

# **SNOWFLAKE HIGH SCHOOL**



## **ACTIVITIES DEPARTMENT HANDBOOK**

## TABLE OF CONTENTS

### SECTION I - ATHLETES

WELCOME LETTER.....	4
VISION STATEMENT.....	5
MISSION STATEMENT.....	5
IDEALS AND EXPECTATIONS.....	5
ATHLETIC PROGRAM CODE OF ETHICS.....	6
SPORTSMANSHIP CREED.....	6
ADMINISTRATION REQUIREMENTS AND DOCUMENTATION.....	6
Athletic Fees	6
Emergency Medical Treatment Information Sheet and Insurance Card	6
Birth Certificate	7
Annual Pre-participation Health Questionnaire	7
Annual Physical Examination	7
STUDENT ELIGIBILITY REQUIREMENTS.....	7
Age Limit	7
Eligibility	7
Enrollment	7
Attendance	7
DOMICILE REQUIREMENTS.....	7
Parent Residence	7
Ninth Grade Enrollment	7
Foreign Exchange	8
Transfer Rule	8
TEAM MEMBERSHIP.....	8
Organization	8
Team Membership	8
Quitting a Team	8
Equipment Responsibility	8
Student Conduct	8
BEHAVIORAL/DISCIPLINARY ACTIONS.....	9
Behavior and Attitude	9
Travel	9
Disciplinary Consequences for Major Violations	9

Major Violation Definitions	9
Assault	9
Bullying, Harassment, and Intimidation	10
Disrespectful Behavior	10
Drugs or Alcohol	11
Gambling	11
Hazing	11
Inappropriate Displays of Affection	11
Medications	11
Obscene Behavior	11
Pranks, including Interschool Rivalry	11
Theft	11
Tobacco	11
Weapons	11
Students Due Process	12

**SECTION II – HEALTH & EMERGENCY PROCEDURES**

PRE SEASON MEETING.....	13
PROCEDURES IN THE EVENT OF AN INJURY.....	13
Head Injury/Concussion	13
Concussion Facts	13
Recognizing a Possible Concussion	14
Prevention and Preparation	14
When a Concussion is Suspected? (Action Plan)	15
Infection Control	15

**SECTION III - PARENTS**

WELCOME LETTER.....	17
IDEALS AND EXPECTATIONS.....	18
CONCERNS, COMPLAINTS, AND GRIEVANCES.....	18
GENERAL ELIGIBILITY RULES.....	18
SPECTATORS EXPECTATIONS.....	18

**SECTION IV – NCAA Clearinghouse**

NCAA CLEARINGHOUSE INFORMATION.....	19
NCAA ELIGIBILITY CENTER .....	19
Why register with the NCAA Eligibility Center?	19
How to Register	19
Do you have questions?	19
THE ROAD TO COLLEGE ATHLETICS.....	20

Freshman and Sophomores should	20
Juniors must	20
Seniors must	20
Graduate on time	21
Checklist for College-Bound student-athletes	21
NCAA DIVISION I REQUIREMENTS.....	21
NCAA DIVISION II REQUIREMENTS.....	21

## **SECTION I: ATHLETES**

### **A MESSAGE FROM THE ATHLETIC DIRECTOR**

Student /Athletes:

I would like to welcome you to the Snowflake High School Athletic Department. In order to promote a safe and successful athletic experience, we have established guidelines which are outlined in this document. These guidelines are designed to create a positive athletic experience. At SHS our coaches and staff are committed to working diligently to provide a high quality, enriching experience while enhancing your skills for success during and beyond high school. SHS has been privileged to foster many talented athletes with dedicated involvement in their sport(s). The success stories at SHS are numerous and include regional and state titles and college scholarship recipients. In addition to striving to be one of the top athletic programs in Arizona, the SHS Athletic Department aims to deliver entertainment, excitement and pride to our fans and the community. The winning attitudes of student/athletes make the programs fun and competitive.

Although wins and losses are the markers that normally categorize success, they should never be the cornerstones of the program. Our philosophy is that the our student/athletes by participating in athletes will receive the benefits of the experience, involvement, community service, educational process and establishing character that can be shaped and molded by the team. Remember, athletics is a privilege and not a right. These student/athletes will be held to a higher standard and realizing this fact makes it necessary to establish proper standards, which will be taught and carried out. The wins and losses will take care of themselves and WE WILL PUSH to take care of the wins!

