

# Highland High School

## Student Athletic Handbook

5/22/19

**Highland High School  
9135 Erie Street  
Highland, Indiana  
(219)922-5610**

Fight on, Highland High School  
Fight to win this game  
Win or lose, we'll cheer you  
We love you just the same

Rah! Rah! Rah!

For the sons and daughters  
Who wear the Blue and Gold,  
Fight! With loyal courage  
Be brave and bold.

V-I-C-T-O-R-Y Victory  
Victory, That's our cry!

YEA, HIGHLAND!

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## **Introduction**

It is the goal of Highland High School and the School Town of Highland is to provide a sound program of interscholastic athletics to the students served by our district. We will always strive to organize and administer sound programs that benefit all student-athletes. It is also our goal to provide programs and activities that make a positive impact on both our school and community.

No person shall, on the basis of race, creed or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the athletic programs of Highland High School and School Town of Highland.

The policies for all the athletic programs at Highland High School are listed in the following pages of this document. These policies and procedures are compiled and written by the Athletic Director and coaching staff of Highland High School. These materials are provided for the guidance and assistance of all connected to the Athletic Department of Highland High School.

### **Highland High School Staff**

<b>Principal</b>	Dr. Patrick Weil
<b>Assistant Principal</b>	Anthony Belli
<b>Assistant Principal</b>	Andy Locke
<b>Athletic Director</b>	Ryan Harrington
<b>Athletic Supervisor</b>	William Crowley
<b>Athletic Secretary</b>	Kathy Mahler

## Philosophy

The educational philosophy of Highland High School provides the foundation for the program, the organizational structure and the existence of all extra-curricular activities for students. The athletic department offers a variety of activities that may help students realize their maximum potential for physical, social and emotional growth. It is the goal of this department to promote success and growth while always respecting others.

We believe that interscholastic athletic competition should be an integral part of the total school program and serve as a reflection of the needs of students and the school community.

We believe participants can be taught to win in a gracious manner and lose in the same fashion.

We believe participants can find purpose in their school- work and carry that purpose forward in their lives as a result of a sound athletic program in the schools.

We believe athletic competition provides real value for the student body and school community. We feel a sound athletic department based on a sound philosophy can improve school and community morale and become a positive outlet for energy and enthusiasm.

We believe the welfare of the individual is always the primary concern. The competition exists for the student-athlete. The student-athlete does not exist for the game.

We believe the community should realize that control of, and responsibility for high school athletics rests ***entirely*** with the administration of Highland High School and the School Town of Highland.

We believe high school athletics should furnish a recreational opportunity for the general public only insofar as a community is willing to see that programs are conducted solely for the benefit of the students served by our schools.

## Profile of the Highland High School Athletic Program

Highland High School has a strong tradition of athletic, academic and extracurricular excellence in a wide variety of activities. These traditions are a great source of pride for the school and community.

Highland High School is a member of the Northwest Crossroads Conference. Other members of the NCC include Andean, Hobart, Kankakee Valley, Lowell, Munster, We are also a member of the Indiana High School Athletic Association.

Male athletes are offered sports that include cross-country, tennis, soccer and football in the fall season. Basketball, swimming and wrestling are provided in the winter. Baseball, track and golf are offered in the spring. Female athletes include cross-country, golf, soccer, and volleyball in the fall. Winter sports for females include basketball and swimming. Females are offered softball, track and tennis in the spring.

Cheerleading and dance (Sapphires) are available for females in the fall and winter seasons. Any other athletic activities for Highland students are considered club activities and not under the supervision and control of Highland High School and/or the School Town of Highland.

All students with sufficient ability are eligible to participate in extracurricular activities, provided they meet scholastic standards and conduct requirements set forth by Highland High School and the School Town of Highland. Highland High School is also subject to all rules, regulations and procedures of the Indiana High School Athletic Association.

## OBJECTIVES

### ***A sound athletic program must provide for all student-athletes:***

The opportunity to learn and improve skill levels in a competitive environment.

The development of physical vigor, desirable health habits and safety.

The opportunity to make lasting friendships with squad members, opposing players and to visit and compete in other communities.

A chance to observe and exemplify fair play and healthy competition.

The realization that interscholastic athletic competition is a privilege that carries varied and definite responsibilities.

An association with ladies and gentlemen who exemplify well-rounded competitors in the person of our athletic coaches.

A chance to learn that the violation of rules during athletic competition brings penalties, just as in life.

Assurance that the degree of success depends upon hard work, devotion to task, and enthusiasm for the game, as well as the innate ability of each individual.

An opportunity to exercise judgment, think quickly, to take directions, and to carry those instructions out during great stress and to the best of one's ability.

### **For the school and Student Body**

That athletics should occupy a position in the school comparable to that of other extra curricular school activities.

That athletics should be used to promote fine school morale.

That all visiting schools should be treated as guests.

That the athletic program should be broad rather than narrow in its scope. It should include as many activities as possible in order to interest and be of benefit to more students.

In general, there should be no distinction between so-called major and minor sports. Each sport is of equal importance to the student participating in it.

Sportsmanship, fair play and good citizenship should be the objectives of all athletic programs.

**For the Community**

To realize that control of and responsibility for school athletics rests entirely with school authorities.

That school athletics should furnish a recreational opportunity for the general public.

The community should judge the success of the season on the number of participants and spectators, new skills acquired, good citizenship, and good sportsmanship, rather than number of games won and lost.

The community should keep in mind that, primarily, an athletic contest is a part of the school program because of its educational implications, and, when it ceases to have educational value it should cease to be a school function.

## Role of the Parents

Parents need to set the standard of exemplary sportsmanship while attending games/matches and when discussing Highland High School athletics with others and at home. Because of the nature of athletic competition, parents can be detrimental to a student-athlete's development when they become too involved as aggressive spectators and/or when they act as self-appointed player "agent" or "bleacher coaches" who publicly second guess coaches' decisions. Also parents can be susceptible to the temptation to blame the coach for poor play or lack of performance by the student-athlete or the team. When these types of behavior occur, the child of these parents may feel excused for his/her effort, or lack thereof, and poor attitudes towards the coach and the team may develop as a result. Parents need to trust the school and coach as partners in the education and development of their child. Coaches are certainly fallible people who will make mistakes at times. However, there must be a trust that the coach is doing everything that he/she can to help their child in their growth as athletes and young adults. Mutual trust, respect, and encouragement among coaches, players and parents will result in a top quality athletic program at Highland High School.

That is not to say that parents of a student athlete should remain silent if a problem arises. Like relationships with teachers, parents should feel free to have open, constructive discussions with the coach on issues pertaining to their child (See Communication). Parents should expect that the coach will respond with honesty, respect, and a mutual concern for the well-being of their child. Parents are advised not to discuss concerns with the coach "in the heat of the moment," but rather, should wait, at least 24 hours until emotions have cooled. In addition, parents should use discretion and restraint when determining whether to bring a concern forward to a coach. In all cases the chain of command outlined in the communication section must be followed.

Parents (and grandparents, aunts, uncles, cousins, classmates, neighbors, and friends) in their roles as spectators should understand their responsibilities to be encouragers of the team and supporters of the school. Spectators should remember that school athletics are learning experiences for the students and mistakes are sometimes made. Athletes from all sports should be praised in their attempts to improve themselves as athletes and as people. In addition, appreciation for outstanding play by either team should be shown.

More specifically, spectators should be aware that it is a privilege to observe the game/match. Respect should be shown to the opposing players, coaches, spectators, and support groups. Treat them as our guests.

Game officials should be treated with respect. Understand that they, like you, are fallible and are doing their best to promote the student athletes. Admire their willingness to participate in full view of the public and be eager to accept their authority.

### Parent Code of Conduct

**Parents will sign the athletic participation form acknowledging acceptance of the Parent Pledge.**

**Parent Pledge:** As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school, and our conference. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student athlete.

### Parent Conduct Guidelines

- Let the coaches do the coaching for all team members
- Support the program
- Be your child's best fan
- Encourage your child to talk with the coaches
- Understand and display appropriate game behavior
- Help your child keeping his or her priorities straight
- Keep sport in its proper perspective

## Basic Athletic Department Policies

### ATHLETIC TRAINING ROOM PROCEDURES

#### Athletic Training Room Hours

- A. The athletic training room will be available to all in-season athletes from 3-5:30p.
- B. The athletic training room will open at 2:55p and remain open until 30 minutes after the last home game or varsity practice, (usually 6pm).
- C. The athletic training room is an equal access facility; athletes will be treated on a first-come first-served basis (except for emergencies). Exceptions:
  - 1. One athlete has a practice time earlier than another.
  - 2. Athletes preparing for games are given priority over practice athletes.
  - 3. Emergency situations will take precedence over all others.
- D. Emergency situations for all other sports will be communicated to the AT by the head or assistant coach, in accordance with the Emergency Action Plan protocol.
- E. The athletic training room will only be open on Saturdays for all scheduled competitions, closing 30 minutes after the competition ends.

#### Consent to Treat

As a parent or guardian of the student athlete at Highland High School, permission is granted to the appointed medical provider, athletic trainer on site at any school sanctioned sports practice or competition to provide such treatment within the scope of professional services authorized for such athletic trainer as deemed necessary for a physical condition arising during or affecting participation in such events. Permission is also granted to release medical information to the school, to the athletic trainer and to subsequent physician or other provider as necessary for treatment of the student identified herein. This authorization to release medical information does not encompass release of any information to the media or to any university or school except that in which the above named student is enrolled. A parent/guardian acknowledges and agrees that any such athletic trainer may use his or her own judgment in securing medical aid, including ambulance and other emergency services as a result of any injury sustained from the participation in a school sanctioned event. Specifically consent and agreement to that the above referenced athletic trainer may provide preventative care and treatment of athletic injuries and rehabilitation and reconditioning of athletic injuries.

By signing, A parent/Guardian does agree and acknowledge that no athletic trainer (nor his/her employer Community Healthcare System) assumes responsibility and is not liable for any accident or injury that may occur during the student's participation in an athletic event. I understand that the athletic trainer (and his/her employer Community Healthcare System) is not involved in the school athletic program other than providing the services noted within.

#### Athletic Training Room Rules

- 1. No one is to be in the athletic training room without the permission of the AT. No athletes are to be in the athletic training room without the AT or coach present.
- 2. No coaches or administrators will allow athletes into the athletic training room without direct supervision.
- 3. No equipment or supplies in the athletic training room may be utilized and/or taken from the athletic training room by any sports team, coach, or athlete without permission from the AT.
- 4. Cussing, swearing, or foul language will not be tolerated. Athletes should be respectful.
- 5. The athletic training room is a coed facility. Appropriate attire must be worn at all times.
- 6. The athletic training room is not a hangout area. Horseplay is not tolerated and athletes will be asked to leave if behavior is not respectful.



- 7. No cleats, or shoes with grass and/or mud, are to be worn in the athletic training room.*
- 8. Shoes are not to be placed on the treatment tables.*
- 9. All athletes must sign in before receiving ice, tape, or treatment.*
- 10. No food or drinks are allowed in the athletic training room (water is ok).*

### Reporting Injuries

- A.** It is important to report all injuries to the AT. Often things that seem minor at that particular time may not be, and can lead to bigger problems, so please report injuries as soon as they happen. DO NOT wait a week or so to see somebody, this can lead to missed time at practices and events.
- B.** Coaches are encouraged to call or text the AT at the time of injury so as not to delay care.
- C.** Athletes who suffer an injury during a game or practice are to report to the athletic training room at the end of their game or practice for triage and treatment.
- D.** Athletes who wait until the following day must report to the athletic training room during the lunch period for evaluation and treatment. This cuts down on missed practice time.

### Injury Treatment Policy

- A.** All new injuries must be reported to the AT as soon as possible. If an injury is not reported until practice time the athlete is not excused from being late to practice.
- B.** Treatments and rehabilitation will NOT be given during practice times unless the athlete is unable to participate and the head coach gives permission, and the treatment is feasible (due to availability).
- C.** If an athlete makes a habit of not showing up for re-evaluations, treatments, etc., this information will be passed on to the coaches from the AT.

### Taping Policy

- A.** If an athlete requires taping for protection or prevention of an injury, then the athlete must perform rehabilitative exercises to strengthen the area to prevent a recurrence.
- B.** Athletes who wish to be taped for games only must complete at least 3 days of rehabilitative exercises throughout the week prior to being taped.
- C.** Athletes who request to be taped for reasons other than protection or prevention will be asked to bring their own tape or use a supportive brace instead.

### Documentation

#### **A.** Injury/Treatment Files

1. All injuries, and any subsequent treatment performed, must be documented using the ATS.. It is important that SOAP notes are thorough and understandable so a consistent level of care can be given to the athlete. This information is confidential. Only pertinent information may be released to the current coaching staff.

#### **B.** Coaches Reports and Injury Status Updates

1. Coaches can expect injury status reports and updates via email/text message from the AT. The AT will act as a liaison for the injured athlete. The athlete is not expected, or trusted, to be able to communicate medical information to the coach. The AT will contact the coach as soon as it is feasible and explain the current and future state of the injured athlete.

#### **C.** Referrals

1. When the AT finds that it is necessary to refer an athlete for a follow-up evaluation, the athlete will be required to obtain clearance from that physician using the Physician Referral Form. The AT will be the only party that refers an athlete.
2. Athletes who decide to visit a physician without prior knowledge from the AT risk missing competition time. Therefore, it is advised that all athletes report to the AT prior to seeing a physician. Emergency situations are exempt.
3. Any athlete requiring a visit to a physician for head injuries must also report to the Health Office upon returning to school. The Health Office requires a physician's clearance in order to return to classes. See "Concussion Management Policy and Protocol" for more information.

