

# CENTREVILLE ACADEMY ATHLETIC HANDBOOK

2017-2018



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## 1 Corinthians 9:24-27(NIV) The Need for Self-Discipline

**24 Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. 25 Everyone who competes in the games goes into strict training. They do it to get a crown that will not last, but we do it to get a crown that will last forever. 26 Therefore I do not run like someone running aimlessly; I do not fight like a boxer beating the air. 27 No, I strike a blow to my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize.**

## INTRODUCTION

This athletic department handbook has been prepared to present clear guidelines to cover specific aspects of the athletic program at Centreville Academy and to provide the specific policies and procedures that pertain to these programs. The school board and administration believe that it will be helpful not only to staff members directly involved in athletics but also to students and parents who are affected by or are interested in learning about the program.

It is important to understand that this handbook is supplemental to and is not intended to supersede or substitute for policies and procedures of the academy adopted by the school board on governing operations of the academy. Every staff member and all students are subject to these policies together with policies stated in the student handbook.

In addition, the Centreville Academy athletic program must conform to all rules and regulations established by the Mississippi Association of Independent Schools (MAIS).

All staff members must make certain that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with the policies of Centreville Academy and the MAIS.

This handbook outlines Centreville Academy's mission regarding athletics, organization, coaching assignments, and coaching expectations and responsibilities. The handbook also contains policies and procedures. It addresses specific situations with policies and guidelines to ensure accountability, safety, discipline, supervision, and supplements. The risk liability is always present; however, with these policies and procedures in place, the threat of liability will be at a minimum.

Forms covering various aspects of student athlete participation, well-being, and safety are included. These forms are the responsibilities of the coach in charge, specifically, as well as the responsibility of Centreville Academy. The forms and the rules and guidelines pertaining to them are of the utmost importance, and they should be strictly adhered to.

The final section covers job descriptions and evaluations of personnel. Job descriptions identify performance responsibilities, personal relationships, coaching performance, and related coaching responsibilities and duties. Each job description is mirrored with an evaluation form which, if properly executed, will provide documentation of coaches and others directly associated with and responsible for the smooth operation of the athletics department.

### **Mission Statement**

Athletics should function as an integral part of the total curriculum at Centreville Academy, offering opportunities that will promote self-realization and all-around growth, as well as the development of fellowship and good sportsmanship.

The major objective of the athletic program is to provide a wholesome opportunity for students to develop positive and responsible habits and attitudes toward group and social living. Athletics help the student athlete develop a healthy self-concept, as well as a healthy body, by teaching skills necessary for individual and team participation.

The interscholastic athletic program should be conducted in accordance with school board policies and regulations and should be conducted in a manner that will justify it as an educational activity.

**Code of Ethics**

The coaching profession carries with it certain obligations and responsibilities to the sport, to the school, to the players, and to fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities, to the end that coaching remains an honorable calling and that each member conducts himself/herself in such a manner as to maintain the dignity and decency of the profession.

In relationships with players under his/her care, the coach should always be aware of the influence he/she wields as good or bad. Parents entrust their children to the coach; and through his/her example, these young people should emerge as fine and decent people. The coach should never place the value of winning above that of instilling the highest ideals and character traits in his/her players. The safety and welfare of the players should always be uppermost in the mind of the coach.

In teaching a sport, the coach must realize that there are rules designed to protect the player and to provide common standards for determining a winner and a loser. Any attempt to beat these rules, to take unfair advantage of an opponent, or to teach deliberate un-sportsmanlike conduct has no place in athletics. The coach should set the example for winning without boasting and for losing without bitterness.

Coaches who conduct themselves using these principles as guidelines will be successful in terms of the respect they gain from their players as well as their peers.

The essential qualities desired in coaches are honesty and integrity. Coaches whose conduct reflects these characteristics will bring credit to the coaching profession. It is through such conduct that the profession will earn and maintain its rightful place in the educational program and make its full contribution to all associated with the program.