“ONCE A LOBO, ALWAYS A LOBO!”

Kevin Standerfer  
Snowflake High School

## **VISION STATEMENT**

The Snowflake High School Athletic Department is committed to building champions. We are building athletic excellence, encouraging good citizenship, and supporting academic soundness in our student-athletes. We have championship caliber programs that allow our athletes the opportunity to be competitive at the state's highest levels.

## **MISSION STATEMENT**

The mission of the Snowflake High School Athletic Department is to:

- Build athletic excellence by:
  - Hiring and developing coaches that have superior knowledge in their field, lead by example, and model good citizenship
  - Providing a comprehensive athletic development program that gives athletes the tools to develop leadership, mental toughness, and reach their physical potential.
  - Assisting our athletes in setting and reaching goals.
- Encourage good citizenship by:
  - Requiring good sportsmanship from the athletes and coaches.
  - Encouraging service opportunities for our athletes in the school or community.
- Support academic soundness by:
  - Cooperating with teachers in encouraging high academic achievement.
  - Providing a study hall for those athletes that need assistance in their classes.
  - Enforcing an athletic eligibility program.

We believe that through working to accomplish our mission we will reach our vision of having championship caliber programs that are highly competitive and that inspire our student athletes to excel in athletics and academics.

## **IDEALS AND EXPECTATIONS**

Snowflake High School is committed to providing to students the best possible athletic programs. Athletic participation is a valuable educational experience. SHS expects students to represent their schools in such a way that they, their parents, their teachers and the community can be proud of their participation. This handbook contains some of the general policies and requirements applicable to all SHS staff. Please refer to the Arizona Interscholastic Association regulations and SHS policies and regulations for more information. Federal, State, and Local law also apply. In the event of a conflict, SHS policy, AIA regulations, Federal, State, or Local law will take precedence over this handbook.

## **ATHLETIC PROGRAM CODE OF ETHICS**

### **Coaches shall:**

1. Emphasize individual and team commitment to excellence, rather than a “winning at all costs” mentality.
2. Seek to maximize participation within budgetary realities.
3. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
4. Stress the values derived from playing the game fairly.
5. Encourage leadership, initiative and good judgment by student athletes.
6. Recognize that the purpose of athletics is to promote the physical, mental, social and emotional well being of the individual players.
7. Know and enforce the spirit, as well as the letter, of all governing regulations.
8. Maintain a high level of integrity and demonstrate good sportsmanship, which can be emulated by student athletes.

### **Players shall:**

1. Be courteous to visiting teams and officials.
2. Respect the integrity and judgment of officials.
3. Respect the integrity, values, personality and individuality of each athlete.
4. Maintain a high level of integrity and demonstrate good sportsmanship.

## **SPORTSMANSHIP CREED**

Good sportsmanship is an attitude and behavior that embodies integrity, fair play

and mutual respect. Athletes should be modest in victory and gracious in defeat. Snowflake High School athletes are expected to be positive role models by:

- Learning and abiding by contest rules
- Showing pride and respect for themselves, their teams, their school as well as their opponents, officials and fans by exhibiting exemplary conduct before, during and after contests
- Recognizing and appreciating skilled performances and showing concern for injured players regardless of school affiliation
- Use only appropriate language and/or gestures

## **ADMINISTRATIVE REQUIREMENTS AND DOCUMENTATION**

### **Athletic Fees:**

A fee of \$40.00 per Arizona Interscholastic Athletics (AIA)/ABODA/AEPA activities shall be charged to all participants. Fees will not exceed \$400.00 per family per school year. Fee waivers based on need are available through SHS administration.

**Emergency Medical Treatment Information Sheet and Insurance Card:** Athletes must be insured and have an insurance card signed by his/her parent or guardian on file with the athletic director.

**Birth Certificate:** A copy of your birth certificate or equivalent proof of your birth date and place of birth must be on file in the Athletic Office.

**Annual Pre-participation Health Questionnaire:** All students participating in sports must have their parent or guardian annually complete the health questionnaire (AIA Form 15.7-A).

**Annual Physical Examination:** All students participating in sports must have on file a record of a physical examination. As per AIA Bylaw 15.7.1, the physical for the following school year shall be given on or after March 1. (Form 15.7-B) The Medical provider must be one of the following: M.D., D.O., N.P., or PA-C.

## **STUDENT ELIGIBILITY REQUIREMENTS**

**Age Limit:** Students who are 19 years old prior to September 1 are ineligible to compete in the SHS athletic programs.