#### **D. Medical Clearance to Participate**

**1. Athletes who decide to visit a physician without prior knowledge from the AT risk missing competition time. Therefore, it is advised that all athletes report to the AT prior to seeing a physician. Emergency situations are exempt. If at any time an athlete is seen by a physician, the athlete is not cleared to participate in practice or competitions until he/she returns a medical clearance note to the certified athletic trainer releasing them for clearance to participate. Must be signed by a MD/DO.**

#### Activity Coverage

**A.** All coaches are required to give the AT a minimum of 24 hours advance notification when changing the date, time, or location of a scheduled game or practice. Changes or notifications made after the specified time frame may result in limited or no coverage, depending on availability.

##### **1. Practice Coverage**

**a.** The AT will be on campus for most scheduled practices. The AT will either be in the athletic training room, providing treatment for those athletes who are unable to participate, or if multiple events are occurring at the same time the AT will be located at the venue with the highest risk sport.

##### **2. Game Coverage**

**a.** The AT will be on-site for all scheduled home games. The AT will be located in the athletic training room or at the venue with the highest risk of injury.

##### **3. Tournament Coverage**

**a.** The AT will be on campus for all HHS tournament games, however, HHS-hosted Tournaments will only be covered by the AT with prior arrangements made by the AT, head coach, and athletic director. One week's notice is needed for arrangements to be made.

##### **4. Travel Coverage**

**a.** The AT only travels with varsity football for competitions. Football has the highest incidence of injury and thus requires immediate on-site care from the AT. Other sports will be given a medical kit and a treatment plan for that team during travel. All teams that travel for the IHSAA post-season may request the AT to travel with them. Coverage for these events will depend on availability.

**b.** The Athletic Trainer of the host school, or athletic trainer on scene has ultimate authority and decision making in regards to the student athlete's status and care. At no time will the Highland High head Athletic trainer be communicated with for second opinion or override if they are not in attendance.

#### College Signings

When a student-athlete accepts a college scholarship and wishes to sign his/her letter of intent it is up to the student and/or parents to notify the Athletic Director and coaches. Highland High School will provide a site in which to host the signing and aid the student in selecting an appropriate date. The student-athlete is responsible for contacting the collegiate coach, any other individuals invited and may choose to provide refreshments for the occasion.

#### Changing Sports

Any athlete cut from a team may join another sport immediately. Any athlete who quits or is dismissed from a team cannot join another team until the first team has completed competition for that season. Off-season conditioning and open gyms are open to all athletes at Highland High School not in a current sports season.

## College Recruitment

In the event an athlete should be contracted personally by a college recruiter. He/she has an obligation to work through his/her coach and the athletic department. Inform your coach as soon as possible. College recruitment information is available in the athletic office.

## Communication

The Athletic Department of Highland High School strives to keep open lines of communication between athletes, parents, coaches and the general public. Much of the information needed to keep current with the events and policies of Highland High School can be accessed by using the Highland High School website at [www.highland.k12.in.us](http://www.highland.k12.in.us) or on twitter at @Highland High HHS. Many sport have individual web pages and parents can find more information regarding these pages at their seasonal parents meeting.

### PARENT/COACH COMMUNICATION PLAN

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### Communication from the Coaching Staff

- 1. Philosophy of the coach.*
- 2. Expectations the coach has for your child as well as all players on the squad.*
- 3. Locations and times of practices and contests.*
- 4. Team requirements; i.e. practices, special equipment, out-of-season activities.*

As your child becomes involved in the programs offered at Highland High School, he/she will experience some of the most rewarding moments of their lives. It is important to understand there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

#### Appropriate Concerns for Discussion

- 1. The treatment of your child, mentally and physically.*
- 2. Ways to help your child improve.*
- 3. Concerns about your child's behavior.*

It is sometimes very difficult to accept your child is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the next list, must be left to the discretion of the coach.

#### Issues Not Appropriate to Discuss with the Coach

- 1. Playing time.*
- 2. Team strategy.*
- 3. Play calling.*
- 4. Other student-athletes*

There are situations which may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern.

For concerns regarding discussion with the coach, the following procedures should be followed:

1. *The student athlete should first speak directly with his/her coach.*
2. *If further clarification is required, a parent should then contact the coach. (It is advised that no contact between parent and coach be made until, at least, the day after the incident/event in question- the so-called "24 hour rule." Please do not approach a coach before or after a contest or practice. These can be emotional times for both parents and the coaching staff. Meetings of this nature do not promote resolution.*

### The Next Step

If after these steps the issue is not resolved a meeting may be requested with the Athletic Director. This request must be done via email and clearly state all points of the issue to be discussed. The Athletic Director will then set an appointment. No phone calls or unannounced meetings will be accepted.

## **Environmental Considerations**

### Daily monitoring of environmental conditions

- A. The protocol calls for the determination of environmental conditions at the practice/contest site using the Wet Bulb Globe Thermometer (WBGT).
- B. Media-related temperature readings (such as the Weather Channel, local radio, etc.), or even other readings in the general proximity may not yield adequate results. The readings must be made at the site.
- C. Thirty (30) minutes prior to the start of activity, environmental readings will be taken at the practice/competition site.
- D. The WBGT will indicate the level of risk for that specific site.

### Heat

Preventing heat illness is a team responsibility. The athlete, coach, and certified athletic trainer must all do their part to keep each athlete safe. Athletes must complete the pre-participation physical examination prior to any practice, conditioning session, weightlifting, or competition; are encouraged to attend all workouts, wear the proper clothing and equipment, hydrate their body prior to physical activity, and be aware of how they are feeling while participating in hot weather. Coaches should design their pre-season workouts to acclimatize athletes properly so that their bodies can handle the demands of performing in hot weather; are encouraged to constantly monitor athletes during all practices, games, conditioning sessions, and weightlifting sessions. The Certified athletic trainer will monitor the environmental conditions at specific venues prior to the start of practice.

### WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES

- |                   |  |
|-------------------|--|
| Under 82.0 .....  | Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.  |
| 82.0 - 86.9 ..... | Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.  |
| 87.0 - 89.9 ..... | Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without |

changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.

90.0 - 92.0 ..... Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

Over 92.1 ..... No outdoor workouts. Delay practice until a cooler WBGT level is reached

## Cold

Cold environments can cause injury as well. In contrast to heat illnesses, prolonged exposure to moderate or extreme cold temperatures combined with the wind chill factor, can cause severe and permanent tissue damage. Cold injuries can range from frost nip to three different varieties of frostbite. These are chilblains (swelling, redness, tingling, stinging sensation in fingers and toes), superficial frostbite (skin appears hard, pale, and waxy to the touch), and deep frostbite (this is an extreme medical emergency, permanent tissue damage is possible, victim may exhibit signs similar to chilblain and superficial frostbite).

Athletes should do the following when there are cold conditions:

- A. Cover the head, neck, and hands.
- B. Dress in dry layers that can be discarded as the athlete's body temperature increases.
- C. Athletes are encouraged to consume fluids during activity. Dehydration can still occur in cold temperatures.
- D. Athletes are discourage to consume warm liquid during activity. Warm liquids can increase the perspiration level even in cold temperatures. This also increases the possibility of dehydration and frostbite.
- E. Athletes are discourage from activity during freezing rain or snowfall. Doing so could intensify cold related injuries.

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for Highland High School Athletic Department practices.

40° F - 30° F (Feels Like)- Cold Weather Caution: - No modification of practice, but a warning will be given to coaches and athletes - Coaches and AT emphasizing the importance of following UIL Cold Weather Illness Recommendations. - Watching those "high risk" athletes

30° F - 21° F (Feels Like)- Cold Weather Warning: -There may be a modified outside participation of 45 minutes. - warm-up to be started indoors (stretching, etc.) to not take away from 45 min. - a practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching. - Wearing a hat that covers the ears, and some sort of gloves to cover the hands are required. - Keeping a very close eye on those "high risk" athletes - If available, a cool-down indoors.

19° F and below (Feels Like)- Cold Weather Termination: there will be a termination of outside practices

## Equipment

All school-owned uniforms, warmup, and equipment MUST be returned in acceptable condition at the end of the season. The student athlete will be held financially responsible for any items not returned or damaged beyond normal wear and tear. Awards, honors, and recognition may be withheld if this rule is not complied with.

## Game Delays/ Cancellations

**A.** The Highland High School Athletic Department will make every attempt, to make game decisions before the conclusion of the school day. This decision will be made with the safety of the athletes being the highest of consideration.

**B.** On threatening days, game management will consult with contest officials about steps to be followed if conditions worsen.

**C.** When suspending an outdoor contest, officials and game management will follow these policies.

*1. When lightning is observed or thunder is heard, the contest must be suspended. The occurrence of lightning or thunder is not subject to interpretation or discussion — lightning is lightning; thunder is thunder.*

*2. Severe weather in the form of rain or snow may make the field unplayable.*

**D.** When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.

*1. Contestants and support personnel shall be moved to appropriate indoor facilities.*

*2. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.*

*3. Spectators shall be advised of the action being taken to seek shelter.*

**E.** In considering resumption of competition, the following steps shall be followed.

*1. Delays for contests scheduled for 4 p.m. or later must not exceed one hour. Delays on nights not followed by school for all the competing teams may be longer by mutual agreement of participating schools. A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.*

*2. A decision to resume the contest within the time frame must be made by the officials who shall consult the home team administration and visiting school administration present at the contest.*

*3. The home school is responsible for facilities and will be given priority consideration in the final decision if there is not a consensus among the three parties.*

*4. The final decision shall consider liability and conditions of facilities as well as future schedules, need to play the contest and finally the quality of all other options.*

Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension once the game begins.

## Inherent Risk

Any student who participates in athletic competition must understand that a risk of injury always exists. The athletic staff at Highland High School will do everything possible to minimize risks for student-athletes, both in practice and competition.

## **Night Games/Stadium Lights**

Highland High School athletics prides itself on being an education based athletics program, where education takes priority over athletics. Although we do want provide our athletes with a great competitive environment, there are times when the High School Administration will, in the best interest of the student athletes, have to prematurely end a game due to lateness. The time in which a game shall end or the last inning to be played on a school night will be 10p. There maybe exception to this rule that includes but not limited to, the importance of the event and distance traveled to play.

In order to continue a good relationship with our neighbors there shall be no use of the Public Address system after 9:30 Mon- Thurs and 10:30 Fri- Sat. To ensure that the athletic departments keeps with its athletic focus. No game shall start after 7:30 M-Thurs or after 8:30 Fri- Sat. Furthermore no games shall start the next quarter, inning, or match after 10p Mon- Thurs or after 10:30 Fri-Sat.

## **Locker Room Regulations**

Rough housing and throwing towels or other objects is not allowed in the lockers rooms. Anything that is constituted as hazing to anybody is not allowed. All showers must be turned off. The last person to leave the show is expected to check all the showers. No one except coaches and assigned players are allowed in the locker rooms. No glass containers are permitted in the locker rooms. No cellphones are allowed to be used in the locker rooms. They are expected to be placed in gym bag and locked in the lockers. No metal spikes or metal cleats are ever allowed in any other part of the school building.

## **Media Coverage**

It is important to remember that the school or coach cannot control the content of sports stories and photos. The press does not guarantee accuracy in quoting or equal coverage.

## **Multiple Extra Curricular Activity Policy**

Conflicts in extracurricular activities: An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can do to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty, sponsors, and coaches involved immediately when a conflict does arise. When a conflict arises, the sponsor and coaches will work out a solution so that the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based upon the following;

- 1. The relative importance of the events.*
- 2. The importance of each event to the student.*
- 3. The real contribution the student can make.*
- 4. How long each event has been scheduled.*
- 5. Talk with the parents.*

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by either sponsor or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from the activity.

## **Parent Pre-Season Meetings**

All athletes and parents are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of Highland High School and the IHSAA.

### **Playing Time**

Coaches are encouraged to involve all of their team members in the games as much as possible. That is especially true at the lower levels where one of our main goals is instruction in the skills of game. Freshman and C team coaches will try to play every in every game. As a player develops and advances through our programs to the varsity level, another of our goals come into play. Often in a team sport it becomes necessary to put the individuals needs aside for the greater good of the team, This type of teamwork must be taught and is a valuable skill for life. Therefore, varsity team members may not be guaranteed playing time in every game. The coach should still strive to actively involved all of his/her team members in the game, but players should be taught to accept their various roles and support their teammates in any way they can- even from the bench, if necessary.

### **Public Relations Policy**

The community often judges it schools by the people representing them. The administration, coaching staff, athletes, cheerleaders, patrons, fans and student body serve as public relations agents at games both at home and away from home.

Athletic department personnel occupy a strategic and sensitive role in regard to public relations on behalf of Highland High School and the School Town of Highland. Good public relations begin with a common sense approach and the extension of good manners and common courtesy to all with whom or student-athletes and their supporters come in contact.

### **Risk of Participation**

All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Highland High School will use the following safeguards to make every effort to eliminate injury.

