletes via their personal Facebook, Instagram, or any other similar social network.

E-mails and texting should be copied to the parents whenever such forms of communications are used.

The use of profanity by coaches is not acceptable and coaches are expected to discipline any student athletes that use profanity during any school sponsored activity.

Coaches should always be careful in being alone with individual students on or off campus as well as providing rides off campus...**use good judgment!**

**Any fine incurred as a result of a coach's action, e.g. ejection, rule violation, etc., is the personal responsibility of the coach.**

***The use of tobacco in any form is prohibited on any Elmore County Board of Education property or at any time you are responsible for our athletes off-campus.***

Any use of alcohol or drugs that is directly associated with any school event will be handled in accordance with the Elmore County Public Schools Policy Manual and/or Student Code of Conduct.

Coaches should never put themselves in a situation where alcohol is present and students or minors are present.

## **FOURTEEN LEGAL DUTIES**

### **Standards of Conduct/Standards of Care**

#### **Duty to Plan**

This is a comprehensive requirement that transcends all other duties. There is a need to continuously conduct focused analyses of potential hazards and to develop responsive strategies to prevent or reduce the potential for injury and loss in the following areas of coaching:

- Coaching Competence
- Medical Screening
- Appropriate Activities
- Facility and Equipment Evaluations
- Injury Response
- Organization
- Implementation of Plans

*Negligence can be alleged when an injury loss results from no planning, inadequate planning, or when plans are developed but ignored.*

#### **Duty to Supervise**

A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic directors who are expected to be able to supervise coaches competently.

**Duty to Provide Proper Equipment**

Coaches are responsible for seeing that all athletes are properly fitted with appropriate equipment and that the equipment is used and worn properly at all times.

**Duty to Match Athletes**

Coaches should match athletes with consideration to skill, age, size, speed, and maturity.

**Duty to Condition Properly**

Coaches must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare the athletes sequentially for more challenging practices or activities.

**Duty to Warn**

Coaches are responsible for informing the players and parents of unsafe practices that are specific to a sport and the potential for injury or death.

**Duty to Disclose and Inform: Insurance Coverage**

Coaches are responsible for screening that all athletes are covered by basic medical insurance.

**Duty to Provide Emergency Care**

Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in the event of injury, especially those that may be life-threatening.

**Duty to Develop an Emergency Response Plan**

Coaches must be familiar with the Elmore County Public Schools Emergency Response Plan and follow procedures effectively and in a timely manner.

**Duty to Provide Proper Transportation**

Coaches must follow all Elmore County Board of Education policies (6.6) and procedures concerning transportation of students.

**Duty to Select, Train and Supervise Coaches**

Head Coaches and Athletic Administrators are expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

**WEIGHT ROOM**

Students should always be supervised.

Weight Room should be cleaned and remain orderly.

Door should remain locked when not in use .

**DUTIES AND RESPONSIBILITIES OF STAFF PERSONNEL****Principal**

1. The Principal has the final responsibility for the supervision and control of the total athletic program.

2. The Principal will appoint an Athletic Director who will be responsible for the administration of the athletic program under the Principal's guidance.
3. Policies and regulations dealing with the athletic program shall be determined by the Principal and Athletic Director.
4. To ensure that all rules and regulations of the Alabama High School Athletic Association (AHSAA) are enforced.
5. To consult with the Athletic Director and the coaches concerning their programs.
6. To ensure that the athletic program is properly integrated into the total school program.

### **Athletic Director – General**

1. The Athletic Director is responsible for the development and implementation of an appropriate and effective athletic program within the school. The Athletic Director must be directly responsible to the administration in carrying out the responsibilities of administering and supervising the program.
2. Policies and regulations dealing with the athletic program must be determined by the Athletic Director and administration and align with those of the School Board and the AHSAA.
3. The Athletic Director must plan, adjust, and administer a program that will promote good relations among faculty, parents, community, and the student body.