Sports Offered Middle School/High School

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
FOOTBALL	BASKETBALL (B&G) (7-12)	BASEBALL (7-12)
SOFTBALL (6-12)		TRACK (B&G) (6-12)
CROSS COUNTRY (6-12)		TENNIS (6-12)
CHEER (6-12)		GOLF (7-12)
DANCE/FLAG (6-12)		ARCHERY (6-12)

## **Athletic Activities**

As listed above Centreville Academy offers a wide range of athletic activities to both boys and girls from grades 6-12. All athletic activities are operated under the Mississippi Association of Independent Schools (M.A.I.S.) Athletic Rules and Regulations as stated in their By-Laws. These are updated yearly and specific statements for each activity can be found in these By-Laws.

## **Eligibility Rules For Inter-School Competition**

Member schools shall make available a copy of MAIS eligibility rules to a new and/or transfer student upon his or her entering school. The following eligibility rules apply only to students who participate in activities on an inter-school competitive basis. This would mean, for example, that a student who was in a school band, would not be subject to these eligibility rules until his school's band participated in a competitive function with another school or schools.

The purpose of all of the following rules is to promote and encourage well-regulated, ethical, and sportsmanlike conduct in inter-school competition. It is realized that it is impossible to cover every possible contingency; therefore, the Academy Activities Commission Affairs Committee, or Eligibility Committee is empowered to review and consider any act or practice by a member school in this regard, even though this act or practice is not specifically covered in these regulations.

To be eligible to participate in all inter-school activities, a student is subject to the eligibility requirements that follow.

### **A. Must Be A Bona-Fide Student**

A student shall be enrolled in school and taking at least four (4) major academic subjects, and a member in good standing according to the school's and/or conference regulations. If a participant represents a school in an inter-school competitive event before the start of that school's opening session, he or she must enroll in that member school at the opening of that school's session in the same year. If a participant who has represented a school in a competitive event before the opening of that school's session fails to enroll in that school at the start of that school's session, MAIS transfer rules will apply to said participant, and the school will be subject to disciplinary action by the Affairs Committee.

Should the participant (student-athlete) be a new transfer student from a member school, a copy of the cumulative record / insert / transcript must be complete and on file. If the former school is withholding any part of the cumulative folder for reasons of indebtedness incurred at the previous school, said student shall be ineligible until his/her financial obligation is met at the former school. The administrator of the previous school shall inform the administrator of the new school of such indebtedness. No student may practice at any member school unless he has registered at said school.

**Student's tuition must be paid up within 45 day of billing period to remain eligible for athletics. The failure to do so revokes the athletes right to participation in practice as well as games.**

**Note: Registering for school is deemed to include those requirements any new student must complete to secure a place in that school. These activities generally include such things as meeting with the school administrator, paying a registration fee, signing an educational contract, etc.**

#### B. Date Of Birth

A student athlete shall not have reached his/her 19th birthday before August 1 in the school year in which he/she wishes to participate. For the 2016-17 school years, this means anyone born before August 1, 1997, would be ineligible.

#### C. Student Must Be A Non-Graduate

A student athlete shall not be a graduate of a high school (foreign or domestic).

#### D. Level Of Participation

A student athlete shall not have participated in athletics above the high school level. This does not mean that a student cannot attend sports camps that are held on college campuses and often instructed by college coaches and/or professional players and coaches. Said sports camps shall be approved by the Director of Activities.

#### E. Four Consecutive Years of Participation

Upon entering the 9th grade, a student will have four (4) consecutive years of eligibility in inter-school contests. This is interpreted to mean that a student is eligible for four (4) consecutive years after entering the 9th grade, regardless of when he/she began to participate.

#### F. First and Second Semester Eligibility

1. To be eligible for the first semester of a school year: A student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school).
2. Students Eligible At Beginning of School Year - Any student athlete eligible at the beginning of the new school year, shall be eligible for the entire school year.
3. To be eligible for the second semester of a school year: A student-athlete who is ineligible the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year.

#### G. Summer School / Correspondence Courses

Courses taken in summer school shall be considered as an extension of the school year, and credits earned this way may be used in determining scholastic eligibility of students. Accredited correspondence courses started in the Spring or Summer may be accepted for establishing athletic eligibility for the first semester of the school year. Eligibility would begin upon written verification from the accredited institution that the course has been successfully completed, and credit has been awarded. The last date that a correspondence course could be started, and still be used for first

semester eligibility, is the day before the first day of school.