- 1. Conduct mandatory parent and athlete meetings prior to the start of season to fully explain athletic policies and to advise, caution and warn parents athletes of the potential for injury.*
- 2. Maintain a continuing education program for coaches to learn the most up to date techniques and skills to be taught in their sport.*
- 3. Instruct all athletes about the dangers of participation in their particular sport.*

### **Senior Night**

Senior nights will be the responsibility of coaches and parents of each individual sport. It is not an event that is produced by the athletic department. However, the athletic department will assist coaches and parents in any way possible to produce a successful event. The senior night will take place during a regularly scheduled home game or meet for each individual sport as there will be no department wide senior night for each season. The athletic department in conjunction with the custodial staff will hang up senior sheets **only** if they a on 3'X5' sheet (approx). Blankets, quilts, or sheets larger than 3'x5' (approx) will not be able to be hung due to their size and weight.

### **Severe Weather**

The Athletic Director or Athletic Trainer will check the National Weather Service before games or practice to ensure that no harmful weather is approaching. When multiple home events ongoing , Athletic Director and Athletic Trainer will coordinate with each site to advise of Threat of Lighting and advising officials. Highland High School has equipped the Athletic Director, Athletic Trainer, and athletic supervisors with IStrike text alert system for months when outdoor events are ongoing. Lighting Alerts are for Cloud to Ground Lighting. Along with mobile phone capabilities the IStrike system is set to trigger the siren when lightning is detected within 10 miles and the strobe light when lightning strikes detected within 15 miles. Practices and Games can resume 30 minutes after last detected lightning strike and the I strike has issued an All Clear Signal which is 3 short beeps.



When Officials have jurisdiction of contest (once they have arrived), delaying contest rides with them. Athletic Director, Athletic Trainer and Supervisor will work in conjunction with official to best determine action. In case of AD or AT not being available, "If Thunder roars go Indoors". If thunder is heard the AD will recommend to the coach or officials that all persons in area move to a safe shelter. The IStrike system is also set for lightning strikes within a 15 miles radius. If the strobe is flashing teams and spectators should seek safe shelter. A safe shelter is considered to be one with plumbing, running water, and a telephone line. Avoid open fields, isolated trees, high terrain, contact with metal, and bodies of water. TEAMS should not remain on FIELD, in dugouts or bench areas, and MUST evacuate to shelter. Shelter for most OUTSIDE contests should be Auxiliary Gym or another designated area. Teams should be able to seek shelter against lighting there. If a Tornado Warning is issued, everyone will follow in school procedures for shelter.

## **Scholarships**

It is not the responsibility of the coach to obtain an athletic scholarship for a student-athlete. Upon request for help by the student-athlete's parents or the student-athlete, the coach may attempt to aid the student to enter the college or university of choice through a variety of means such as letters of recommendation, game film or phone calls.

## **Squad Selection**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Highland, we encourage coaches to keep as many students as they can without jeopardizing the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Choosing the member of our athletic teams is the sole responsibility of the coaches of those teams, prior to trying out, the coach shall provide the following information to all candidates for the team.

- 1. Date of try-out period. (3 min Practices)*
- 2. Criteria used to select the team.*
- 3. Practice commitments if they make the team.*
- 4. Game commitments.*

When a team cut becomes a necessity, the process will include the important elements.

- 1. Competed in a minimum of 3 practice sessions.*
- 2. Be personally informed of the cut by the coach, including the rationale for the cut.*
- 3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the Program.*

## **Sportsmanship**

Highland High School administration and athletic department will promote good sportsmanship at all athletic events. Good sportsmanship must be displayed by all athletes, coaches, parents, fans and officials by their good behavior and attitude. The sporting activities should be an extension of the classroom, where students strive for excellence and coaches and parents provide cooperation, ethics, and integrity as role models for the players. Interscholastic athletics are an important part of the total educational program provided by our school district. These athletic activities assist in the social and physical development of our athletes.

We will all strive to uphold the rules of the game being played as well as the principles outlined in the coach, parent and athlete handbooks, as well as following the rules set forth by the governing body of sports, the Indiana High School Athletic Association

Highland High School will emphasize to all participants, the commitment to fair play, ethical behavior, to provide a safe and supportive environment for the playing of all sporting events, to enhance the image of our school and district and for all to understand how to win and lose.

Therefore, we will uphold the highest standards of sportsmanship, sports ethics and integrity in all aspects of the school experience at our school.

#### Highland High School SPORTSMANSHIP CODE

- 1. Be courteous to opponents, fans, and cheerleaders.*
- 2. Be representative in your behavior toward everyone present.*
- 3. Respect and abide by the officials' decisions.*
- 4. Exercise self-control at all times; never boo an official, coach, cheerleader or player.*
- 5. Display character in your every action.*
- 6. Learn to win with character and lose with dignity.*
- 7. Display appreciation for a good performance or play regardless of the team.*

Highland High School will not tolerate any inappropriate behavior or unsportsmanlike conduct by ANY of its participants, including spectators, coaches, athletes, or students. If a spectator, parent, or student is observed acting inappropriately, the administration expects it to be stopped. If it is not stopped, that spectator may be asked to leave by an official, school personnel, administrator, or police officer. If the person resists leaving, the police will be called and he/she may be charged accordingly. That spectator may forfeit his/her privilege of attending future contests – either home or away. If removed from a game, the spectator MAY have an opportunity to meet with school administration to try to resolve the issue. If the spectator shows up at future contests without resolving the issue, he/she may be charged with trespassing.

If an athlete acts inappropriately, the coach is expected to take immediate disciplinary action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules, expectations and discussions prior to the season.

If a coach acts inappropriately, the coach will be dealt with by the athletic director or administrator. If an Assistant Coach acts in an improper manner, he/she will be dealt with by the Head Coach first, then if needed the Athletic Director and the Administration. Consequences may range from verbal reprimand, to written reprimand, to suspension, to dismissal. *Coaches are expected to set strong examples and should model expected behavior at all times!!*

The fundamentals of sportsmanship

- 1. Gain an appreciation and understanding of the rules of the sports*
- 2. Exercise exemplary conduct at all times*
- 3. Recognize and appreciate skilled performance regardless of affiliation*
- 4. Exhibit respect for contest officials*
- 5. Openly display respect for opponents*
- 6. Display pride in your actions*

## Transportation

Highland High School athletes are required to travel to and from athletic events in school approved vehicles and under adult supervision provided by Highland High School. Extreme circumstances must be cleared by the Principal or Athletic Director. Students may be released to their parents (if the head coach is in agreement) after a road contest if written permission from the parent is received at least 24 hours in advance of the contest. Students will never be released to ride home from a contest with other students.

Athletes represent Highland High School on all road trips. Appropriate dress will be determined by the coaching staff. Athletes will act in an acceptable manner while on all school trips. Equipment, facilities, fans, opponents and staff members at opposing school sites will be treated with respect at all times. Any damage or improper behavior on the part of Highland athletes and/or support staff will result in appropriate disciplinary action.

Early release time from class for athletic activities is not part of the structure of the Highland High School Athletic Department. Special exceptions will only be granted with the prior approval of both the Principal and Athletic Director.

## Weight Room & Gym Policy

The following guidelines must be observed when students are using the weight rooms, gymnasiums and any other athletic facilities at Highland High School.

- 1. Students may use the weight room, gymnasiums and other athletic facilities only while under the direct supervision of a Highland High School staff member*
- 2. All facility usage shall be scheduled in advance and placed on the school calendar by the head coach in cooperation with the Athletic Director.*
- 3. No usage of any athletic facilities by IHSAA sponsored teams will ever be allowed on Sunday*

## General Rules

- 1. The number one concern in the weight room is SAFETY.*
- 2. Enter the weight room mentally and physically ready to work.*
- 3. Proper attire must be worn while lifting. **Shirts and shoes are always a requirement.***
- 4. There is absolutely no horseplay allowed in the weight room.*
- 5. Return all weights to their proper storage area after use.*
- 6. Be aware of other lifters whom you are around.*
- 7. Always use common sense. If you see potential danger, please report it.*
- 8. **Never sacrifice technique for weight. Technique, Technique! Weight belts can be used!***
- 9. Never bounce, jerk the weight, or arch your back while lifting.*
- 10. Only use the amount of weight you are prepared to lift properly. **Technique before weight!***
- 11. Use collars on all bars.*
- 12. Do not drop or throw weights on the floor*
- 13. Unload bars (evenly) when you are finished with them.*
- 14. Use a spotter with core and overhead lifts.*
- 15. Never get under the bar without a spotter.*

## Vacations & School Closings

All team members are expected to attend all practices and tryouts. During all three-sport seasons, practices are regularly scheduled during times when school is not in session. The coaches set practice schedules and the coaches decide who plays. We strongly request that arrangements be made to ensure that the athletes attend all practices and games during vacation periods. Consequences for missing practices or games because of family vacations may include removal from the squad. It is understandable that athletes who practice or compete during this time will likely move ahead of those who were not present. All athletes should be cognizant of their commitment to both their coaches and teammates. Written or verbal communication must be made with the head coach of the program by the athlete's parents prior to any missed practices or games due to extraordinary occurrences. It is also assumed that athletes will be diligent when it comes to honoring their commitment to attend practices and contests during times when school is in session. The athletic department does not condone missing school under any circumstances except family emergencies. Emergency school closings may force cancellations of practices and games.

## **Team Discipline/Removal**

Any major violations of team rules, disrespect of coaches, officials, teachers, along with any attitudes or behaviors which is considered to be detrimental to the team, its stakeholders, and or the School Town of Highland may be cause for dismissal from the team. In order for a student athlete to be dismissed from the team the following steps must be taken.

- 1. 1st Offense-** Consequence determined by the coach as outline in their team rule and guidelines (suspension may be issued).
- 2. 2nd Offense-** AD will be notified by coach of the infraction and a plan of action will be discussed. The coach will make a phone call to the parents or guardians to make them aware of the situation. Parents and student will be made aware that the next step is removal. Consequence determined by the coach as outline in their team rule and guidelines (suspension may be issued).
- 3. 3rd Offense-** AD will be notified by the coach of the infraction. There will be a 24 hour "Cooling Off Period" before student is notified of removal of team. Coach and AD will make a conference call to parent or guardian informing them of their student athletes removal from the team.

\*\*\* There may be rare situations where steps one and two can be skipped.

## Eligibility Rules

In order to represent Highland High School in any interscholastic competition, all students must meet eligibility requirements set forth by the School Town of Highland, Highland High School, and the Indiana High School Athletic Association.

### **Academic Eligibility**

To be academically eligible, students must have received a passing grade at the end of their last grading period in at least five core State of Indiana Department of Education subjects or equivalent. Freshman physical education is counted as a core subject for the purpose of eligibility. Semester grades take precedence over nine weeks grades and summer school grades are considered part of the second semester.

### **Age**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state championship in his/her sport shall be ineligible for interscholastic competition for that entire sports season.

### **Amateurism**

Students shall not play under an assumed name or accept payment directly or indirectly for any athletic participation. Students may not participate in athletic activities, tryouts, auditions, practices and/or games held or sponsored by professional athletic organizations, clubs or any of their representatives.

### **Athletic Transfers**

Parents of students who wish to participate in athletics at Highland High School, but did not attend Highland during their intended sports season during the previous year of high school, are required to complete an IHSAA athletic transfer form. The student and parent in the Athletic Director's office of Highland High School must fill out this form. Students do not become eligible to participate in contests until both schools and the IHSAA have approved the transfer. Students who transfer without a corresponding change of address **may** be granted "**Limited Eligibility**" to compete below varsity levels for 365 days.

### **Attendance**

Attendance at practice sessions and contests is mandatory, Coaches ordinarily provide students with a schedule of both practice and contest dates. Students may be granted permission to miss a practice or contest if an excuse is provided to the coach well in advance. Outside of emergencies, last minute requests to miss a practice will be denied. Athletes commit themselves to attend all practices and games and should plan other activities around them during the season.

Students must attend school by the start of 4<sup>th</sup> hour on the day of an event in order to participate in any extracurricular event that occurs after the school day. An exception will be made if the student has an approved medical appointment; in which case, the student must present to attendance supervisor, a signed statement from the doctor regarding the absence.

Students who do not come to school on a weekday, for any reason, will not be permitted to practice that day.

If a student is absent the last day of the school week, and the competition is on a non-school day, the student must have parent/guardian permission to participate.

Approved field trips or school activities will constitute attendance. The school Principal or Athletic Director must approve all exceptions to the attendance rule.

A student who is suspended from school will be ineligible to participate.

### **Awards and Gifts**

Athletes may not receive any award for athletic performance that is not approved by the IHSAA or Highland High School. Athletes may not accept awards, medals, recognition, gifts or honors from colleges, universities or their boosters.

### **Conduct and Character** (See IHSAA Rule 8-1 and 8-3)

Athletes' conduct both in and out of school shall be such as (1) Not to reflect discredit upon their school or the IHSAA, or (2) Not to create a disruptive influence on the discipline, good order, moral or educational environment of the school. Athletes who violate this rule may be excluded from representing Highland High School in interscholastic competition.

### **Enrollment**

In order to participate in any athletic competition or conditioning, a student must be enrolled at Highland High School. After **15** days of enrollment, Highland High School becomes the school or record. Once enrollment is completed, athletes have eight (**8**) consecutive semesters of eligibility.

### **Injury/Illness**

Any athlete that misses school for a prolonged period of time must have written permission from a doctor that is presented to the athletic department and trainer stating that the student athlete is physically fit to resume participation in practices and/or games. Per IHSAA by-laws if an athlete missed 5-10 consecutive days they will be required to have 4 practices to participate, more than 10 consecutive days absence requires 6 practices to participate.