### **Athletic Director – Specific**

1. Assist the Principal in the supervision and evaluation of all coaches.
2. Be familiar with the school board regulations and the AHSAA by-laws in order to assist the Principal.
3. Keep coaches informed concerning important AHSAA information.
4. Assist the Principal in formulating all athletic policies and procedures.
5. Keep the Principal well informed in regard to all phases of the athletic program.
6. Approve all purchase requisitions and their funding sources.
7. Approve all schedules and manage all game contracts assuring that all required conditions are met.
8. Make arrangements for the handling of all AHSAA eligibility requirements.
9. Assist head coaches, as needed, with the following:
  - a) Preparing season schedules
  - b) Selecting, purchasing, and maintaining an inventory of uniforms and equipment
  - c) Providing and maintaining practice and game facilities
  - d) Processing prospective athletes (birth certificates, physical exams, etc.)
  - e) Arranging team transportation
  - f) Making travel arrangements (meals, motels, finances, etc.)
  - g) Assist any coach with athletics-related concerns
10. Assist coaches, as needed, to provide:
  - a) Game officials
  - b) Preparations of facilities
  - c) Complimentary tickets and passes
  - d) Gate personnel
  - e) Custodians
  - f) Crowd control

11. Maintain good coach, faculty, student, and public relations.
12. Coordinate the use of schools' athletic facilities.
13. Establish agenda and lead all coaches' meetings
14. Coordinate the athletic awards system, helping to select and order all team and individual awards.
15. Oversee and direct coaches' upkeep of facilities.
16. Work closely with the news media regarding all phases of the program.
17. Provide security for contests when necessary.
18. Disseminate necessary information and materials to visiting schools.
19. Order admission tickets.
20. Oversee athletic insurance program.
21. Attend all regular and called conference meetings and all other meetings relating to athletics involving the school.
22. Arrange for pre-game ticket sales for students where necessary.
23. Work closely with Booster Club regarding sale of concessions.
24. Report negligence and inefficiencies of coaches to Principal.
25. Work in cooperation with outside agencies to procure facilities not available at school.
26. Perform other duties concerning the athletic program as requested by the Principal.

## Head Coach

Coaching duties include but are not limited to the following:

1. Keep an open line of communication with the Athletic Director. All activities or plans involving athletics and students should be communicated with the Athletic Director.
2. Before allowing any prospective athlete to participate in his/her program (including practice) s/he will verify that the athlete has taken and passed a physical exam and concussion form. A copy of this must be kept on file in the athletic office and/or principal's office.
3. Ensure that all equipment is properly cleaned and stored at the end of the season.
4. Demand that our athletes conduct themselves as gentlemen/ladies at all times when they are representing our city and school. All coaches are expected to model this positive behavior.
5. Monitor and be proactive in the student's athletic/academic eligibility.
6. Ensure that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations.
7. **Coaches should establish a data base of contact information for all parents in their program and COMMUNICATE-COMMUNICATE-COMMUNICATE with parents about all schedules and any changes that may occur.**
8. Head Coaches will establish and have available at all times travel emergency plans, to include contact and insurance information for all participants, in the event of an injury or other emergency. (See Appendix for a sample Emergency Contact Form)
9. Head Coaches will conduct at least one severe weather drill and one evacuation drill per season and maintain documentation of those drills.

10. Head Coaches will notify athletes and parents in advance of all practices and obligations required to participate in his/her program. It is very important to communicate with parents in writing well in advance concerning holiday and all summer workouts, practices, and/or games.  
***Remember: Telling student athletes information in a meeting seldom gets back to the parents correctly which creates accusations of a lack of communication on your part.***  
***Communicate with parents!***
11. Head Coaches will send a preseason "Early Dismissal Schedule" to the Athletic Director first then to all faculty members and parents indicating days athletes may check out early or miss the entire day of school.
12. Head Coaches must send out weekly reminders to all teachers of early dismissals or absences for that week.
13. Limit the time athletes will be out of school to a minimum.
14. Head Coaches must check with the Athletic Director before any athletic events are rescheduled for any reason.
15. Supervise his/her assistant coaches and all of the athletic teams that are a part of his/her program.
16. Ensure that any/all outside agents brought in to coach/work with students undergo a background check, regardless of whether the services provided are free or for a fee.
17. Schedule all regular season contests and submit schedule to the Athletic Director for approval.
18. Be knowledgeable of rules and regulations regarding his/her sport as presented in the AHSAA handbook.
19. Conduct him/herself at all times in a manner that will not cause any embarrassment to the team, school or community. Demand the same standard of conduct of all of his/her assistant coaches.
20. Encourage athletes to participate in as many sports as possible.
21. It is the coach's responsibility to ensure that facilities are clean and well-maintained at all times.  
Ex: Dressing rooms, gyms, fields, etc.
22. Never leave student athletes unsupervised. Coaches are required to stay with athletes after practices/games until parents pick them up or they have left the campus. **NEVER LEAVE STUDENT ATHLETES ALONE!**
23. Attend all announced coaches meetings.