**Eligibility:** All students that participate in extra-curricular or co-curricular activities shall maintain a passing grade of “C” or better in all their classes and be progressing toward graduation. Student progress will be reported by teacher’s every Monday at 10:00am. Eligibility checks will happen every week throughout the school year. A student who has a “D+” grade or lower will be ineligible for the next week (Monday through Saturday). They will be allowed to practice, but not participate

in games/activities. They can be declared eligible at the next weeks eligibility check.

**Enrollment:** Only students enrolled at the AIA member school in grades 9 – 12, shall be eligible for interscholastic competition at that school. A home school student may be eligible if said student is in compliance with A.R.S. 15-802.01 (A).

**Attendance:**

- Game day: The student/athlete must be in attendance at school for 100% of the school day to participate that day, unless excused by the administration.
- Practice day: The student/athlete must be in attendance at school for a minimum of 50% of the school day to practice that day, unless excused by the administration. A student with an unexcused absent will not be eligible to practice that day.

## **DOMICILE REQUIREMENTS**

**Parent Residence:** Generally, students are only able to participate in interscholastic competition at the school in the attendance zone in which his/her parents are domiciled. (AIA Bylaw 15.5.1)

**Ninth Grade Enrollment:** A student enrolling in the ninth grade for the first time may attend any member high school and be eligible for interscholastic activities in recognition of the concept of open enrollment. Upon any transfer by the student after the initial enrollment in the ninth grade, the Transfer Rule applies. (AIA Bylaw 15.5.3.1)

**Foreign Exchange:** A foreign exchange student who is placed in the attendance boundary of the school by a bona fide exchange program meets the domicile requirements. It shall be the responsibility of the athletic director to ensure that all other eligibility requirements are met before a student participates in interscholastic activities.

**Transfer Rule:** If a student transfers from one high school to another without a change of domicile, the student may be ineligible in any sport played the previous year for 365 days. Contact the Athletic Director for a determination of eligibility.

## **TEAM MEMBERSHIP**

**Organization:** Teams will be organized per AIA rules, as follows:

- Freshman teams will consist of 9th grade students only.
- J.V. teams will consist of 9th – 11th grade students at the discretion of the coach.
- Varsity teams will consist of 9<sup>th</sup> – 12<sup>th</sup> grade students at the discretion of the coach.



**Team Membership:** An athlete who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition (AIA 14.4.1)

**Quitting a Team:** When a student quits a team during the season of competition, he/she will not be permitted to go out for another team until after the season for the sport he/she quit has ended. Any exception to this rule must be approved by the SHS administration and/or both coaches.

**Equipment Responsibility:** It is the athlete's responsibility to return all school issued athletic equipment to the athletic equipment manager upon completion of a contest, season or upon quitting a team. Any loss of or undue damage to equipment by athletes must be paid for at the student store before the athlete is issued other equipment for that sport or enters another sport.

**Student Conduct:** An athlete must be a positive representative of the school at all times, must be courteous to teachers, students, fellow athletes, and adults. Athletes will not be disruptive, insubordinate or disrespectful to staff, students, parents, or officials. All athletes will be responsible for adhering to both the Student Code of Conduct and the Athletic Code of Conduct.

## **BEHAVIORAL/DISCIPLINARY ACTIONS**

**Any violations of the rules stated below will carry a penalty to be determined by the SHS Student Disciplinary policy and subject to review by the SHS Administration. Infractions of school policy not listed below will be dealt with as outlined in the Snowflake High School Discipline policy and /or handbook.**

**Behavior and Attitude:** An athlete may be dropped from the team at any time the coach believes his/her attitude and/or behavior is detrimental to the team or the coach may take any reasonable action to see that any infractions of the above do not reoccur.

**Travel:** Students must go to the activity they are participating in via transportation provided by the Snowflake School District. Students must return from the activity on school provided transportation unless they are signed out with the coach by the parent/guardian.

### **Disciplinary Consequences for Major Violations**

The following infractions will result in the consequences listed below. These infractions will be dealt with throughout the student-athlete career and not year-to-year basis. Any violation of the rules stated below will carry a penalty as stated below.

**1<sup>st</sup> Offense** in a student's high school career: the student-athlete will be suspended from the team for 15-days. They will not be allowed to practice or participate in game/activity. If there are less than 15-days remaining in that sport's season the student-athlete will be on 15-day suspension from practice and games/activity for the remainder of that season and the beginning of their next extra-curricular activity.