### **Insurance**

Highland High School has great concern for medical care and insurance protection for all those participating in interscholastic competition. The School Town of Highland does not carry insurance to cover student athletic injuries. As a result, student participating in athletics at Highland are required to carry insurance coverage. Students not covered can purchase short term insurance and moderate prices through the Principal's Office. The student and his/her family pay all cost for insurance. Parent will need to sign a consent and release form stating that they process a family insurance plan, they have purchased short term insurance, or a waiver releasing the School Town of Highland from all liability if they have no insurance.

The IHSAA and Highland High School jointly carry a catastrophic insurance policy on all athletes that covers amounts from **\$25,000** up to one million dollars.

### **Non-School Teams**

Participation in organized sports competition during the authorized contest season of that IHSAA sport shall cause the student-athlete to become ineligible for their school team.

Participation in non-school competition while on a school team of another sport shall be subject to the approval of the school coach. Any athlete who violates an understanding with a school coach will be subject to dismissal from the school team with a loss of all honors.

You may participate in non-school teams as long as you are not currently in season and that there is no more than the following members of your current school team on the non-school team

Basketball- 3    Baseball -3    Football-6    Volleyball – 3    Softball – 3    Soccer-7

## **Practices**

The class day at Highland High School begins at 7:45 a.m. and concludes at 2:54 p.m. Practices may begin at 3:00 p.m. daily. In cases of inclement weather that results in school being dismissed early, all practices for that day will be postponed. Exceptions to this rule will require the approval of the Principal and the Athletic Director.

Days on which coaches have responsibilities and students are not required to attend classes will result in a 3:00 p.m. start for all practices. If the coach does not have teaching duties on such days, practices may be scheduled at an earlier time with approval of the Athletic Director.

There shall be no school practices, games, scrimmages, film sessions or meetings held on Sundays. Calling one or more team members together for scouting reports, film viewing and/or the treatment of injuries are also violations of the basic IHSAA rule.

All athletes are expected to be at practice on time. All illnesses and injuries should be reported to a coach and trainer immediately. The head coach has the discretion to determine if a missed practice is excused or unexcused. Athletes should inform coaches in advance of known absences for practices and/or competition.

The head coach is responsible for informing the team of practice dates and times well in advance. Athletes will not be allowed to practice if they do not attend school that day. All exceptions to this rule must be cleared through the Principal and/or Athletic Director.

## **Pre Participation Examinations and Forms**

Students wishing to participate in athletics in any IHSAA sanctioned sport must undergo a physical examination by a doctor holding a limited license to practice medicine. The physical examination form must be completed on the IHSAA form and be signed by the physician, parent and student-athlete. The IHSAA physical examination form is good from April 1st of each year and will be in effect for all activities in the next 365 days of practice and/or competition.

Each athlete's parent must have completed, signed, and turn into the Athletic Department an Emergency Medical Authorization form. This gives a student athlete permission to be treated by a physician or hospital in the event that a parent is not available. The physical must have the doctor's signature and license number. Physician assistant's signatures are not accepted.

Each Student Athlete and parent read the Highland High School Athletic Handbook, Trojan Code and sign the certification page indicating that they fully understand and agree to abide by the rules and policies. This signed document will be on file in the Athletic Department.

## **Presidents Cup**

At the end of each season, the athletic department will award a president's cup award. This award is given to the team of that season that has achieved the highest GPA determined by their top 10 academic performers. These top 10 can be taken from any level. A plaque is located in the athletic office with the team name and season/ year received.

## **Reporting of Injury**

All injuries which occur while participating in athletics should first be reported to the trainer/coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once athletes are treated by a physician, the athlete must obtain the doctor's permission to return to the athletic activity. This form must be received by the athletic director prior to participation in the next practice.

## Individual Athletic Awards

- I. Varsity Athletic Letter Award
  - A. Athlete must be recommended by his/her head coach
  - B. Athlete must meet all standards set by his/her coach
  - C. Athlete must complete the sports season as a member in good standing
  - D. Athlete must return all equipment issued or pay for the same
    - i. First Letter - Letter "H"
    - ii. Second Letter - Blue and White Certificate
    - iii. Third Letter - White and Gold Certificate
    - iv. Fourth Letter - Blue and Gold Certificate
    - v. Fifth Letter - Foil Certificate
    - vi. Sixth Letter - Satin Plaque
    - vii. Seventh Letter - Medallion Plaque w/ Small Engraved Plate
    - viii. Eighth Letter - Blanket
    - ix. Ninth Letter - Framed Letter w/ Small Engraved Plate
    - x. Tenth Letter - Framed Trojan Head W/ Small Engraved Plate
    - xi. Eleventh Letter - Framed Large "H" W/ Trojan Insert and Small Engraved Plate
    - xii. Twelfth Letter - Lifetime Athletic Pass
    - xiii. Thirteenth Letter - Acrylic Plaque (Engraved)
    - xiv. Fourteenth Letter - Shadow Boxed "H"

- II. Junior Varsity Award
  - A. JV players who finish the season in good standing will receive a participation certificate. First time award winners receive numerals.

### Highland High School Athletic Teams and Seasons

#### Fall Sports

Boys		Girls	
Football	Varsity-JV-Frosh	Volleyball	Varsity-JV-Frosh
Soccer	Varsity-JV	Soccer	Varsity-JV
Tennis	Varsity-JV	Golf	Varsity-JV
C.Country	Varsity-JV	C.Country	Varsity-JV
		Cheerleading	Varsity-JV

#### Winter Sports

Basketball	Varsity-JV-Frosh	Basketball	Varsity-JV-Frosh
Swimming	Varsity-JV	Swimming	Varsity-JV
		Cheerleading	Varsity-JV
		Sapphires	Varsity-JV

#### Spring Sports

Baseball	Varsity-JV-Frosh	Softball	Varsity-JV
Track	Varsity-JV	Track	Varsity-JV
Golf	Varsity-JV	Tennis	Varsity-JV



## Highland High School Athletic Department

### Social Media Policy & Guidelines for Student-Athletes

Playing and competing for Highland High School is a privilege. Student-Athletes at HHS are held in the highest regard and are seen as role models in the community. As leaders, you have the responsibility to portray your team, the High School, and yourselves in a positive manner at all times. Sometimes that means doing things that may seem like an inconvenience to you, but will benefit the entire team.

Facebook, Twitter, and other Social Media sites have increased in popularity globally and are used by a majority of high school athletes around the country. These can be great resources when used safely and effectively, however these can be extremely damaging to an individual, team, and school when used inappropriately.

Student-Athletes should be aware that third-parties – including the media, fans, opposing team's, NCAA coaches, future employers, players in the feeder program, and faculty – can easily access their profiles and view any personal information. This includes all pictures, videos, comments, and posts. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and Highland High School. This can also be detrimental to a student-athlete's future plans, whether in college athletics, enrollment in a university, or an employment opportunity.

Examples of inappropriate and offensive participation in various social media outlets include, but are not limited to, the following:

- Use of offensive or vulgar language, including any profanity, comments of a derogatory nature towards a specific gender, race, or ethnicity.
  - Includes posting song lyrics that violate this rule
- Posting pictures that depict or condone any illegal activity (underage drinking, drug use, etc.)
- Unsportsmanlike posts referring to playing time, a coaching decision, actions of a teammate, etc. This includes any demeaning or threatening comment toward a faculty member, administrator, community member, coach, or teammate. Remember: What is said in practice or during a game needs to stay within the team.
- Unsportsmanlike posts directed at an opposing team (Bulletin Board material). Even if you are joking with a friend from another school, the public does not always know that.
- Posting comments or pictures that are of sexual nature/would violate any sexual harassment or assault laws.
- “Cyberbullying” or making comments that could be viewed as this by another person.
- Any posts that would not reflect well upon the mission and values of Highland High School, the Highland Trojans Athletic Program, or yourself.

If a student-athlete's profile or contents are found to be in violation of the Social Media Policy & Guidelines, he/she will be subject to one of the following penalties, as dictated by the coaching staff and Athletic Department of Highland High School:

1. Written notification of violation (requiring signature) sent to player/parents
2. Meeting with Coaching Staff/Athletic Director about violation
3. Penalties as determined by Athletic Department/HHS administrators
4. Loss of Captain Privileges
5. Loss of Playing Time
6. Game(s) Suspensions
7. Removal from Postseason roster
8. If in violation of IHSAA rule, penalty will correspond to violation
9. Removal from Team

For your own safety, please keep the following recommendations in mind as you participate in the Social Media world:

- Do not “favorite”, “like”, or “retweet” any post that would violate any of these guidelines. Anything that you endorse is the same as you saying it!
- You should not post your home address, email address, telephone number, or any other information that you do not want the world to have access to. Third parties may attempt to gain access to athletes through these methods.
- Be careful who you add as a “friend” or who you allow to “follow” your posts. Check your security settings to make sure they are appropriately set.
- Be careful of linking other applications to your wall or twitter feed (Instagram, Snapchat, etc.). In addition, know that the social media guidelines apply to those applications as well.

If you are ever in doubt of the appropriateness of your own online public material, consider whether it upholds and positively reflects your own values and ethics as well as the HHS Athletic Department and the School Town of Highland. Remember, always present a positive image and don't do anything to embarrass yourself, your team, your family, or the school.

## TROJAN ATHLETIC CODE

Participation in the Highland Senior High School Athletic Program is a privilege for which student athletes must be willing to accept certain responsibilities. Only when student athletes are prepared to direct their time and effort toward a rigid program of training and self-discipline may optimum performance be achieved. To promote an environment most conducive to effective athletic performance, the following rules of conduct have been established. These rules are in effect for 365 days, and apply to the conduct of all student athletes presently participating in the athletic program, as well as those students who desire to join the program. The athletic director, with consultation with the principal, will have the responsibility to administer the Trojan Athletic Code.

- I. A student athlete MAY NOT:
  - A. Use or possess tobacco in any form (cigarettes, cigars, chewing tobacco, snuff, e-cigs, vapes).
  - B. Consume or possess alcoholic beverages.
  - C. Engage in activities that tend to bring dishonour to the school or the community.
  - D. Use or possession of controlled substances, paraphernalia or substances made to look like controlled substances.
  - E. Be convicted of a felonious criminal offense.

\*"In Season" is the period measured from the first IHSAA practice date through our last contest for that sport and level of involvement.

\*\*The "contest season" is defined for purposes of this Code as the period from the first regularly scheduled contest through the postseason. All penalties will be rounded up to the next game.

- II. Violations of the Trojan Athletic Code will result in the imposition of penalties as follows:
  - A. Violation of I. A. (Tobacco)
    1. First offense - the student athlete will be suspended from athletic participation for 1/2 of the contest season or the remainder of the season, if less than 1/2 of the contest season remains.
    2. Second offense - the student athlete will be suspended from athletic competition for 365 days from the date of the offense.
    3. Continued use of tobacco during suspension will lengthen the suspension to be 365 days from the date of the most recent offense.
  - B. Violation of I. B. (Alcohol)
    1. First offense - student athlete will be suspended from athletic participation for the remainder of the season. If the violation occurs with less than 50% of the season contests remaining, the suspension will continue into the next season of participation until the equivalent of 50% of a contest season has been reached.
    2. Second offense - the student athlete will be suspended from athletic participation for 365 days from the date of the offense. The student athlete must also present proof of participation in a pre-approved alcohol rehabilitation program before reinstatement. (The cost of the rehabilitation program will be the responsibility of the student.)
    3. Third offense - the student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

C. Violation of I.C.(Dishonor; Engaging in Act of Vandalism, theft, destructive misuse of property or any activity that constitutes misconduct or substantial disobedience)

1. First offense - student athlete will be suspended from athletic participation. The length of the suspension will be no less than 10% of the contest season up to the remainder of the season, depending on the seriousness of the violation. If the suspension cannot be completed, the suspension will continue into the next season until completed.
2. Second offense - the student athlete will be suspended from athletic participation for 365 days from the date of the offense.
3. Third offense - the student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

D. Violations of I. D. and I. E. (Possession of Drugs, Use of Drugs, Sale of Drugs or Felonious Crime)

1. First offense - student athlete will be suspended from athletic participation for one calendar year from the date of the offense. If a controlled substance violation, the student must show proof of participation in a pre-approved drug rehabilitation program before reinstatement. (Cost of the rehabilitation program will be the responsibility of the student.)
2. Second offense - student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

III. Special Consideration

For an honest admission of guilt in the absence of irrefutable evidence, the penalty will be reduced by one-half for the first offense. The one-half reduction may occur only once during the student athlete's high school career.

IV. Attendance at Social Gatherings Where Alcohol, Tobacco, or Drugs are Present

Student athletes who attend social gatherings where alcohol, tobacco, or drugs are being used may subject themselves to the same or similar penalties as those students engaged in the conduct prohibited by this Code. The administration will conduct a hearing to determine what penalties, if any, will be imposed upon a student athlete present at such a gathering.

V. Violations Cumulative

Violations are cumulative during the students 4 years of eligibility. Violations occurring in different categories will be considered cumulative and may result in the most stringent suspension of the category of the most recent violation.

VI. Practice During a Suspension

When an athlete has the opportunity of gaining eligibility later in the season, the student athlete is allowed to practice.