## **Scheduling**

1. Coaches will ensure that schedules do not conflict with special/annual events such as beauty pageants, band concerts, etc.
2. Coaches will communicate with the Transportation Department to insure availability and secure buses for team travel.
3. All season schedules will be made by the respective head coaches. All schedules must have the approval of the Athletic Director and Principal.
4. The number of contests (games, matches, meets, tournaments) scheduled in any sport are subject to the regulations of AHSAA and Athletic Director. Out of county trips, excluding

conference contest must be carefully evaluated in terms of time and distance. The Athletic Director's permission is required.

5. All game contracts will be generated by the coach through the AHSAA/C2C process and signed by both the Athletic Director and the Principal, after approval, and in that order. Contracts will be kept on file in the Principal's office.
6. Copies of season schedule should be given to all athletics and front office personnel, Assistant Principal, Athletic Director, and the Principal.

The coach is the individual most influential in the operation of the program. With this in mind, the coach should:

1. Make your work an integral part of the school.
2. Remember that you are a teacher first and conduct your duties accordingly.
3. Instill the importance of good citizenship and moral values.
4. Be fair and be sincere.
5. Develop pride in your players.
6. Be on time. Set deadlines and stick to them.
7. The physical well being of your athletes should be your chief consideration.
8. Win by the rules. Develop well-conditioned, well-disciplined, and well-mannered athletes.
9. **USE NO PROFANITY! ALLOW NO PROFANITY!** Substantiated use of profanity by staff will result in disciplinary action.
10. Cooperate with your administrators and fellow teachers. Their support is critical to the success of your program. The administration expects a maximum of give and take between all individuals associated with the program. Coaches must work hand-in-hand with the Athletic Director, the Principal, and other members of the staff. Limited budgets, expanded sports program schedules, and heavy demands on overtaxed facilities make cooperation a must.
11. Encourage your athletes to participate in other sports and other school activities.
12. Coordinate the use of the school's athletic facilities with the Athletic Director and the Principal to avoid double-booking facilities.

### **General Duties and Responsibilities of ALL Coaches**

1. All coaches are personally in charge of and responsible for all members of their teams and the enforcement of school rules at all practices and games.
2. All coaches are personally responsible for locker room supervision. Ensure that all areas are secured before leaving the premises.
3. All coaches are responsible for the care of equipment used by team members.
4. Athletes are NOT allowed in the weight room unless accompanied by their coach.
5. A head coach or an assistant coach should always be in charge of practice. Under extenuating circumstances, a Board employee may supervise practice.
6. Uniforms, i.e. game jersey, may NOT be worn during the school day unless mandated by the coach on game day.
7. Do not give away any equipment without approval of Athletic Director.
8. All coaches will attend all meetings pertaining to their sport.
9. When traveling by bus, the coach will ride the bus and assumes responsibility for the team's conduct.
10. No coach will try to discourage any athlete from participating in a sport to concentrate on another.