## H. Financial Consideration

No student may be eligible to participate in inter-school athletics if he has been shown financial consideration by a school, or any of its associated organizations, on the basis of his value to the activity program of the school. A student shown financial consideration of any kind shall be so noted on the eligibility lists that are submitted to the Director of Activities. (If the ownership of stock is a requirement for entrance to a school, the gift of such stock to a student who enters into school on someone else's share of stock is considered to be receiving financial aid, and must be so noted.)

An acceptable school supported financial aid plan should:

1. Be in writing and on file in the school office
2. Be approved by the school board
3. Be controlled and supervised by the school board
4. Contain details of the qualifying criteria for aid
5. Include all students in the grade structure of the school
6. Demonstrate through documentation, the application and approval process
7. Comply with MAIS athletic eligibility reporting, i.e., mark 'yes' on online Eligibility Form for students receiving financial aid
8. Show evidence of including non-athletes

## Signs of Misguided and Faulty Financial Aid

1. A pattern of transfers into an athletic program receiving financial aid, especially at the senior high level
2. Sheer numbers of athletes receiving financial aid
3. Involvement of Booster Clubs with financial aid
4. Discovery of transfers receiving aid, but not listed on the MAIS Eligibility Report
5. Aid to athletes coming from one source, or benefactor, over an extended period of time
6. No evidence of inclusion of non-athletes
7. Consistent reports from other member schools that a problem exists with the competitions financial aid as it relates to recruiting.

## I. Physical Examinations

Before participating in athletics, a student must present a physician's certification stating that he or she is physically fit for competition. A statement is included on the eligibility checklist submitted to the MAIS Office certifying that physical examination certificates are on file with the school. This statement must be signed by the school administrator.

## J. Parental Consent

It is recommended that, prior to each year of inter-scholastic athletic participation, a student shall furnish a statement signed by the parents (or other persons with whom the student resides and have legal custody), which grants permission for the student to participate in interscholastic athletics, and said parental permission statement be recorded, and on file, with the school.

## K. Player/Coach/Fan Ejections

Schools will be responsible for disciplining an athlete after his/her first ejection. Any player that is ejected for the second time during a school year will not be allowed to participate in athletics for two (2) weeks.

Example: An athlete receiving his second ejection on a Monday would not be allowed to play until the Tuesday two weeks later.

Any player ejected for the third time during a school year will be banned from participating in athletics for the remainder of that school year.

It is the responsibility of both schools involved in the contest, and that of the officials, to report the ejection via the incident report form on the MAIS website.

The school will be assessed a minimum fine of \$250 in the event a coach/fan/or player is ejected from an athletic contest as well as the person ejected. The person ejected is responsible for paying the fine for their ejection as well as the fine the school is assessed. (Parents will not be able to attend another sporting event until the fine is paid and a letter of apology is sent in to the MAIS office. This is per M.A.I.S. Rules)

## L. Amateur Standing

A student must be an amateur in order to represent his school in athletic competition. For a student-athlete to lose his amateur standing, he must commit one of the following acts:

1. Enter competition for a money guarantee.
2. Enter competition for a share of gate receipts.
3. Accept a purse of money.
4. Teach or coach an athletic sport for money. An amateur high school athlete may referee or coach a YMCA or Girls / Boys Club team and accept necessary expenses.
5. Accept payment of excessive expense allowances. It shall be permissible for an eligible athlete to accept only actual and necessary expenses on athletic trips. This applies to American Legion Baseball and to other summer amateur baseball and to bowling.
6. Sign a contract to play professional athletics for a money consideration or play on a professional team and receive any form of financial assistance from a professional sports program.
7. Compete under a false name.

A student may:

1. A student may play as an amateur on any team not under the jurisdiction of a professional sport, providing he / she does not receive any pay for participation.
2. Accept meals, travel or lodging expenses.
3. Give swimming and lifesaving instruction and receive pay for the service.
4. Serve as a lifeguard at swimming pools and receive reasonable pay.
5. Accept the usual athletic jackets, letters, medals, ribbons and trophies from the school and the AAC as well as trophies given by outside parties with the approval of the school.