VII. NFHS Classes

Along with the any of the aforementioned offences, the athlete may also be required to complete a free online class (1-2 hours in length) pertaining to the infraction of the rule. Prior to the athlete returning to practice, a certificate of completion will have to be on file in the athletic office. These classes can be found the National Federation of High School Sports website at NFHSlearn.com

VIII. Athletic Awards

An athlete must end the season in good standing to receive an award and be invited to the Athletic Banquet. If a student violates the Trojan Code after the season has been completed, but before the banquet, the student will receive an athletic award, however, will not be able to attend the Athletic Banquet.

IX. The Appeal Process

A student athlete may make a written request for a hearing to the athletic director within five (5) days of notice of the suspension from athletic participation for violation of this Code. The hearing will take place within five (5) school days of the written request for a hearing before a three member Appeal Board comprised of an administrator (other than high school), a teacher and a coach. The suspension will remain in effect pending the hearing. The Appeal Board will have the power to uphold, deny or lessen the suspension of the student athlete. The Appeal Board's decision will be made within one school day of the hearing.

X. Effective Term

This athletic code is effective twenty-four (24) hours a day for 365 days.  
With the exception of violations of I. A., violations of the Trojan Code are cumulative from season to season and year to year throughout the student athlete's high school experience.

# **CONCUSSION FACT SHEET**

## **FOR HIGH SCHOOL ATHLETES**

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

### **WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?**

#### **REPORT IT.**

Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It's up to you to report your symptoms.

Your coach and team are relying on you. Plus, you won't play your best if you are not feeling well.

#### **GET CHECKED OUT.**

If you think you have a concussion, do not return to play on the day of the injury. Only a health care provider can tell if you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.

#### **GIVE YOUR BRAIN TIME TO HEAL.**

A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

### **WHY SHOULD I TELL MY COACH AND PARENT ABOUT MY SYMPTOMS?**

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

### **HOW CAN I TELL IF I HAVE A CONCUSSION?**

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- Get a headache
- Feel dizzy, sluggish, or foggy
- Are bothered by light or noise
- Have double or blurry vision
- Vomit or feel sick to your stomach
- Have trouble focusing or problems remembering
- Feel more emotional or "down"
- Feel confused
- Have problems with sleep

Concussion symptoms usually show up right away, but you might not notice that something "isn't right" for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

## ***HOW CAN I HELP MY TEAM?***

### ***PROTECT YOUR BRAIN.***

Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.

### ***BE A TEAM PLAYER.***

You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

***GOOD TEAMMATES KNOW: "IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON."***

*The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider. TO LEARN MORE GO TO >>  
[www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)*

# CONCUSSION FACT SHEET

## FOR PARENTS

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

#### SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

#### SIGNS OBSERVED BY PARENTS/GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### 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)

## **WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?**

### *1. SEEK MEDICAL ATTENTION RIGHT AWAY*

A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

### *2. KEEP YOUR CHILD OUT OF PLAY.*

Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon - while the brain is still healing - risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

### *3. TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.*

Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

## **HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?**

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
- However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

## **HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?**

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
- Reduce time spent reading, writing, or on the computer

Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As your child's symptoms decrease, the extra help or support can be removed gradually.

# ***SUDDEN CARDIAC ARREST***

## *A Fact Sheet for Parents*

### **FACTS**

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest.

### **WARNING SIGNS**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

### **EMERGENCY SIGNS – Call EMS (911)**

If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*

Developed and Reviewed by the Indiana Department of

Education's Sudden Cardiac Arrest Advisory Board  
(1-7-15)

## **How can I help my child prevent a sudden cardiac arrest?**

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, parents can assist student athletes prevent a sudden cardiac arrest by:

- Ensuring your child knows about any family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Ensuring your child has a thorough pre-season screening exam prior to participation in an organized athletic activity
- Asking if your school and the site of competition has an automatic defibrillator (AED) that is close by and properly maintained
- Learning CPR yourself
- Ensuring your child is not using any non-prescribed stimulants or performance enhancing drugs
- Being aware that the inappropriate use of prescription medications or energy drinks can increase risk
- Encouraging your child to be honest and report symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

## **What should I do if I think my child has warning signs that may lead to sudden cardiac arrest?**

- *Tell your child's coach about any previous events or family history*
- *Keep your child out of play*
- *Seek medical attention right away*

# ***SUDDEN CARDIAC ARREST***

## *A Fact Sheet for Student Athletes*

### **FACTS**

Sudden cardiac arrest can occur even in athletes who are in peak shape. Approximately 500 deaths are attributed to sudden cardiac arrest in athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest. Once a cardiac arrest occurs, there is very little time to save the athlete, so identifying those at risk before the arrest occurs is a key factor in prevention.

### **WARNING SIGNS**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

### **EMERGENCY SIGNS – Call EMS (911)**

If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*
- **How can I help prevent a sudden cardiac arrest?**

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, you can assist by:

- Knowing if you have a family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Telling your healthcare provider during your pre-season physical about any unusual symptoms of chest discomfort, shortness of breath, racing or irregular heartbeat, or feeling faint, especially if you feel these symptoms with physical activity
- Taking only prescription drugs that are prescribed to you by your healthcare provider

- Being aware that the inappropriate use of prescription medications or energy drinks can increase your risk
- Being honest and reporting symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

**What should I do if I think I am developing warning signs that may lead to sudden cardiac arrest?**

- *Tell an adult – your parent or guardian, your coach, your athletic trainer or your school nurse*
- *Get checked out by your healthcare provider*
  - *Take care of your heart*
  - *Remember that the most dangerous thing you can do is to do nothing*

Developed and Reviewed by the Indiana Department of  
Education's Sudden Cardiac Arrest Advisory Board  
(1-7-15)

## **BASEBALL AND SOFTBALL CAUTIONARY STATEMENT**

Baseball and softball are sports enjoyed by large numbers of interscholastic and recreational players annually. Because of their popularity, and the high speed components of the game, it is important to observe and practice a number of procedures designed to enhance the safety and enjoyment of all participants.

The school has purchased protective helmets that are certified by the National Operating Commission for Safety of Athletics Equipment (NOCSAE). This certification indicates that research has been conducted to verify the protectiveness and shock absorption capabilities of the helmet. Each player will receive a demonstration on the proper wearing of a batting helmet. Proper wearing of these helmets is the responsibility of the player after the orientation has been completed.

### **PREPARATION FOR PRACTICE OR CONTEST:**

1. Wear all protective equipment, pads, braces and supportive undergarments to every practice or contest unless otherwise indicated by the daily practice plan.
2. Be sure that all stabilizing, straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
3. Wear outer and under garments that are appropriate for humidity and temperature.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
6. Players needing protective tape, padding, or bracing, should arrive early to receive necessary treatment.
7. Remove all jewelry and metal hair fasteners.
8. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
9. No hazing or initiations.

### **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker-room.
3. Keep floors free of litter. Place all belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. Use foot powder in designated areas.
7. Refrain from rapid movements, horseplay, and rough-house in the locker/shower areas.
8. Identify incidents of foot or other skin infections to coach(es) immediately.
9. Be especially careful not to injure a teammate with cleated shoes and do not wear cleated shoes in the building or locker room at any time.
10. No hazing or initiations.

## APPROACH TO THE COMPETITIVE/PRACTICE SITE OR TRAVEL TO CONTEST

1. Be alert to the following:
  - A. Variable surface textures (concrete, matting, turf).
  - B. Steps, ramps, dugout locations.
  - C. Locations of bulk equipment or specific drills.
1. Ball throwing machines.
2. Hitting practice and “on deck circle”
3. Pitching practice.

### HAZARDS SPECIFIC TO BASEBALL:

- A. All protective equipment required by rule must be worn at practices and competition during those situations that require it.
- B. Helmets are to be worn by batters, base runners, catchers, on-deck hitters and base coaches.
- C. “On deck” hitters are to take practice swings in a designated circle but with complete attention directed to the pitcher and batter. If no circle is designated, stand behind the backstop. Keep hands off the backstop.
- D. Swing only one (1) bat when taking practice swings. Use a bat ring that will not slide off the thick end of the bat.
- E. Batting practice, infield drills, outfield drills, and pitching practice is to be done in designated areas and at designated times. **DO NOT** begin these practices without direction of the coach.
- F. Sliding technique is to be performed as a progression and approved by the coach before it is tried. Injuries may still occur when players are experienced in sliding techniques.
- G. Offensive and defensive players involved in sliding or other close plays must recognize the possibility of being hit by a thrown ball, being accidentally bumped, or of injury due to friction burn, being stepped on, or skeletal injury. Be alert to the location of the ball and opponents. Assume a protected position Do not leave limbs extended when on the ground.
- H. Burns, sprains, strains and contusions must be reported to coaches.
- I. Dugout and team bench - Players in the dugout or team bench area must be alert to foul balls, overthrows, or defensive players moving towards the area at high speed.
- J. Indoors - always look before taking practice swings during drills. If you are chasing balls into a hitter’s area, get his/her attention before going near him/her.
- K. Pitchers in batting cages will always wear protective helmets.
- L. On a pitched ball which appears to be headed towards a hitter, all hitters will be instructed to turn their front shoulder towards the catcher and tuck their chin to avoid being hit in the facial area.
  - M. Never catch without protective equipment.
  - N. Never slide head first into a catcher at home plate.
  - O. No horse play, rough housing, hazing or initiations.

### EMERGENCIES:

Because of the nature of baseball and softball, some injuries will occur. All injuries must be called to a coach’s or trainer’s attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages, or drills. **DO NOT move the victim!**
2. Call the coach to manage the situation if not already at the site.

3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Calling for additional assistance.
  - C. Bringing first aid equipment or supplies to the site.
  - D. Keeping onlookers away.
  - E. Directing the rescue squad to the accident site.
4. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined above.

### **BASKETBALL CAUTIONARY STATEMENT**

**Basketball is a highly competitive, fast-action game that places demands on the individual player. For this reason, coaches will implement conditioning regimens that are based on scientific principles, and designed to enhance player endurance, quickness and playing skills. While contact and rough play are prohibited by rule, a certain amount of inadvertent physical contact is predictable. To enhance stability and strength, certain weight room workouts may also be prescribed along with a regular practice activity. In addition, the following considerations and cautions will enhance player enjoyment and safety.**

#### **PREPARATION FOR ACTIVITY:**

1. Wear all pads, braces and supportive undergarments to all practices and competitions.
2. Clothing and shoes should fit properly, be comfortable, and allow for maximal physical efforts. Clothing should be kept clean and sanitary.
3. Clothing should not prevent heat dissipation, or restrict movement.
4. Players should ingest the equivalent of 4 - 6 glasses of water each day.
5. Feet should be covered with a thin cotton sock followed by a heavier wool sock. If blisters are a chronic problem or begin to appear, coaches or trainers should be consulted for appropriate responses or preventive actions.
6. Players who require corrected vision must wear shatterproof glasses or lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
7. Players requiring preventive taping, padding, or bracing should arrive early enough to receive treatment and be able to participate in specialty work.
8. Remove all jewelry, metal hair clips and hats.
9. No horseplay, rough-housing, hazing or initiations.
10. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
11. High top basketball shoes are suggested and they should be- properly laced up.
12. The use of braces is recommended.
13. Mouth guards are highly recommended.

#### **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and elevated thresholds between lockers and shower rooms.



3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower area.
6. Use foot powder in designated areas.
7. Refrain from rapid movements, rough-house or horseplay in locker/shower areas.
8. Identify incidents of foot or skin infection to coach(es) immediately.
9. No hazing or initiations.

### **TRAVEL TO CONTEST/PRACTICE SITE:**

1. Be alert to ramps leading to practice/contest area.
2. Be alert to variations in surfaces of locker room, ramps, stairways, or playing floors.
3. Be alert to the following:
  - A. Ball carts.
  - B. Basketballs in flight, rolling, rebounding or bouncing.
  - C. Wind sprints or fast break drills.
  - D. Proximity of bleachers and walls to playing surface.
4. Stretch thoroughly and jog easy laps to warm up.
5. Do not accept rides home from strangers.
6. Be alert for possible hazards when conditioning in the halls.
7. Be aware of and avoid contact with bleachers, curtains, and any other miscellaneous peripheral equipment.
8. No horseplay, rough-housing, hazing or initiations.

### **HAZARDS SPECIFIC TO BASKETBALL:**

**Be alert to dehydration symptoms. Dry mouth, inability to cool down, dizziness/light headed. Ingest 4-6 glasses of water during the school day and additional amounts at practice.**

1. Frequent drink breaks will be built into the practice plan and players should make use of each one.
2. Foot Problems - Refer to coach(es) or athletics trainer
  - A. Blisters.
  - B. Calluses.
  - C. Ingrown toe nails.
  - D. Fungus infections or plantar warts.
3. Other Skin-Problems - Refer to coach(es).
  - A. Boils.
  - B. Rashes.
  - C. Floor bums, cuts.
4. Ankle and other orthopedic problems.
  - A. Sprains - new - ice, compression, elevation, rest.
  - B. Sprains - old - taping, easy workouts, rehabilitative exercise. Weight training regimens will have separate standards and progressions designed to enhance safety and physical conditioning.
5. Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance of health. Notify coach about use and location of inhalants.