## **Specific Duties and Responsibilities of ALL Coaches**

1. All coaches must know the AHSAA, school, and Athletic Department rules and regulations pertaining to their sport and follow them faithfully.
2. Assign duties to assistant coaches.
3. Submit team rosters and eligibility list ten (10) days prior to the first contest. Check athletes' eligibility closely.
4. Know the deadline for mailing all tournament lists and submit these one (1) week in advance.
5. Keep personal data and equipment records on team members. Personal data includes physical, insurance, birth certificate, etc.
6. Keep accurate team and individual records. All score books (copies are permissible) and year-end statistics – individual, team, win/loss record, area and county accomplishments must be turned in to the athletic director at the completion of the season.
7. Obtain permission from the Athletic Director prior to any athletics purchase.
8. Apply discipline in a firm and positive manner. Consult with the Athletic Director as necessary.
9. Possess a full understanding of all rules and rule changes in your sport and convey the same to your athletes. Stay abreast of new knowledge, innovative ideas, and techniques of your sports.
10. Let each member know what he/she must do to letter in your sport. Provide a copy of requirements to the Athletic Director.
11. Coaches are encouraged to attend clinics
12. Coaches are encouraged to attend home JV games for your sport.
13. Establish positive communications with parents regarding your sport.
14. Work with Athletic Director on season schedules, purchase and care of equipment, transportation/ travel arrangements, motels, meals, etc.
15. Provide information for all awards to the Athletic Director.
16. Ensure that your off-season program meets AHSAA guidelines.
17. Notification of students missing class (excused) for athletic reasons must be made three (3) days in advance, if at all possible. This will allow faculty members adequate time to plan for their classes. Indicating the sport is not sufficient. The students' names must be provided.
18. All equipment and uniforms must be returned no later than two (2) weeks after the completion of the season and inventories provided to the Athletic Director.
19. When traveling, athletes must be supervised at all times. \*Athletes may ride home with parents only and at the coach's discretion. You must establish and follow a sign-out procedure for students not traveling home with the team.
20. A head coach will not be allowed to assign another person or coach to hold practice or oversee an athletic match without Athletic Director approval.

## **Assistant Coaches**

The assistant coach will assume all responsibilities and duties assigned to them by the head coach in their sport. If the assistant coach is coaching a JV team, s/he will assume the same responsibilities that apply to a head coach, as the sport may dictate.

## **Non-Faculty Coaches**

Head coaches must consult with the Athletic Director for permission to use non-faculty coaches. All local and state requirements must be met before a non-faculty coach can begin.

## Philosophy of Discipline

As a coach, you may provide one of the greatest opportunities to instill discipline that a student may encounter in his/her total educational experience. Your turnout procedures, attendance regulations, and game tactics, as well as the manner in which you deal with rule violations, will reflect your athlete's disciplinary abilities and greatly determine your effectiveness as a coach. It is the ***weak*** coach who leaves discipline to others or neglects it entirely and is the athlete's ***buddy*** instead of his teacher. The head coach is usually the judge of what shall be done when rules are violated, but the Principal and Athletic Director must be kept informed when a serious violation occurs. When infractions do occur:

1. Be firm but fair.
2. Be concerned first with what is best for all athletes, and second with what is best for the individual.

## PROCESSING PROSPECTIVE ATHLETES

### Parent Permission

**BEFORE** any player is permitted to participate in any **practice session for any sport**, a form must be completed for that student, by a parent or legal guardian. This is located at the bottom of the physical exam form. Insurance is required for students to participate.

### Birth Certificate

All prospective athletes that have never been declared eligible must submit an official birth certificate. The Principal will verify this document.

### Physical Exams

Every athlete must have a physical exam once a year. A doctor must certify the athlete physically fit and this statement must be submitted to the coach. A coach may set up a mass exam for the whole team. If this is done, the student has the option to participate with in the team physical or go to their family physician.

Prior to each season, the head coach for each sport/activity will carefully orient team members concerning:

1. All required forms
2. AHSAA eligibility and Athletic Department requirements
3. Training rules
4. Proper care of equipment
5. Safety rules
6. Award requirements
7. Athletic Department regulations
8. STAR Sportsmanship
9. Concussions
10. CPR/AED (for coaches)

## RESPONSIBILITIES OF THE ATHLETE

Athletics are open to all students who meet the following requirements:

1. Scholastic eligibility as set forth in AHSAA by-laws. Consult by-laws or Athletic Director.
2. Physical exams documented by a doctor.
3. Insurance coverage forms provided by the local school.
4. Parent or guardian permission.
5. Medical release form on file.
6. Be a "student in good standing" as determined by the administration of the school.
7. Meet summer workout schedule.