## M. Residence and Transfer

## 1. Students Who Have Completed A Season

A student shall not have completed a season in any sport, and then transfer to a member school, and represent that school in the same sport, during the same school year.

## 2. Expelled Students

If a student is expelled from a member school, or non-member school, he/she will not be eligible to participate at another member school for a period of one year. Students are considered to be expelled when documentation of such is provided on the student's cumulative folder.

Note: A case may be appealed to the Eligibility Committee by a member school providing the school feels it warrants further consideration as a result of unusual circumstances.

## 3. Transfers from Non-Member Schools

a. Student-Athletes Must Be Enrolled - A student transferring from a non-member school to a member school will be eligible when he/she enrolls provided he meets all other eligibility requirements.

b. One School Year "Sit Out" Period - A student who transfers from a member school to a non-member school, and then to another member school, will not be eligible to participate in inter-school activities until one school year has lapsed from the time he/she left the first member school.

c. One Week "Sit Out" Period - There is a one (1) calendar week waiting period before any transfer can participate in inter-school competition. This waiting period only applies to students who transfer in after the first day of school. The waiting period begins on the first day that the transfer student attends classes at his/her new school.

Example 1: A student transfers to School A (registers and attends classes) on Tuesday of the second week of October. Said student meets all eligibility requirements. The student will be eligible to compete in inter-school activities on the following Tuesday. It is permissible, however, for the transfer student to practice with the team during the one-week waiting period.

Example 2: A student transfers to School A (registers and attends classes) on Monday of the second week of December. Said student meets all eligibility requirements. The student will be eligible to compete in inter-school activities on the following Monday. The transfer student would NOT be eligible to play in a basketball game on the Saturday following his/her first day of school.

Example 3: A student transfers to School A (registers) during the first Monday of the Christmas break. Said student meets all eligibility requirements. The student will be eligible on the following Monday. In this scenario, the fact that the student has not attended any classes would not prohibit the athlete from playing after the one-week waiting period. Should the athlete play, however, and fail to attend class when the second semester begins, all games the transfer student participated in would be forfeited.

## 4. Transfers from MAIS Member Schools

a. One School-Year "Sit Out" Period - Any student-athlete who transfers from one member school to another member school shall be ineligible to participate for a period of one (1) year. The Director of Activities must approve any hardship case.

b. Eligibility Rulings - The Director of Activities has full authority to rule on the eligibility cases, and the AAC will be the investigative arm.

c. Change of Residence - When a student's parents' legal residence is changed due to a bona fide move and approved by the Director of Activities, he may choose to attend that member school which is closer to his new residence, or he may continue to attend the school that he has been attending prior to his change of residence. If he continues to attend his former school, he shall be eligible for the remainder of that school year. Then he will make a final choice. If he changes residence during months school is not in regular session, his choice is final. However, if a student moves closer to the school that he is presently attending, he must return to that school to maintain his athletic eligibility. When a change of residence results in making a student eligible, the parents must occupy the residence for one year following the move in order for the change in eligibility to be permanent.

When there is any possibility of doubt about a move being bona fide, the Headmaster shall present the facts in writing to the Director of Activities for a decision. The Director of Activities will review the facts submitted, and may conduct an investigation if necessary.

d. No Change of Residence - a student, who transfers from one member school to another member school, and whose parents' residence has not changed, shall not be eligible for competition until the corresponding date one year later.

Exception: The maximum time of ineligibility after one (1) change back to school A is one (1) year.

Example: Student 1 leaves School (A) in December to go to School (B) - no change of residence involved. Ruling: Student 1 is ineligible for one year from the corresponding date (December); however, after two months (February) Student 1 desires to transfer back to School (A) - no change of residence. Ruling: Ineligible until corresponding transfer date to School (B) (December), as the maximum time of ineligibility after (1) change back to School (A) is one (1) year.

e. Dropping Football, Basketball or Baseball - A student transferring from one member school to another member school, for the purpose of participation in a major sport discontinued at his/her former school, shall be eligible to participate in all sports. The AAC has defined football, basketball and baseball to be the three major sports.