**2<sup>nd</sup> Offense** in a student's high school career: the student-athlete will be suspended from the team for 30-day suspension from practice and games. If there are less than 30-days remaining in that sport's season the student-athlete will be on a 30-day suspension from practice and games/activity for the remainder of that season and the beginning of their next extra-curricular activity.

**3<sup>rd</sup> Offense** in a student's high school career: the student-athlete will be denied participation for Snowflake High School athletics for the remainder of that school year.

**4<sup>th</sup> Offense** in a student's high school career: the student- athlete will be denied participation from Snowflake High School athletics for the remainder of his/her high school career.

### **Major Violation Definitions**

**ASSAULT:** "Assault" includes a physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack. Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as the person who commits the assault.

Reasonableness of the use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from the school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

**BULLYING, HARASSMENT, & INTIMIDATION:** "Bullying" encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g. pushing, hitting, kicking, spitting); verbal (e.g. making threats, taunting, malicious teasing, name-calling); or psychological (e.g. social exclusion, extortion, intimidation, spreading rumors, manipulation of social relationships). (U.S. Department of Justice). "Harassment" occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of, but not limited, to the individual's race, religion, creed, color, national origin, age, physical ability, gender, or actual or perceived sexual orientation. The definition also includes any action that may cause an individual to be alarmed, intimidated, or seriously annoyed, or that leads to the individual's perception of harassment. Harassment can occur at any time during a school day, including conduct while going to or from school, or during school-related activities. Whether conduct constitutes harassment is not dependent on the form of the harassment or the medium by which the harassment is transmitted. Harassment includes, without limitation, the following:

**Physical:** Unwanted physical touching including hugging, kissing, fondling, patting, pinching, or any other physical conduct considered unacceptable; assault; deliberate impeding or blocking of movements; or any intimidation interference with normal work or movement. Physical harassment includes stalking which shall be defined as any intentional following of a student by another in a time, place or manner which implies harassment.

**Sexual:** Includes, but is not limited to unwelcome sexual advances, request for sexual favors or other inappropriate verbal, visual or physical conduct of a sexual nature. Examples of conduct which are prohibited and which may constitute sexual harassment include:

- Leering, sexual flirtations or propositions, repeated requests for dates, or other expressions of attraction or sexual interest;
- Sexually suggestive sounds or gestures;
- Repeated remarks to a person, with sexual demeaning implications;
- Sexual or gender-based slurs, threats, derogatory comments or sexually degrading descriptions;
- Obscene communications of any kind, including email communication;
- Surreptitious photographs of an individual's body for any sexual purpose;
- Graphic verbal or written comment(s) about an individual's body, appearance, or sexual activity (regardless of whether the subject of the comment(s) actually hears or sees the comment(s));
- Teasing, questions or commentary about a person's sexual activity;
- Sexual or gender-based jokes, stories, innuendoes, drawings, or pictures; Spreading sexual rumors;
- Touching, patting, pinching, squeezing, tickling or brushing against a person;
- Insulting or belittling a person because of his/her actual or perceived sexual orientation or gender identity;
- Sexist or stereotypical comments

**Verbal:** Derogatory comments or jokes, teasing, slurs, insults, epithets, or belittling or threatening words spoken to another person.

**Visual:** Derogatory, demeaning belittling, threatening, frightening, intimidation, or inflammatory posters, screen savers, cartoons, calendars, written words, letters, notes, invitations, drawings, hit lists, gestures, or objects; or the display of any sexually suggestive objects.

**DISRESPECTFUL BEHAVIOR:** "Disrespectful Behavior" includes any behavior that is defiant, discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another. Included in the category is indecent exposure, regardless of the age of the child.

**DRUGS OR ALCOHOL:** (Possession, Use, Distribution, or Being Under the Influence) Drug or alcohol use by students is strictly prohibited in accordance with District policy JICH, which is set forth in Appendix A to this booklet.

**GAMBLING:** "Gambling" includes participating in games of chance for the purpose of exchanging money or something of value.

**HAZING (A.R.S. 15-2301):** "Hazing" means any intentional, knowing or reckless act committed by a student, whether individual or in concert

with other persons, against other student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Anyone who solicits another to engage in hazing and anyone who aids and abets another who is engaged in hazing may be subject to the same disciplinary action as this the person who commits the hazing. It is not a

defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing. *SUSD prohibits HAZING in any form.*

**INAPPROPRIATE DISPLAYS OF AFFECTION:** “Inappropriate Display of Affection” occurs when students engage in consensual hugging or touching that disrupts, interferes with, or detracts from the educational environment at school or at a school-sponsored activity.