6. Check your weight. Sudden or large losses over a month should be brought to the coaches' attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and swollen throat/neck glands.
7. DO NOT hang on the rims or nets.
8. DO NOT engage in rough, thoughtless play.
9. DO NOT run under a player who is in the air to shoot or receive a pass.
10. DO NOT swing elbows excessively when clearing a rebound.
11. Taller players may need to be alert to their proximity to the lower surface of the backboard.
12. DO NOT take an intentional foul that might cause an injury to an opponent.
13. When taking a charge or screening an opponent, assume a weight-balanced, protected position.
14. If a backboard shatters, notify the coach and keep people away from the broken glass. BROKEN BACKBOARDS ARE THE FINANCIAL RESPONSIBILITY OF THOSE WHO BREAK THEM!
15. Notify the coach or trainer of any injury, no matter how slight it may seem.
16. DO NOT share water bottles, towels, or anything else that might transmit body fluids or pathogens.

**EMERGENCIES: Because of the nature of basketball, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:**

1. Be alert to any injury that the coach may not see. He/she will manage the person in trouble. DO NOT move the victim! Assist by:
  - A. Stopping all practices, scrimmages.
  - B. Calling the coach to manage the situation, and then helping with the injured person;
  - C. Telephoning for additional assistance (phone numbers and information are posted on the telephone); obtain first aid supplies or equipment.
  - D. Keeping onlookers away.
  - E. Sitting or kneel in close proximity.
  - F. Direct rescue squad members to the site.
2. Fire or Fire Alarm:
  - A. Evacuate and remain 150 feet from the building.
  - B. Be prepared to implement emergency procedures.
3. Bomb Threat:
  - A. Evacuate building and remain-200 yards from building.
4. Tornado:
  - A. Go to locker room, sit on floor next to and facing lockers.

### **CHEERLEADING CAUTIONARY STATEMENT**

The following recommendations have been designed specifically for the Cary Academy Cheerleading squads. Because of the physical demands required, squad members and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the activity. Horseplay, hazing or initiations are expressly prohibited.

## **PREPARING FOR PRACTICE:**

1. Choose an outfit which fits comfortably and allows free movement.
2. Knee pads are highly recommended. Wear all pads, braces and supportive undergarments to all practices and competitions.
3. No shoes are allowed in the dance studio. Soft soled, well supported shoes for gymnasium and outdoor work.
4. Squad members with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders, or diseases, must present physician's approval to the advisor prior to participation in any practice session.

## **PREPARING TO WORKOUT:**

**Do all stretching exercises before practice. Take time to stretch leg, neck, ankle, and back muscles before each practice and performance.**

## **WORKOUT EXPECTATIONS:**

1. Think safety first.
2. Always be aware of the proximity of others when executing large motor movements.
3. Stunts and routines should be practiced in a progression from simple to complex.
4. Advanced stunts or routines are prohibited unless previously cleared by the Athletic Director.
5. When executing partner stunts and pyramids, remember the Cary Academy rule against being more than one and one half bodies high.
6. Always use proper spotting techniques when learning tumbling and balancing maneuvers.
7. No jewelry
8. No nylon shorts or wind pants
9. No gum or candy
10. Hair managed so as to ensure safety
11. All attempts at an unfamiliar movement or aerial activity must be supervised by a coach.
12. All new activities must be spotted by a coach with a "hands-on" technique.

## **EMERGENCIES:**

**Because of the physical nature of cheerleading, some injuries will occur. All injuries must be called to an advisor's/coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:**

1. DO NOT move the victim!
2. Be alert. Look around. Get the attention of other people as they may need to help.
3. The advisor will manage the person in trouble. You may be asked to assist in one of several ways.

Assist by:

- A. Helping with the injured person.
  - B. Telephoning for additional assistance.
  - C. Obtaining first aid supplies or equipment.
  - D. Directing the rescue squad to the accident site.
  - E. Keeping onlookers back.
4. Fires or Fire Alarms:

- A. Sometimes there may be time to grab a coat and exit.
- B. If the situation requires quicker action, participants will evacuate through any exit.
- C. Move and remain 150 feet away from the building, be prepared to use the procedures described in # 2 above.

### **CROSS COUNTRY CAUTIONARY STATEMENT**

The following recommendations have been designed specifically for the Cary Academy cross country teams. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.

### **PREPARATION FOR PRACTICE OR CONTEST:**

Select the appropriate clothing to be worn in warm or cold weather. Since we have a varied climate, it is important to be prepared for all kinds of weather and to dress accordingly.

1. Proper warm-up and warm-down is very important before and after competition and practices.
2. Select and change shoes/spikes for various surfaces to help reduce shock and stress.
3. Athletes who are ill, dizzy, or lightheaded should contact their coach. Do not practice.
4. Athletes with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
5. Participants should ingest the equivalent of 4-6 glasses of water each day.
6. Athletes needing preventive taping or bracing should arrive early to receive treatment. Any injury problem or concerns should be discussed with the coach or athletics trainer. Wear all pads, braces and supportive undergarments to all practices and competitions.
7. Athletes with visual impairments must wear shatterproof glasses or lenses where judgment or safety is a problem. Glasses must be mounted in break resistant frames and secured with an elastic strap.
8. No horseplay, rough-housing, hazing or initiations.

### **IN THE LOCKER ROOM:**

1. Be alert to slippery floors and use caution.
2. Keep floors free of litter. Place all personal belongings in assigned locker
3. Close and lock locker door when away from your assigned locker.
4. Keep soap and shampoo in the shower room.
5. No horseplay, rough-housing, hazing or initiations.

### **MOVEMENT TO THE PRACTICE/CONTEST SITE OR TRAVEL TO CONTEST/PRACTICE SITE:**

1. Be aware of variations in the surface of ramps, locker rooms, cinder, or artificial surfaces.
2. Stretch thoroughly and start your workout with easy running.
3. No horseplay, rough-housing, hazing or initiations.

### **HAZARDS SPECIFIC TO CROSS COUNTRY:**

1. Athletes should be alert to activity going on around them to prevent collisions and/or the sudden stopping of others.

- a. Runners engaged in street work as a method of distance conditioning must face traffic or use sidewalks.
  - b. Do not wear radio or tape player head phones.
  - c. Run in single file and be alert at intersections.
  - d. Avoid heavily traveled streets and always look both ways before crossing.
  - e. Never cut across neighborhood lawns or through private property.
  - f. Avoid sudden stops on hard surfaces while sprinting. A gradual slow down will help prevent unnecessary leg stress.
2. Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
  3. Dehydration can be dangerous. Water will be available at practices and contests. Athletes should ingest water frequently.
  4. Sometimes practice will be held in the swimming pool, follow these guidelines:

## **EMERGENCIES:**

**Because of the physical demands of cross-country, some injuries will occur. All injuries must be called to a coach's or athletic trainer's attention. Most will be minor and can be managed through basic first aid techniques.**

**However, some injuries may need more intense management, and may also require squad members to:**

1. Stop all activities, practice, or competition. DO NOT move the victim!
2. Call a coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Help with the injured person
  - B. Call for additional assistance
  - C. Bring first aid equipment or supplies to the site
  - D. Keep onlookers back
  - E. Direct the rescue squad to the accident site
4. Fire or Fire Alarm:
  - F. Evacuate or remain outside the building.
  - G. Move and remain 150 feet away from the building. Be prepared to implement the emergency procedures outlined above.

## **FOOTBALL CAUTIONARY STATEMENT**

**Like other contact sports, football produces a higher incidences of injuries than other sports. While many are minor, some injuries can be serious and evening life-threatening. Protective be emphasized on and off the field. This information is intended to inform players of the proper techniques to practice for maximum safety in games and practices.**

## **PRE-SEASON PREPARATION:**

Because football is a contact sport, athletes must condition themselves properly for the season. This includes both strength training as well as aerobic training. It is also important that athletes continue to maintain strength by training during their season. In-season conditioning will also help prevent injuries.

## **TACKLING, BLOCKING AND RUNNING WITH THE BALL:**

By rule, the helmet is not to be used as a “ram.” Initial contact is not to be made with the helmet. It is NOT possible to play the game safely or correctly if the helmet is intentionally used to block or tackle an opponent. Therefore, proper technique is most important to the prevention of injuries.

Tackling and blocking techniques are basically the same. Contact is to be made above the waist, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, head up, assume a striking position as near to the opponent as possible with the main contact being made with the shoulder when tackling and the hands or shoulder when blocking

Striking an opponent with the helmet could result in a range of injuries. These include shoulder injury such as a separation, pinched nerve in the neck area or disabling injuries and death. The reason for following the safety rules in making contact with the upper body is that *improper body alignment* can put the spinal column in a vulnerable position for injury.

If the head is bent downward, the cervical (neck) vertebrae are vulnerable. With the head in this position, contact on the TOP OF THE HELMET could result in a dislocation, nerve damage, paralysis or death. If the back is not straight, the thoracic (mid-back) and lumbar vertebrae are also vulnerable to serious injury if contact is again made to the TOP OF THE HELMET. Our team’s daily workout includes isometric exercises to enhance development of strength in the upper back and neck muscles. This is one of the best methods of preventing head or neck injury and enables an individual to hold the head up even after getting tired during a workout or contest

### **BASIC CONTACT POSITION AND FUNDAMENTAL TECHNIQUES**

If the knees are not bent, the chance of knee injury is greatly increased. Fundamentally a player should be in the proper hitting position at all times during live ball play and this point will be repeated continually during practice. The danger inherent in an unprotected leg position include strained muscles, ankle injuries,, knee strains and serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a three-yard by four-yard area next to the football) illegal. A runner with the ball, however, may be tackled around the legs.

The length of cleats has been restricted to no more than ½ inch to further help in preventing knee injuries.

In tackling, the rules prohibit initial contact with the helmet or grabbing the face mask or edge of the opponent’s helmet. These restrictions were implemented because of serious injuries resulting neck torsion. Initial helmet contact could result in a bruise, dislocation, broken bone, head injury, internal injury such as kidneys, spleen, bladder, etc. Grabbing the face mask or helmet edge could result in a neck injury which could range from a muscle strain to a dislocation, nerve injury, or spinal column damage causing paralysis or death.

Illegal and dangerous play by participating athletes **will not be tolerated and all players are repeatedly reminded of the dangers of these acts.**

### **FITTING AND USE OF THE EQUIPMENT:**

Shoulder pads, helmets, hip pads, pants including thigh pads and knee pads should be properly fitted and worn. Wear all protective pads, braces and supportive undergarments to all practices and competitions. Shoulder pads which are too small will leave the shoulder joint vulnerable to bruises or separations and could also be too tight in the neck area resulting in a possible pinched nerve. Shoulder pads which are too large will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to bruises or separations.

Helmets must fit snugly at the contact points: Front, back, and top of head. The helmet must be “NOCSAE” branded; the chin straps must be fastened, and the cheek pads must be of the proper thickness. On contact, a helmet that is too tight could result in a headache. Too loose a fit could result in headaches, a concussion, a face injury such as a broken

nose or cheek bone, and a blow to the back of the neck could cause a neck injury, possibly quite serious such as paralysis or even death.

## **PREPARATION FOR PRACTICE OR CONTEST:**

Wear all protective and supportive equipment including mouth guards to every practice or contest unless otherwise indicated by the daily practice plan.

1. Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
2. Wear outer and under garments that are appropriate for humidity and temperature.
3. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physician's approval to the coach prior to participation in any practice session.

## **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. No horseplay, rough-housing, hazing or initiations.
7. Do not wear football shoes in the building or locker room at any time.

## **MOVEMENT TO THE PRACTICE/CONTEST SITE OR TRAVEL TO CONTEST/PRACTICE SITE:**

1. Be alert to:
  - A. Goal posts.
  - B. Blocking sleds.
  - C. Kicking/Kick return drills.
  - D. Passer/Receiver drills.
  - E. Agility sprinting, or other fast action drills.
  - F. No horseplay, rough-housing, hazing or initiations.

## **CAUTIONS SPECIFIC TO FOOTBALL:**

1. The Head and Helmet
  - A. Tackle or block or break tackles with the shoulder pad or hands - NEVER USE THE HELMET TO STRIKE THE OPPONENT.
  - B. Keep the chin and eyes up when blocking, tackling, or running with the ball.
  - C. Lowering the head/helmet jeopardizes the neck and spinal cord.
2. Blocking and Defensive Contact
  - A. The forearm striking surface should be accelerated as a unit with the shoulder and extension of the trunk. DO NOT "wind up)" to accelerate the forearm separately.
  - B. Block from the front or the side and above the waist.

- C. When pursuing an opposing ball carrier, do not “pile on” when the opponent is down.
  - D. Never grab an opponent’s facemask.
3. General
    - A. GET UP! When on the ground you are vulnerable to being stepped on or receiving a leg, shoulder or knee injury.
    - B. When falling - TUCK - Leave no extremity extended while on the ground..
    - C. Participate fully in all neck strengthening exercises.
  4. Water
    - A. Frequent drink breaks will be scheduled during practices and players should hydrate themselves frequently before and during practice and games. Athletes should follow the guidelines in the extreme heat & humidity policy.
  5. Weight Room
    - A. Maintenance strength training procedures will be utilized. Observe all weight room policies for progressions, spotting, and general safety.

## **EMERGENCIES:**

Because of the nature of football, some injuries will occur. All injuries must be called to a coach’s or trainer’s attention. Most will be minor and can be -managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages, or drills. DO NOT move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Call for additional assistance.
  - C. Bring aid equipment or supplies to the site.
  - D. Keep onlookers away.
  - E. Direct rescue squad to the accident site.
4. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined above..