Note: Only those players who are going out for the major sport at the time it is dropped will be allowed to transfer to another member school without having to sit out a year from the date of transfer. The school dropping the major sport shall provide the MAIS Office with a list of said players.

f. Children of Staff Members - Children of school staff members, who have assigned responsibilities at the school for the majority of the instructional day, and are under contract to the school, are eligible for athletic participation at the school where said parent teaches even though there is no change in residence. The same is true for the administrator. (This excludes: as outlined in accreditation, all non-professional positions such as secretaries, bookkeepers,

custodians, bus drivers, public relations, food service personnel, etc.)

A student may continue to attend the school he or she has been attending prior to the parent changing positions, if such a change is during the regular school year. Said child or children would be eligible immediately (no one-week waiting period) if the move is made at the same time the parent moves. If the child continues to attend the former school, said student shall be eligible for the remainder of that school year. Then the student will make his or her final choice.

g. Establishing Eligibility At A Member School - The first member school that a student attends after reaching the 9th grade will be considered the student's home school, regardless of the distance that school may be from the student's residence.

h. Transfer From School That Loses MAIS Accreditation - Any student attending a member school that loses MAIS accreditation, shall be allowed to transfer to another MAIS member school, and become eligible for participation in inter-school activities. The student's choice shall be made prior to the start of the next school year.

i. Transfer Occurring During School Year - During the same school year, if a transfer from one member school to another member school with a legal change of residence, said student will not be eligible at his/her new school in the sport in which he/she was, or had been, participating at the former school.

Exception: Should a student make a bona fide move of 60 miles or more, said student would be allowed to participate, assuming the student meets all other eligibility requirements.

j. One-Week Waiting Period - There is a one (1) week waiting period before any transfer can participate in inter-school competition. This is interpreted to mean seven (7) calendar days.

Example 1: A student transfers to School (A) on Tuesday of the second week of October. Said student meets all eligibility requirements. The student will be eligible to compete in inter-school activities on the following Tuesday. It is permissible, however, for the transfer student to practice with the team during the one-week waiting period.

Example 2: A student transfers to School (A) on Monday of the second week of December. Said student meets all eligibility requirements. The student will be eligible to compete in inter-school activities on the following Monday. The transfer student would NOT be eligible to play in a basketball game on the Saturday following his/her first day of school.

Example 3: A student transfers to School (A) during the first Monday of the Christmas break. Said student meets all eligibility requirements. The student will be eligible on the following Monday. In this scenario, the fact that the student had not attended any classes would not prohibit the athlete from playing after the one-week waiting period. Should the athlete play, however, and fail to attend class when the second semester begins, all games the transfer student participated in would be forfeited.

#### N. Last Date Transfers Can Join A Team

Athletes, who transfer to a member school after the dates listed below, will not be allowed to compete in the indicated sport during the same school year. This is true regardless of whether the transfer is coming from a member school, or a non-member school.

Exception: Should a student make a bona fide move of 60 miles or more after the dates indicated below, said student would be allowed to participate, assuming the student meets all other eligibility requirements.

Last Date Transfers Can Join Team	
Swimming	Last Friday In August
Girls' Soccer	Last Friday In August
Volleyball	Last Friday In August
Fast-Pitch	Last Friday In August
Football	3rd Friday In September
Cross Country	3rd Friday In September
Boys' Soccer	2nd Friday In January
Basketball	2nd Friday In January
Baseball	Last Friday In March
Track and Field	Last Friday In March
Golf	Last Friday In March
Tennis	Last Friday In March
Slow-Pitch	Last Friday In March

Note: A student is considered to have "transferred" when he / she has registered and attended class.