**MEDICATIONS:** “Unauthorized Possession or Use of Medication” occurs when a student, without previously obtaining authorization pursuant to the District’s medication policy (see General Information “Medication”), possesses or uses a prescription or over-the-counter medication in accordance with the physician’s written directions (prescription medications) or the manufacturer’s written directions (over-the-counter medications). (NOTE: Any other possession, use, or distribution of a prescription or over-the-counter medication will be treated as a violation of the drug and alcohol policy. See Article B, section #13, “Drugs or Alcohol (Possession, Use, or Distribution)”)

**OBSCENE BEHAVIOR:** “Obscene Behavior” includes the use of profanity, the use of vulgar or offensive gestures, indecent exposure, or the depiction, display, or distribution of materials that are offensive to commonly accepted standards of decency. In addition, any accomplice to an obscene behavior will be disciplined.

**PRANKS, INCLUDING INTERSCHOOL RIVALRY:** “Pranks” include any act of mischief, that (1) causes a negative public image of the school; (2) is intended to, or could reasonably be interpreted as intending to, taunt or create excessive tension between groups within one school or between two or more schools; (3) disrupts or distracts from a school event (such as a homecoming parade, school assembly, etc.); or (4) is intended to stimulate similar acts of mischief by other students.

**THEFT:** “Theft and stealing” includes the unauthorized taking or possession of the property of another without the consent of the owner.

**TOBACCO:** A violation of this provision occurs when a student possesses, uses, or distributes any tobacco product on school property, on school buses, or at any off-campus school sponsored event.

**WEAPONS:** A violation of this provision occurs when a student possesses, displays, carries, or knowingly assists another in possessing, displaying, or carrying a dangerous or deadly weapon on district property or at district functions. A student who knowingly assists another in using, carrying, displaying, or possessing a dangerous or deadly weapon shall be subject to the same disciplinary action as is the student using, carrying, displaying, or possessing the dangerous or deadly weapon.

“**Dangerous Weapon**” means anything that under the circumstances in which it is used, carried, displayed, possessed, or attempted to be used, or threatened to be used, is readily capable of causing death or injury. The term includes an explosive device and anything designed to represent or imitate an item (look-alikes) or substance perceived by a reasonable person to be capable of causing injury or death, given the manner in which it is possessed, controlled or used. The term further includes a bladed device; club; blackjack or similar device; brass knuckles, smiley or similar device; rope or other garroting device; bullet or other projectile used to inflict bodily harm; slingshot; air or gas powered shooting devices; tazers; other devices normally considered to be weapons of war, police sage devices that have been altered or is utilized to cause or attempt to cause physical injury. The term shall also include knives of any sort including pocketknives, butterfly knives, scout or camping knives and all similar devices.

“**Deadly Weapon**” means anything designed for lethal use as defined by law. The term includes a firearm. Firearm is defined as any loaded or unloaded pistol, revolver, rifle or shotgun whether the projectile is expelled

by gunpowder, pressurized air or other source, switchblade and/or knife with a blade 4” or longer in length. Police shall be notified.

## **DUE PROCESS**

1. All athletes and their parent/guardian will sign an agreement that they have read and understand the Athletic Code of Conduct (White Card Packet) with the accompanying regulations and penalties.
2. Upon receipt of information regarding a violation of the Athletic Code of Conduct, the coach and SHS administration will discuss the matter immediately with the athlete.
3. If the coach and SHS administration is sure a violation has occurred, he/she will:
  - Notify the athlete of the exact nature of the violation, length and conditions of the disciplinary action. The coach and/or SHS administrator shall notify the parent of the athlete, giving the same information.

## **SECTION II: HEALTH & EMERGENCY PROCEDURES**

All coaches are encouraged to obtain training in CPR and first aid.

### **PRE SEASON MEETING**

In each sport at all levels, coaches must have a preseason meeting with parents. At this meeting, the coach will distribute schedules and cover all procedures necessary to ensure a safe, cooperative and successful season.

### **PROCEDURES IN THE EVENT OF AN INJURY**

In the event a student is injured on school grounds or at an athletic contest and

requires the services of a physician, the following procedures should be followed:

- Contact 911 immediately in cases of serious injury or illness.
- Call the emergency number listed for the parents on the student emergency release form.