## **GOLF CAUTIONARY STATEMENT**

**Golf is a great sport. It is one of the most enjoyable leisure sports. Enjoyment, improved play and competition safety can be ensured by paying attention and adhering to the following considerations and procedures.**

### **PREPARING FOR PRACTICE:**

1. High school golfers may practice or play competitive rounds of golf under sponsorship of Cary Academy ONLY when authorized and supervised by a school coach or supervisor. During all practice or competitive sessions and while preparing for practice or preparing to depart the golf course, participants are expected to observe and follow all policies contained in this document, all USGA playing rules, and display proper golf etiquette. Any practice or competitive golf rounds played without school authorization or supervision will be at the player's own expense and own personal liability for damage, loss or injury.
2. Choose clothing or footwear that fits properly, and doesn't restrict movement. Wear all protective and supportive undergarments to practices and competition.
3. Select clothing appropriate for precipitation, humidity and temperature.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Players needing protective tape, first aid, or rehabilitative treatments should arrive early to receive necessary treatment.
6. Avoid horseplay with clubs and equipment.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
8. If ill or dizzy, notify the coach or trainer. Do not practice.
9. Check clubs regularly for metal stress or other signs of deterioration.
10. Replace or repair damaged clubs.

### **MOVEMENT TO PRACTICE SITE OR TRAVEL TO CONTEST/PRACTICE SITE:**

1. High school players and parents may transport golf team members to practices or matches played on local courses and practice ranges in the immediate Cary area. Transportation provided in private vehicles must be indemnified by the personal accident and injury insurance of the owner or the driver. Cary Academy is not liable for injury, loss, or damage incurred by drivers or passengers in private vehicles. Travel to matches or practices outside the immediate Cary area will be scheduled and provided by high school coaches or designated adult supervisors and players must use the mode of transportation provided by the school.
2. Exercise caution in driving to courses or practice areas.
3. Be cautious in parking lots when unloading clubs and/or carts or when changing shoes.
4. Be alert to ramps, stairs, artificial turf surfaces, carpets, concrete surfaces, and other changes in footing textures.
5. Be alert to locations of driving, practice swing, chipping, and sand trap areas.
6. Be alert to cart pathways, golf carts, and traffic patterns.
7. Be alert to weather conditions especially stormy weather. Check with the coach before playing if there are any safety questions.
8. Adjust for temperature and humidity. A cap, sunglasses and sun block can be helpful in avoiding discomfort or overheating. Players with sensitive skin should avoid prolonged sun exposure.
9. No horseplay, rough-housing, hazing or initiations.

## **CAUTIONS SPECIFIC TO GOLF:**

1. When involved in club control/club swing drills LOOK in all directions BEFORE taking your first practice swing. Be sure there is room for the club to be swung safely.
2. No horseplay with clubs or equipment. No club throwing.
3. Be alert to players on adjacent tees or fairways.
4. Be alert to players in front and behind you. On short holes, signal players behind when it is safe to hit their tee shots. Do not hit tee or fairway shots if close to players ahead.
5. Call "FORE" if any shot moves into an adjacent fairway, or near any other players.
6. Drink water frequently on the course. If uncomfortable, stop in a shady area or sun shelter and consume water. Call for assistance if dizzy, ill or light headed.
7. If severe weather occurs while on the course:
  - A. Get away from clubs.
  - B. Avoid isolated trees, shelters, hilltops, open spaces, or metal objects.
  - C. Move to a wood building, low, protected area, or heavily wooded area.
  - D. Listen for sirens and listen for directions about clearing the course.

## **EMERGENCIES:**

**Because of the nature of golf, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:**

1. Stop all practices, scrimmages, or drills. DO NOT move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Calling for additional assistance.
  - C. Bringing first aid equipment or supplies to the site.
  - D. Keep onlookers away.
  - E. Direct the rescue squad to the accident site.
5. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined in # 4 above.

## **SOCCKER CAUTIONARY STATEMENT**

**Soccer is a highly competitive, fast-action game in which physical conditioning plays a major role. Because of the speed and agility with which the game is played, squad members, their families, and the coaching staff must accept and share certain responsibilities designed to enhance the safety and enjoyment of the sport.**

## **PREPARATION FOR PRACTICE OR CONTEST:**

1. Wear all protective equipment, pad, braces and supportive undergarments including shin guards, to every practice or contest unless otherwise indicated by the daily practice plan.
2. Wear outer and under garments that are appropriate for humidity and temperature.
3. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
8. Goalkeeper must wear proper pads (Mouth guard is suggested).
9. Field players may also choose to wear a mouth guard.
10. No horseplay, rough-housing, hazing or initiations.

## **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Refrain from rapid movements, horseplay, and rough-house in the locker/shower areas.
6. Do not wear soccer shoes in the building or locker room at any time.
7. Remove mud outside and away from the building.
8. No horseplay, rough-housing, hazing or initiations.

## **APPROACH TO THE PRACTICE OR CONTEST SITE:**

1. Be alert to ramps, stairs, and changes in the texture and levels of concrete, fields, and sidewalks.
2. Be alert to the location of the goal mouth, goal posts, and shooting drills.
3. Be alert to fast action dribbling or passing drills.
4. If ill or dizzy, notify the coach. Do not practice.
5. Do not hang on goal posts at any time.
6. Soccer is played and practiced in all types of weather. Players should have proper clothing and footwear.
7. If lightning is in the area, the practice or game will be suspended until the storm passes. ( **30 minutes without lightning or thunder** ).

## **CAUTIONS SPECIFIC TO SOCCER:**

1. Play the ball when on defense. **DO NOT** attack the offensive opponent with illegal contact.
2. When involved in shooting drills, shoot in specified sequences and in designated areas and directions. Be sure the goalkeeper is ready for all shots.
3. High kicks are prohibited.
4. Intentional pushing and tripping is prohibited.
5. Charging or contacting the goalkeeper is prohibited.
6. Players must brace the neck and keep the mouth closed while striking the ball with the upper portion of the forehead when heading the ball.
7. Out of control runs, jumps, or high kicks are prohibited.
8. Slide tackles must be approved by a coach.
9. Shin pads must be worn by all players.
10. Water will be available at practices and contests.

## **EMERGENCIES:**

Because of the nature of soccer, some injuries will occur. All injuries must be called to a coach's or athletic trainer's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages or drills. **DO NOT move the victim!**
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Calling for additional assistance.
  - C. Bring first aid equipment or supplies to the site.
  - D. Keep onlookers away.
  - E. Direct the rescue squad to the accident site.
4. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined in # 4 above.

## **SWIMMING CAUTIONARY STATEMENT**

**The following recommendations have been designed specifically for the Cary Academy swimming team. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.**

## **PREPARING FOR PRACTICE:**

**Choose a suit which fits comfortably and dries easily. Wear supportive undergarments to practices and competitions.**

1. Goggles are highly recommended. They prevent eye irritation and may protect the eyes from “flying arms” or other swimmers during practice.
2. Earplugs are helpful in avoiding ear infections. Soft wax earplugs can be molded to fit into the ear to keep water out.
3. A swim cap can help keep hair out of the eyes and keep you warmer during practice by preventing body heat from being lost.
4. A close-fitting T-shirt put on after showering will also help maintain body heat.
5. Participants should ingest the equivalent of 4-6 glasses of water each day.
6. Swimmers with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physician’s approval to the coach prior to participation in any practice session.
7. No horseplay, rough-housing, hazing or initiations.

## **IN THE LOCKER ROOM:**

1. Locker room floors are often slippery.
2. Open locker doors can have sharp edges. Close and lock your locker when away from it.
3. Secure all personal items in your assigned locker.
4. Use soap and shampoo only in the shower area.
5. Be alert to raised thresholds at shower rooms.
6. No horseplay, rough-housing, hazing or initiations

## **ENTRY INTO THE POOL AREA FOR PRACTICE/COMPETITION:**

1. Look around the facility for notices;
  - A. Pool rules posted on the wall.
  - B. Deep and shallow pool depths. (Codes and competition rules may prohibit diving from the shallow end – depending on the depth.)
  - C. Location of ladders.
  - D. Location of safety equipment.
  - E. Equipment stored on the deck for use by swimmers - kickboards, pull buoys, hand paddles (use equipment as needed and return appropriately).
  - F. Other equipment in the area (tables, chairs, timing equipment, lane lines, lane storage reel, physical education equipment).
  - G. Stay off the lifeguard stand at all times.
  - H. No horseplay, rough-housing, hazing or initiations.
2. NEVER do a pike/scoop/whip or deep dive in the shallow end of the pool—flat shallow racing dives only.
3. Never attempt to dive or jump over the backstroke flags.
4. Check the water beneath the diving board if entering from the board.

## **PREPARING TO SWIM:**

Do all stretching exercises on the deck as directed by the coach(es). Take time to stretch before each swimming practice.

## **ENTRY INTO AND EXPECTATIONS WHILE IN THE WATER:**

1. Look before you enter.
2. No diving into the shallow end other than supervised racing dives during practice or pre-meet warm-ups.
3. Lanes will be designated for various strokes and conditioning routines. Swim to the right of any designated lane unless the workout calls for alternating opposite circles.
4. Stay off the lane lines at all times.
5. Making contact with the diving board or lane lines, pool walls, gutters, or bottom during practice or competition could possibly result in serious bodily injury.
6. Never hyperventilate during practice or for any race over 50 yards.
7. No horseplay, rough-housing, hazing or initiations.

## **EMERGENCIES:**

Because of the nature of swimming, some injuries will occur. All injuries must be called to a coach's or trainer's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

1. Be alert. Look around. Get the attention of other people as they may need to help or get out of the water. DO NOT move the victim!
2. The coach will manage the person in trouble. You may be asked to assist in one of several ways:  
Assist by:
  - A. Helping with the injured person.
  - B. Telephoning for additional assistance—phone numbers and information are posted on the telephone.
  - C. Obtaining first aid supplies or equipment.
  - D. Directing the rescue squad to the accident site.
  - E. Keeping onlookers back.
3. Fire or Fire Alarms:
  - A. Sometimes there may be time to grab a coat and exit from the locker room
  - B. If the situation requires quicker action, athletes will evacuate the pool deck through any exit.
  - C. Move and remain 150 feet away from the building.
  - D. Be prepared to use the procedures described in # 2 above.

## **TENNIS CAUTIONARY STATEMENT**

**Tennis is a highly competitive, fast-action activity in which physical conditioning plays a major role. Because of the speed and finesse with which the game is played, squad members and their families must accept and share certain responsibilities with the coaching staff to enhance the safety and enjoyment of participants.**

## **PREPARATION FOR PRACTICE OR CONTEST:**

1. Wear protective socks and well fitting footwear to practice and contests.
2. Wear outer and undergarments that are appropriate for humidity, temperature, bracing and support.
3. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
8. No horseplay, rough-housing, hazing or initiations.

## **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. No horseplay, rough-housing, hazing or initiations.
7. Identify incidents of foot or other skin infections to coach(es) immediately.

## **APPROACH TO THE PRACTICE /CONTEST SITE OR TRAVEL TO CONTEST/PRACTICE SITE:**

1. Be alert to steps, ramps, and changes in the texture of courts and sidewalks.
2. Be alert to bounding board activity.
3. Be alert to the location of warm-up drills involving practice swings.
4. Be alert to ongoing games as you enter the court area.
5. Be alert to debris and glass on the courts as you arrive.
6. Be alert to the location of nets and net posts.
7. No horseplay, rough-housing, hazing or initiations.

## **HAZARDS SPECIFIC TO TENNIS**

1. Throwing racquets and other horseplay is prohibited.
2. Doubles partners should face the net and be aware of each other's court position at all times so as to avoid physical or racquet contact with each other.
3. Players must gather up loose tennis balls and call "BALL" if loose ball rolls onto another court.
4. Shatterproof glasses or lenses must be worn if needed for perception and judgment. Eye protection specifically designed for racquet sports is strongly suggested.
5. Be under control when playing near nets, net posts and fences.
6. Net jumping is prohibited.

7. Heat and humidity can be a serious problem. Ingest water during the day, and at practice or matches.
8. Players with sensitive skin are encouraged to use sun block or cover skin areas.

## **EMERGENCIES:**

**Because of the nature of tennis, some injuries will occur. All injuries must be called to a coach's or athletic trainer's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:**

1. Stop all practices, scrimmages or drills. DO NOT move the victim.
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Telephoning for additional assistance.
  - C. Bringing first aid equipment or supplies to the site.
  - D. Keeping onlookers away.
  - E. Directing the rescue squad to the accident site.
4. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined in # 4 above.

## **TRACK AND FIELD CAUTIONARY STATEMENT**

**The following recommendations have been designed specifically for the Cary Academy Track and Field Teams. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of track and field**

## **PREPARATION FOR PRACTICE OR CONTESTS:**

1. Select the appropriate clothing to be worn in warm or cold weather. Since we have a varied climate, it is important to be prepared for all kinds of weather and to dress accordingly. Wear ace bracing and supportive undergarments to practices and competitions.
2. Participants should ingest the equivalent of 4-6 glasses of water each day.
3. Proper warm-up and warm-down is very important before and after competition and practices.
4. Select and change shoes/spikes for various surfaces to help reduce shock and stress.
5. Athletes who are ill, dizzy, or light headed should contact their coach and should not practice.
6. Athletes with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
7. Athletes needing preventive taping or bracing should arrive early to receive treatment. Any injury problem or concern should be discussed with a coach or athletics trainer.
8. Athletes with visual impairments must wear shatterproof glasses or lenses where judgment or safety is a problem. Glasses must be mounted in break resistant frames and secured with an elastic strap.
9. No horseplay, rough-housing, hazing or initiations.