As a student athlete and representative of the school, athletes are expected to:

1. Conduct themselves as ladies and gentlemen at all times.
2. Be well groomed. Coaches will establish dress guidelines for team travel.

### Scholastic Requirements

1. Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
  - a. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)
  - b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
2. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.

**Note:** A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.
3. Students entering the 7th grade for the first time are eligible.
4. Students in high school must complete a STAR Sportsmanship online interactive course one time during their high school careers. Middle/junior high school students must take the Advanced Middle/Junior High STAR component. Students taking The Advanced Middle/Junior High component will not have to take another component in high school. A certificate of completion must be kept on file in the school principal's office along with other eligibility items. Cheerleaders must also complete the course one time during their high school years.

### Out-of-School Suspension/Elmore County Alternative Program (ECAP) Placement

In accordance with Board policy, a student suspended from school is automatically suspended from an athletic team. This means that the athlete cannot practice or participate in contests until s/he is reinstated in school. Furthermore, the athlete should not be allowed on the bench during contests while the suspension is in effect.

## **GENERAL INFORMATION**

### **Cancellation of sports contest**

The following items are provided as a guide when it becomes necessary to cancel a contest. Not all items listed pertain to all sports, and each school can modify this process with principal approval:

1. Call the coach of the opposing school.
2. Cancel the transportation.
3. Notify radio and newspapers (particularly important when substantial number of fans are expected to attend).
4. Notify school office and have an announcement made.
5. Notify game officials, security personnel, and support personnel.

### **Student Managers**

Student managers, student trainers, “stats” and other student assistants render invaluable services to coaches and teams. Head coaches will ensure that responsible students are selected and assigned specific duties to be performed. Special care should be taken, however, not to assign a duty that should be performed by a coach.

### **Awards**

The principal and athletic director must approve the awards system for each sport/activity.

### **Severe Weather/Evacuation**

The principal and athletic director will develop and implement severe weather and evacuation plans for each athletic facility. Documentation of weather and evacuation drills will be maintained by the Head Coach of each sport.

# Appendix

**(School Name) Athletic Program  
Emergency Procedures/Permission Form**

In case of injury or serious illness, I hereby grant permission for school employees to secure medical attention for the student named below.

Student Name \_\_\_\_\_ School Year \_\_\_\_\_  
Home Phone \_\_\_\_\_ Grade \_\_\_\_\_  
Father's Work Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Father's Cell Phone \_\_\_\_\_  
Mother's Work Phone \_\_\_\_\_  
Mother's Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Parent's Insurance Company \_\_\_\_\_

**(Attach copy of front and back of insurance card)**

Student's Social Security Number \_\_\_\_\_

**Please provide the following health information:**

What is the student's blood type? \_\_\_\_\_

Does the student have any of the following conditions?

- |   |  |
|---|--|
| <input type="checkbox"/> Diabetes                           | <input type="checkbox"/> Heart trouble   |
| <input type="checkbox"/> Epilepsy                           | <input type="checkbox"/> Contact/glasses |
| <input type="checkbox"/> Drug allergies (please list) _____ |  |

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Permission Form**

I/we give permission for \_\_\_\_\_ (student's name) to participate in organized school athletics, realizing that such activity involves the potential for injury that is inherent in all sports. I/we acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries may still occur. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

I understand this risk and give permission for my child to participate in sports. I also grant permission for school employees to seek medical attention for my child when/if necessary.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Athlete's signature \_\_\_\_\_ Date \_\_\_\_\_

**ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION**

**Preparticipation Physical Evaluation Form**

**History**

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Date of birth \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Phone \_\_\_\_\_  
 Sport \_\_\_\_\_