In non-emergency situations the parent(s) will make the decision regarding transportation of the student and the physician or hospital to be used. **EMT/PARAMEDICS will make the decision as they deem appropriate and necessary or if parents cannot be reached.**

The coach shall contact an SHS administrator as soon as possible and no later the following morning.

- The coach should complete a serious incident report form.
- The coach should make every attempt to follow up with the injured athlete.

Coaches are encouraged to report all injuries to parents even those that seem minor. Before an injured athlete may return to practice or competition, a doctor's release is required if the initial injury required a doctor's care. If a student goes to the doctor, a signed release must be given to the coach before the student may return to competition. The coach must give the signed release to the athletic director the following day so that it may be placed in the student's medical records.

## **HEAD INJURIES/CONCUSSIONS**

### **CONCUSSION FACTS**

- All concussions are serious.
- Most concussions occur without loss of consciousness.
- Concussions can occur in any sport.
- Recognition and proper management of concussions when they first occur can help prevent further injury, permanent disability and death.

A bump, blow, or jolt to the head can cause a concussion, a type of traumatic brain injury (TBI). Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious.

### **RECOGNIZING A POSSIBLE CONCUSSION**

To help recognize a concussion, you should watch for the following two things among your athletes:

- A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
- Any change in the athlete's behavior, thinking, or physical functioning.

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until an

appropriate health care professional says they are symptom-free and it's OK to return to play.

#### Signs Observed by Coaching Staff

- Appears dazed or stunned (such as glassy eyes)
- Is confused about assignment or position
- Forgets an instruction or play
- Is unsure of score or opponent
- Moves clumsily or poor balance
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

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

Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Do not try to judge the severity of the injury yourself. A seemingly "mild" symptoms following a bump, blow, or jolt to the head or body can be serious. When in doubt, sit them out.

### **PREVENTION AND PREPARATION**

Insist that safety comes first. No one technique or safety equipment is 100 percent effective in preventing concussion, but there are things you can do to help minimize the risks for concussion and other injuries. For example, to help prevent injuries ensure athletes:

- Practice "Heads up" football – Never lower your head during a hit.
- Use proper techniques in blocking and tackling. Learn and apply the fundamentals.
- Follow the rules of play and practice good sportsmanship and self-control at all times. Cheap shots and late hits are very dangerous.
- Wear properly-fitted helmets and protective equipment. Helmets and other protective equipment should be well-maintained and be worn consistently and correctly. This includes buckling the chin strap on helmets at all times.

- Understand that helmets can help protect their head and brain, but they are not 100 percent effective in preventing concussions.

## **WHEN A CONCUSSION IS SUSPECTED**

If you suspect that an athlete has a concussion, implement your 4-step Action Plan:

1. Remove the athlete from play. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out.
2. Ensure that the athlete is evaluated by an appropriate health care professional. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. Inform the athlete's parents/Guardians about the possible concussion and give them information about concussions. Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussions.
4. Keep the athlete out of play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play.

## **WHEN IN DOUBT, SIT THEM OUT**

For more information on concussion visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

For more information on football fundamentals visit: [www.nflyouthpd.com](http://www.nflyouthpd.com)

## **INFECTION CONTROL**

Because of close contact, infection control is important in athletics. Many community infections are skin infections. Skin infections are spread primarily by skin to skin contact with someone infected. Keeping the environment clean and disinfected is important for preventing the spread of all germs. Regular hand washing is the best way to prevent disease. Get back to the basics by using soap and water or hand sanitizer.

Ways to prevent infections:

- Keep cuts and scrapes covered with a clean, dry bandage until healed.
- Don't touch other people's wounds or bandages.
- Don't share personal items such as towels, wash cloths, bar soap, or razors.
- Don't share sports equipment. If equipment is shared, wear clothing underneath.
- Clean equipment and mats before and after use.



- Avoid unnecessary antibiotics

### **SECTION III: PARENTS**

#### **A MESSAGE FROM THE SNOWFLAKE HIGH SCHOOL ATHLETIC DIRECTOR**

Snowflake High School considers interscholastic athletics an integral part of the total high school educational program and strives to maintain the proper perspective for high school students. Athletic participation can help students improve their ability to work with others and become more productive citizens. Student athletes are expected to represent their schools in a positive manner so that their parents, teachers, peers and community can be proud of their achievements. Participation in interscholastic athletics is a privilege that the High School bestows upon those students who meet eligibility and conduct requirements.