## **IN THE LOCKER ROOM:**

1. Be alert to slippery floors and use caution.
2. Keep floors free of litter. Place all personal belongings in assigned locker.
3. Close and lock locker doors when away from your assigned locker.
4. Keep soap and shampoo in the shower room.
5. No horseplay, rough-housing, hazing or initiations.
6. If spiked shoes are worn, they are to be put on and taken off outside the building.

## **MOVEMENT TO THE PRACTICE/CONTEST SITE OR TRAVEL TO CONTEST/PRACTICE SITE**

1. Be aware of variations in the surface of ramps, locker rooms, cinder, or artificial tracks.
2. In approaching the track, be alert to location of:
  - A. Sprint/hurdle straight-aways.
  - B. Relay/exchange areas.
  - C. Jump/Vault runways and landing pits.
  - D. Shot and discus throwing and landing areas.
3. When jogging for warm-up/warm-down, or during practice, run in the outer lanes.
4. Stretch thoroughly and start your workout with easy running.
5. No horseplay, rough-housing, hazing or initiations.

## **HAZARDS SPECIFIC TO TRACK AND FIELD:**

1. Jumpers, throwers, and hurdlers must check equipment to see that it is safe and in proper condition before using. Athletes must notify the event coach in case of any equipment failure.
2. Shot/discus thrower(s) must check the throwing sector and the immediate areas alongside the circle or runway for people in the area. They must also refrain from horseplay with the shot and discus.
3. Hurdlers must be sure hurdles are facing a direction that allows the hurdle to tip if struck by the hurdler.
4. Distance runners and relay teams engaged in speed work and time trials should run the inside lanes unless passing a runner. Slower work should be done in the outer lanes.
5. When passing other runners during practice, always call "track."
6. Athletes should be alert to activity going on around them to prevent collisions and/or the sudden stopping of others.
7. Runners engaged in street work as a method of distance conditioning must face traffic or use sidewalks. Do not wear radio or tape player head phones. Run in single file and be alert at intersections. Avoid heavily traveled streets and always look both ways before crossing.
8. Never cut across neighborhood lawns or through private property.
9. Avoid sudden stops on hard surfaces while sprinting. A gradual slow down will help prevent unnecessary leg stress.
10. Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
11. Dehydration can be dangerous. Water will be available at practices and contests. Athletes should ingest water frequently.

## **EMERGENCIES:**

Because of the physical demands of track and field, some injuries will occur. All injuries must be called to a coach's or trainer's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

1. Stop all activities, practice, or competition. DO NOT move the victim.
2. Call a coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Telephoning for additional assistance.
  - C. Bringing first aid equipment or supplies to the site.
  - D. Keeping onlookers away.
  - E. Directing the rescue squad to the accident site.
4. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined in # 3 above.

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## **VOLLEYBALL CAUTIONARY STATEMENT**

**Because of the intense demands and conditioning required, volleyball players and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.**

## **PREPARING FOR ACTIVITY:**

1. Wear protective knee pads, braces and supportive equipment garments to all practices and games.
2. Clothing and shoes should fit properly, be comfortable and allow for maximal physical efforts.
3. Clothing should not prevent heat dissipation or restrict movement.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Feet should be covered with a thick cotton sock. If blisters are a chronic problem or begin to appear, coaches should be consulted for appropriate responses or preventive actions.
6. Players who require corrected vision must wear shatterproof glasses or contact lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
7. Players requiring preventive taping, padding, or bracing should arrive early to receive necessary treatment.
8. Remove all jewelry and metal hair fasteners.
9. No horseplay, rough-housing, hazing or initiations
10. Players with seizures, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physician's approval to the coach prior to participation in any practice session.

## IN THE LOCKER ROOM:

1. Locker room floors are often slippery.
2. Open locker doors can have sharp edges. Close and lock your locker when away from it.
3. Secure all personal items in your assigned locker.
4. Use soap and shampoo only in the shower area.
5. Be alert to raised thresholds at shower rooms.
6. No horseplay, rough-housing, hazing or initiations.

## ENTRY TO CONTEST/CONTEST SITE OR TRAVEL TO CONTEST/PRACTICE SITE:

1. Be alert to ramps/steps leading to practice/contest area.
2. Be alert to variations in surfaces (i.e., locker rooms, ramps, stairways or playing floors).
3. Be alert to the following:
  - A. Ball carts
  - B. Volleyballs in flight, rolling, rebounding, or bouncing
  - C. Spiking or serving drills
  - D. Nets, support poles, cables, chairs, bleachers, and official's stand
4. No horseplay, -roughhousing, hazing or initiations.

## PREPARING TO PLAY:

Do all stretching exercises as directed by the coaches. Jog easy laps to warm up. When stretching or playing, keep body in proper alignment to prevent undue stress on joints, ligaments, and muscles.

## HAZARDS SPECIFIC TO VOLLEYBALL:

1. Be alert to dehydration symptoms; i.e., dry mouth, inability to cool down, dizzy/light-headed. **Ingest 4-6 glasses of water during the school day and additional amounts at practice.**
2. Frequent drink breaks will be built into the practice and players should make use of each one.
3. Foot problems—refer to coach(es) or athletics trainer:
  - A. Blisters.
  - B. Calluses.
  - C. Ingrown toe nails.
  - D. Fungus infections or plantar warts.
4. Other skin problems—refer to coach(es) or athletics trainer:
  - A. Boils.
  - B. Rashes.
  - C. Floor burns, cuts.
5. Ankles and other orthopedic problems:
  - A. Sprains—new—ice, compression, elevate, rest.
  - B. Sprain—old—taping, easy workouts, rehabilitative exercise.
6. Weight and strength training will have separate standards and progressions designed to enhance safety.
7. Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance or health.

8. Check your weight and record it. Sudden or large losses over a month should be brought to the coaches' attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and sore throat/swollen neck glands.
9. Do not hang on rims or nets.
10. Gather loose volleyballs and place them in storage racks. Do not follow a loose ball into an adjacent court until play is stopped in that court.
11. Never roll a ball under the net during play; the ball can roll under the feet.
12. Never throw the ball over the net; ball can hit an unsuspecting player.
13. Try to land on both feet while descending from a jump. This helps prevent falling, twisting, or unbalance.
14. While executing a defensive roll, sprawl, or dive, player must begin as low as possible to the floor with the arms fully extended away from the body. Execution with bent elbows and little or no bending of the knees may cause fractures or other injuries.
15. As in many team sports the possibility of running into teammates or opponents is apparent. Jump vertically when spiking or blocking.
16. Volleyball utilizes the hands in various techniques; i.e., setting, blocking, serving, attacking, and digging. Players should use proper technique in order to avoid breaks, fractures, and sprains.
17. Muscle soreness and possible strains occur more frequently at beginning of the season due to increased use of muscles and increased time spent exercising. Stretch before/after practice.
18. Making contact with the nets, support poles, cables, referee's stand, floor, wall, bleachers, and other players during practice or competition could possibly result in serious bodily injury.

## **EMERGENCIES:**

**Because of the physical nature of volleyball, some injuries will occur. All injuries must be called to a coach's or trainer's attention. Most can be managed with basic first aid. However, some may need more intense management and may also require squad members to:**

1. Be alert, look around. Get the attention of other people as they may need to help. **DO NOT** move the victim!
2. The coach will manage the person in trouble. You may be asked to assist in one of several ways.  
Assist by:
  - A. Helping with the injured person.
  - B. Telephoning for additional assistance.
  - C. Obtaining first aid supplies or equipment.
  - D. Directing the rescue squad to the accident site.
  - E. Keeping onlookers back.
- 3 Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building .
  - C. Be prepared to use the procedures described in # 2 above.

## **WRESTLING CAUTIONARY STATEMENT**

**Wrestling is a highly competitive, fast-action activity in which physical strength, endurance, and contact play a major role. Because of the speed and intense physical demands the sport requires, squad members and their families must accept and share certain responsibilities with the coaching staff to enhance the safety and enjoyment of the sport.**

## **PREPARATION FOR PRACTICE OR CONTEST:**

1. Wear all protective equipment, pads, braces, including ear protectors and supportive undergarments to every practice or contest unless otherwise indicated by the daily practice plan.
2. Be sure that all equipment is properly worn and tightened, and all fasteners secured so equipment is properly positioned.
3. Wear outer and under garments that are appropriate for humidity and temperature.
4. Wrestlers should ingest the equivalent of 4-6 glasses of water each day.
5. Wrestlers with visual impairment(s) MUST REMOVE GLASSES.
6. Wrestlers needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
7. Remove all jewelry and metal hair fasteners.
8. Wrestlers with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
9. Weight control or reduction must be conducted very carefully, with attention to balanced meals, and in compliance with the North Carolina Independent Schools Athletics Association guidelines.
10. All cuts, abrasions, boils, rashes, and skin irritations should be seen by a coach, athletics trainer, or physician.
11. No horseplay, rough-housing, hazing or initiations.

## **IN THE LOCKER ROOM:**

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker
5. Keep soap and shampoo in the shower room.
6. No horseplay, rough-housing, hazing or initiations.
7. Identify incidents of foot or other skin infections to coach(es) immediately.

## **ENTRY TO CONTEST/CONTEST SITE OR TRAVEL TO CONTEST/PRACTICE SITE:**

1. Be alert to stairs and ramps or changes in the texture of various surfaces, mats, or flooring.
2. Be alert to other large equipment items in the general area (e.g.: gymnastics apparatus).
3. Be alert to the location of bubblers, fire extinguishers, and other building equipment, and the proximity of walls to mats.
4. Be alert to ongoing drills or wrestle-offs.
5. If ill or light headed, notify coach. Do not practice.
6. No horseplay, rough-housing, hazing or initiations.

## **HAZARDS SPECIFIC TO WRESTLING:**

1. Do not drive an opponent into the mat with unnecessary force on takedown.
2. When you lift a fellow competitor off the mat, you are responsible for his safe return.
3. Do not bend a joint more than its normal range of motion.
4. The following are prohibited holds or tactics:
  - A. Double arm bar, full nelson

- B. Some free style takedowns, e.g., straight-back suplay or salto
  - C. Trips where the opponent is forcibly thrown.
5. Weight control or weight reduction programs should not be undertaken without the approval of the coach.

## **EMERGENCIES:**

**Because of the nature of wrestling, some injuries will occur and the potential for skin problems/infections/diseases is increased. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:**

1. Stop all practices, scrimmages or drills. DO NOT move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity. Assist by:
  - A. Helping with the injured person.
  - B. Telephoning for additional assistance.
  - C. Bringing first aid equipment or supplies to the site.
  - D. Keeping onlookers away.
  - E. Directing the rescue squad to the accident site.
5. Fire or Fire Alarm:
  - A. Evacuate or remain outside the building.
  - B. Move and remain 150 feet away from the building.
  - C. Be prepared to implement the emergency procedures outlined in # 4 above.

CONCUSSION and SUDDEN CARDIAC ARREST ACKNOWLEDGEMENT AND SIGNATURE FORM FOR PARENTS AND STUDENT ATHLETES

Student Athlete's Name (Please Print): \_\_\_\_\_

Sport Participating In (If Known): \_\_\_\_\_ Date: \_\_\_\_\_

IC 20-34-7 and IC 20-34-8 require schools to distribute information sheets to inform and educate student athletes and their parents on the nature and risk of concussion, head injury and sudden cardiac arrest to student athletes, including the risks of continuing to play after concussion or head injury. These laws require that each year, before beginning practice for an interscholastic or intramural sport, a student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach.

IC 20-34-7 states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

IC 20-34-8 states that a student athlete who is suspected of experiencing symptoms of sudden cardiac arrest shall be removed from play and may not return to play until the coach has received verbal permission from a parent or legal guardian of the student athlete to return to play. Within twenty-four hours, this verbal permission must be replaced by a written statement from the parent or guardian.

Parent/Guardian - please read the attached fact sheets regarding concussion and sudden cardiac arrest and ensure that your student athlete has also received and read these fact sheets. After reading these fact sheets, please ensure that you and your student athlete sign this form, and have your student athlete return this form to his/her coach.

As a student athlete, I have received and read both of the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

\_\_\_\_\_  
(Signature of Student Athlete)

\_\_\_\_\_  
(Date)

I, as the parent or legal guardian of the above named student, have received and read both of the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

\_\_\_\_\_  
(Signature of Parent or Guardian) (Date)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Grade \_\_\_\_\_

I have read and understand the Student Athletic Handbook, Athletic Trainers Consent to Treat, and Cautionary Statements for the sport/s that I intend to play, and that as a student/athlete accept the rules set forth by the School Town of Highland, Highland High School, and the IHSAA. I accept the fact that the aforementioned have the prerogative to deny athletic privileges to me should they deem that my personal conduct so warrants.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

As a parent/guardian of the above student/athlete, I have read and understand the contents of the Student Athletic Handbook, Athletic Trainers Consent to Treat, and Cautionary Statements for the sport/s that that my child intends to play, and recognize that the School Town of Highland, Highland High School, and the IHSAA have authority over the eligibility of my student/athlete. I accept the fact that the aforementioned have the prerogative to deny athletic privileges to my child should they deem that his/her personal conduct so warrants.

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

\_\_\_\_\_  
Date

**The above, signed by the student/athlete and the parent/guardian, MUST BE ON FILE in the office of the Athletic Coordinator before participation in the first practice.**