Explain "Yes" answers below:	Yes	No
1. Has a doctor ever restricted/denied your participation in sports?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been hospitalized or spent a night in a hospital? Have ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any ongoing medical conditions (like Diabetes or Asthma)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you presently taking any medications or pills (prescription or over-the-counter)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any allergies (medicine, pollens, foods, bees or other stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever passed out during or after exercise? Have you ever been dizzy during or after exercise? Have you ever had chest pain or discomfort in your chest during or after exercise? Do you tire more quickly than your friends during exercise? Have you ever had high blood pressure? Have you ever been told that you have a heart murmur, high cholesterol, or heart infection? Have you ever had racing of your heart or skipped heartbeats? Has anyone in your family died of heart problems or a sudden death before age 50? Does anyone in your family have a heart condition? Has a doctor ever ordered a test on your heart (EKG, echocardiogram)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have any skin problems (itching, rashes, staph, MRSA, acne)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever had a head injury or concussion? Have you ever been knocked out or unconscious? Have you ever had a seizure? Have you ever had a stinger, burner, pinched nerve, or loss of feeling or weakness in your arms or legs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever had heat or muscle cramps? Have you ever been dizzy or passed out in the heat?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have trouble breathing or do you cough during or after activity? Do you take any medications for asthma (for instance, inhalers)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you use any special equipment (pads, braces, neck rolls, mouth guard, eye guards, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you had any problems with your eyes or vision? Do you wear glasses or contacts or protective eye wear?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you had any other medical problems (infectious mononucleosis, diabetes, infectious diseases, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you had a medical problem or injury since your last evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you ever been told you have sickle cell trait? Has anyone in your family had sickle cell disease or sickle cell trait?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones or joints? <input type="checkbox"/> Head <input type="checkbox"/> Back <input type="checkbox"/> Shoulder <input type="checkbox"/> Forearm <input type="checkbox"/> Hand <input type="checkbox"/> Hip <input type="checkbox"/> Knee <input type="checkbox"/> Ankle <input type="checkbox"/> Neck <input type="checkbox"/> Chest <input type="checkbox"/> Elbow <input type="checkbox"/> Wrist <input type="checkbox"/> Finger <input type="checkbox"/> Thigh <input type="checkbox"/> Shin <input type="checkbox"/> Foot	<input type="checkbox"/>	<input type="checkbox"/>
17. When was your first menstrual period? _____ When was your last menstrual period? _____ What was the longest time between your periods last year? _____		
Explain "Yes" answers: _____ _____ _____		

I hereby state that, to the best of my knowledge, my answers to the above questions are correct.

Signature of athlete \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

**DUPLICATE AS NEEDED**

# Preparticipation Physical Evaluation

**Rule 1, Sec. 14** — In order for a student to be eligible for interscholastic athletics, there must be on file in the Superintendent's or Principal's office a current physician's statement certifying that the student has passed a physical exam, and that in the opinion of the examining physician (M.D. or D.O.) the student is fully able to participate in interscholastic athletics (Grade s 7-12). The AHSAA Physicians Certificate (Form 5) must be used. **A physical exam will satisfy the requirement for one calendar year through the end of the month from the date of the exam. For example, a physical given on May 5, 2015, will satisfy the requirement through May 31, 2016.**

## Physical Examination

LIMITED	Height _____ Weight _____ BP ____ / ____ Pulse _____		
	Vision R 20 / ____ L 20 / ____ Corrected: Y N		
		Normal	Abnormal Findings
	Cardiovascular		
	Pulses		
	Heart		
	Lungs		
	Skin		
	E.N.T.		
	Abdominal		
	Genitalia (males)		
	Musculoskeletal		
	Neck		
	Shoulder		
	Elbow		
	Wrist		
	Hand		
	Back		
Knee			
Ankle			
Foot			
Other			

Clearance:

- A. Cleared
- B. Cleared after completing evaluation/rehabilitation for: \_\_\_\_\_
- C. Not cleared for:
  - Collision
  - Contact
  - Noncontact    \_\_\_\_ Strenuous    \_\_\_\_ Moderately strenuous    \_\_\_\_ Nonstrenuous

Due to: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Name of physician \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, M.D. or D.O.

**ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION**

**Concussion Information Form**

*(Required by AHSAA Annually.)  
2016-17 School Year*

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

<b>Symptoms may include one or more of the following:</b>	
<ul style="list-style-type: none"><li>• Headaches</li><li>• "Pressure in head"</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• "Don't feel right"</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul>

<b>Signs observed by teammates, parents and coaches include:</b>
<ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can't recall events prior to hit</li><li>• Can't recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul>

**(Continued on Page 2)**

## AHSAA Concussion Information Form (Page 2)

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to a student-athlete's safety.