The SHS athletic program is governed by the SUSD Governing Board Policies and Regulations, the Arizona Interscholastic Association (AIA) regulations, the SHS Activities Handbook, as well as by applicable laws and regulations. In the event of a conflict, the Governing Board Policies, AIA rules, and applicable laws shall take precedence over this Handbook.

“ONCE A LOBO, ALWAYS A LOBO”

Sincerely,

Kevin Standerfer  
Snowflake High School

## **IDEALS AND EXPECTATIONS**

**In order to promote a quality athletic program, the Athletics Department asks that parents:**

- Be positive with your son/daughter.
- Promote the concept of teamwork over individual play.
- Encourage your child to work hard and do his or her very best.
- During competition, show respect for all players, spectators, coaches and officials.

**Information that parents can expect from a coach:**

- A written statement of the selection criteria that the coach uses to select players for the team (upon request).
- A written statement about the coach's philosophy and expectations for team members.
- All locations and times of practices and contests.
- All team requirements (athletic fees, special equipment needs, school & team rules, etc).
- Procedures that will be followed if an athlete becomes injured during practice or competition.

Please note that although the coaches will be happy to discuss any concerns that you may have, coaches are not at liberty to discuss confidential information pertaining to other players or staff.

**CONCERNS, COMPLAINTS, AND GRIEVANCES**

Please direct any concerns, complaints or grievances first to the coach. It is best to schedule an appointment so that the coach can devote his or her full attention to your concerns. If for any reason you are not comfortable discussing your concerns with the coach, please contact the school's Athletic Director for assistance. If the issue can not be resolved by the Athletic Director, please contact the SHS Principal. If the issue can not be resolved at the site level, the school administration shall forward the complaint to the District's Superintendent.

**GENERAL ELIGIBILITY RULES**

Eligibility Rules may be found online at [aiaonline.org](http://aiaonline.org). See specifically, [http://www.aiaonline.org/about/constitution\\_bylaws.php](http://www.aiaonline.org/about/constitution_bylaws.php). Other eligibility rules are determined by the 3A Conference, 3A East Region and NFHS sports specific guidelines in addition to state and federal laws.

**SPECTATORS EXPECTATIONS**

- All spectators should conduct themselves in an appropriate manner. Showing appreciation by applauding is encouraged. Please do not make negative comments or gestures to officials, coaches or student athletes.
- Game officials serve an important function. Their job, among other things, is to keep our athletes safe and to help enforce the rules of the sport they

- officials. Please show respect for officials.
- Inappropriate behavior will not be tolerated and may be grounds for removal from the contest and premises.

## **IV. NCAA CLEARINGHOUSE INFORMATION**

Student-athletes must register with the NCAA Initial-Eligibility Clearinghouse to be eligible to play NCAA Division I or Division II sports in college. (Athletes playing in NCAA Division III or Junior College do not have to register.)

Student-athletes who attend Snowflake High School and their parents are responsible for monitoring their own progress toward meeting the required standards set by the NCAA to be eligible to receive athletic-based scholarships. The following pages serve as basic information for students and parents about this process.

If you, as a student-athlete, aspire to play a sport in college please see your guidance counselor as soon as possible and talk to them about the necessary steps that you need to take.

The information provided to you in this handbook is intended to serve as a guide, more information can also be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

### **NCAA ELIGIBILITY CENTER (Information and Registration)**

#### **Why Register with the NCAA Eligibility Center?**

If you want to participate in NCAA Division I or NCAA Division II athletics your freshman year of college, you must register with the NCAA Eligibility Center. The Eligibility Center is responsible for certifying all college-bound student-athletes wanting to compete in NCAA college athletics. This is done in two ways:

- Academic Certification
  - DO you meet the academic eligibility requirements?
- Amateurism Certification
  - Have you kept your amateur status?

#### **How to Register**

- Log on to [ww.eligibilitycenter.com](http://www.eligibilitycenter.com)
- Select “2010 or after” on the main page.
- Select “New Account” at the right corner at the top of the page.
- Begin the registration process.

#### **Do you have Questions?**

If you have questions:

- Visit the Eligibility Center Website, [www.eligibilitycenter.org](http://www.eligibilitycenter.org), and go to the resources link, located at the top of the home page.
- Call our customer service line at 877-262-1492 Monday-Friday, 8:30am – 6:00pm EST.