**AHSAA Concussion Policy:** Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from the contest and shall not return that day. Following the day the concussive symptoms occur, the student-athlete may return to practice or play only after a medical release has been issued by a medical doctor.

Any health care professional or AHSAA certified coach may identify concussive signs, symptoms or behaviors of a student athlete during any type of athletic activity. Once concussive signs are identified, only a medical doctor can clear an athlete to return to play. Any school in violation of the AHSAA policy application of the National Federation rule will be subject to sanctions.

### **If you think your child has suffered a concussion:**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity on the same day he/she sustained an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. The athlete may return the following day or anytime thereafter with written clearance from a medical doctor. Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

This form is required by Alabama Law established in June 2011. The form was revised in April 2012, coinciding with the current AHSAA Concussion Policy.

**I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.**

_____ Student-Athlete Name Printed	_____ Student-Athlete Signature	_____ Date
_____ Parent Name Printed	_____ Parent Signature	_____ Date



## Participant Agreement, Consent, And Release

This completed form must be kept on file by the school. This form is valid for the 2016-17 school year.

### Part 1. Student Agreement, Consent, And Release (to be signed by student at the bottom)

I know of no reason why I am not eligible to represent my school in interscholastic athletic competition. If accepted as a representative, I agree to follow the rules of my school and AHSAA and to abide by their decisions. I know that athletic participation is a privilege. I know of the risks involved in athletic participation and choose to accept such risks. I hereby authorize the use or disclosure of my individually identifiable health information should treatment for illness or injury become necessary. I also authorize physicians or other designated medical professionals associated with the AHSAA to review my individually identifiable health information and/or a video live feed of a health-related inspection/exam for the purpose of determining my eligibility to participate in certain athletic events. I further authorize the disclosure of my individually identifiable health information by any physician performing such examination to appropriate AHSAA and/or school officials or other health care officials involved in determining eligibility for participation in athletic events. I hereby consent to the disclosure by my school to AHSAA, upon its request, and hereby grant AHSAA the right to review all records including my SSID number relevant to my athletic eligibility including, but not limited to, my records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. I hereby grant the released parties the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

### Part 2. Parental/Guardian Agreement, Consent, And Release (to be completed and signed by a parent(s)/guardian(s) at the bottom; where divorced or separated, parent/guardian with legal custody must sign.)

A. I hereby give consent for my child/ward to participate in any AHSAA recognized or sanctioned sport **EXCEPT** for the following sport(s):

\_\_\_\_\_.  
**List sport(s) exceptions here**

B. I know of, and acknowledge that my child/ward knows of, the risks involved in interscholastic athletic participation. I authorize emergency medical treatment for my child/ward should the need arise for such treatment while my child/ward is under the supervision of the school. I further hereby authorize the use or disclosure of my child's/ward's individually identifiable health information should treatment for illness or injury become necessary. I consent to the disclosure, by my child's/ward's school, to the AHSAA, upon its request, of all records relevant to his/her athletic eligibility including, but not limited to, his/her records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. I grant the released parties the right to photograph and/or videotape my child/ward and further to use said child's/ward's name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

C. I am aware of the potential danger of concussions and/or head and neck injuries in interscholastic athletics. I also have knowledge about the risk of continuing to participate once such an injury is sustained without proper medical clearance.

D. **VENUE FOR ANY AND ALL LITIGATION AND ATTORNEY FEES.** I agree that in the event I, or anyone acting on my child's behalf, pursues litigation seeking injunctive relief or other legal action against AHSAA or any of its officers, directors, agents, or employees impacting my child (individually) or my child's team participation in AHSAA contests, such action shall be filed in the Montgomery County, Alabama, Circuit Court. I further agree that should AHSAA's ruling impacting my child or my child's team participation in AHSAA contests be overruled by the Circuit Court or AHSAA otherwise prevail in such litigation, then AHSAA shall be entitled to reasonable attorney fees and costs associated with the litigation.

### I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE (Only one parent/guardian signature is required)

\_\_\_\_\_  
Name of Parent/Guardian (printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE (student must sign)

\_\_\_\_\_  
Name of Student (printed)

\_\_\_\_\_  
Signature of Student

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date