## THE ROAD TO COLLEGE ATHLETICS

### Freshman and Sophomores Should:

- Start planning now!
- Work hard to get the best grades possible.
- Take classes that match your high school's list of NCAA-approved core courses. The NCAA Eligibility Center will use only approved core courses to certify your initial eligibility.
- You can access and print your high school's list of approved core courses at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### Juniors Must:

- At the beginning of your junior year, register at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
- Register to take the ACT, SAT, or both, and use the Eligibility Center code "9999" as a score recipient. Doing this sends your score directly to the Eligibility Center.
- Double check to make sure the courses you have taken match your school's list of approved core courses.
- Ask your guidance counselor to send an official transcript to the Eligibility Center after completing your junior year. If you have attended more than one high school, the Eligibility Center will need official transcripts from all high school attended. **(The Eligibility Center does NOT accept faxed transcripts or test scores.)**
- Before registering for classes for your senior year, check with your guidance counselor to determine the amount of core courses that you need to complete your senior year.

### Seniors Must:

- Take the SAT and/or ACT again, if necessary. The Eligibility Center will use the best scores from each section of the ACT or SAT to determine your best cumulative score.
- Continue to take college prep courses.
- Check that the courses you have taken match your school's list of approved core courses.
- Review your amateurism responses and request final amateurism certification beginning April 1 (for fall enrollees) or October 1 (for spring enrollees).
- Continue to work hard to get the best grades possible.
- Graduate on time (in eight academic semesters). If you fall behind, use summer school sessions before graduation to catch up.
- After graduation, ask your high school guidance counselor to send your final transcript to

the Eligibility Center with proof of graduation.

**Graduate on Time:**

- From the time you enter the ninth grade, you have four years, or eight semesters, to graduate from high school. If you don't graduate "on time" in eight semesters, no core courses taken after the eighth semester will be counted toward your NCAA academic eligibility requirements.
- Graduate "on time" also means that if your high school graduation takes place June 1, you graduated June 1. If you don't graduate June 1 with the rest of your high school class, you have not graduated "on time."

**Checklist for College-Bound Student Athletes**

- Register with the Eligibility Center at the beginning of your junior year at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
- Request to have your transcript sent to the Eligibility Center at the end of your junior year.
- Register to take the ACT, SAT or both, and use the Eligibility Center code "9999" as a score recipient. Doing this send your score directly to the Eligibility Center.
- Before registering for classes for your senior year, check with your guidance counselor to determine the amount of core courses that you need to complete your senior year.
- After April 1, log on to your Eligibility Center account to complete the final steps of your amateurism questionnaire. Failure to complete this will keep you from competing in NCAA collegiate athletics.
- After graduation, ask your high school guidance counselor to send your final transcript to the Eligibility Center with proof of graduation.

**NCAA DIVISION I REQUIREMENTS**

In order to practice, compete and received an athletics scholarship as a freshman, you must:

- Graduate from high school.
- Compete 16 core courses in the required subject areas;
  - 4 years of English
  - 3 years of math (Algebra 1 or higher)
  - 2 years of natural/physical science (1 year of lab if offered by high school)
  - 1 year additional English, math or natural/physical science
  - 2 years of social science
  - 4 years additional courses (from any area above, foreign language or non-doctrinal religion/philosophy)
  - Earn a minimum required grade-point average in those 16 core courses; and
  - Earn a combined SAT or ACT sum score that matches the core-course grade-point on the sliding scale.

**NCAA DIVISION II REQUIREMENTS**

In order to practice, compete and receive an athletics scholarship as a freshman, you must:

- Graduate from high school.
- Compete 14 core courses in the required subject areas;
  - 3 years of English
  - 2 years of math (Algebra 1 or higher)
  - 2 years of natural/physical science (1 year of lab if offered by high school)
  - 2 year additional English, math or natural/physical science
  - 2 years of social science
  - 3 years additional courses (from any area above, foreign language or nondoctrinal religion/philosophy)
  - Earn at least a 2.000 GPA in those 14 core courses; and
  - Earn a combined SAT score of at least 820 (critical reading and math) or an ACT sum score of at least 68.

Beginning August 1, 2013, college-bound student-athletes planning to attend a Division II institution will be required to complete 16 core courses. The new requirement will include one year of additional English, math and natural/physical science and one year of an additional core course from any area above, foreign language or nondoctrinal religion/philosophy.