#### O. Guardianship and/or Legal Custody

1. Legal Custody - If the parents are living and a legal guardian or legal custodian is appointed, the student-athlete must live with the legal guardian or legal custodian twelve (12) months before he or she become eligible (if transferring from a member school).
2. Special Circumstances - In situations involving the loss of one or both parents by a student-athlete which result in a guardianship, legal custody, or an adoption, such cases may be considered under the hardship rule by the Director of Activities and/or the Eligibility Committee.
3. Joint Custody - In the case of "joint custody," the student athlete will establish eligibility and be eligible with the parent that has primary custody (begins with the 9th grade year). Any changes of custody that are ordered by the courts will be honored.
4. Parent A to B - Once a student athlete establishes eligibility (9th grade year), said student may be allowed to move from Parent A to Parent B and be eligible at another member school. Neither the location of parent B's house, nor the member school Parent B wants to send his/her child to, will be factors in declaring eligibility in this situation. If at any point, the student chooses to move back to Parent A, the student will be eligible to participate in athletics. The student, however, would not be allowed to move again without sitting out a year from the date

of the last move.

#### P. Recruiting

The recruiting and/or undue influence of a student-athlete of a MAIS member school by anyone directly or indirectly associated with another member school shall result in said school being placed on probation, and not being eligible for the championship in all sports for a period of one (1) year. In addition, a fine in the amount of \$500.00 shall be assessed the school in violation. Further, such recruiting and/or undue influence shall cause the student-athlete to be ineligible for one (1) year if he or she transfers. Recruiting and/or undue influence would include (but not be limited to) a student-athlete receiving merchandise such as clothing and equipment and/or moneys for the individual's expenditures.

#### Q. Reporting Eligible Athletes

All eligibility lists will be submitted on-line through the MAIS website.

A \$200.00 fine will be assessed to any member school whose eligibility lists are not submitted to the MAIS office prior to the prescribed time.

The deadline for submitting eligibility data is the Thursday before the first varsity football game.

#### R. Foreign Exchange Students

1. Foreign Exchange Programs - In order to be eligible to participate in MAIS athletic contests, a foreign exchange student must be in a foreign exchange program which has been approved by the Council on Standards for International Educational Travel (CSIET) or the Director of Activities. Approved programs can be found at the following website: [www.csiet.org](http://www.csiet.org)
2. Years of Eligibility - Foreign exchange students will only be allowed one year of athletic eligibility. This would include participation in athletics at a non-MAIS school.
3. Team Participation - Member schools may have as many eligible foreign exchange students participate in athletics as they want, with the following restriction: No school may have more than one (1) foreign exchange student participate in any given sport.
4. A Foreign Exchange Student shall not be a graduate of a high school (foreign or domestic).

Note: Any student that is not an American citizen and whose parent(s) do not live in the United States will be treated as a Foreign Exchange student.

#### S. Use of Ineligible Participants

Any member school that is found to be using an ineligible player in inter-school competition shall have all games won while the ineligible player was participating forfeited to their opponents. The ineligible player shall be immediately dropped from the team, and the member school placed on probation for a minimum of one (1) semester. The school shall also be subject to any further disciplinary action deemed necessary by the Affairs Committee and/or the Eligibility Committee.

#### T. Interpretation of Eligibility Rules

1. Any interpretation of the eligibility rules is subject to the Director of Activities of the MAIS in coordination with the proper committee chairman, or by the AAC. The Eligibility Committee will hear hardship cases.

2. All requests for an appeal or ruling on eligibility must be submitted to the Director of Activities by the administrator (regular mail, fax, or preferably email). Requests should be received a minimum of 48 hours before the case is to be heard.
3. All requests for interpretation of rules shall be submitted in writing, and signed by the administrator of the requesting school. All replies shall likewise be in writing. Note: Email from the administrator making an official request will suffice.

#### U. Hardship

1. The Eligibility Committee will hear hardship cases.
2. The following criteria will NOT be considered as grounds for an appeal on a hardship case:
  - o The eight-semester rule
  - o Age
  - o Distance and transportation
  - o Curriculum
  - o Financial

The above criterion does not include hardships of an extreme or unusual nature.

#### V. Junior High Division

##### 1. Eligibility - Age

To participate in junior high athletics, a student shall not have reached their 16th birthday before August 1\* of the school year in which they wish to participate. In 7th and 8th grade competition only, no participant shall have reached their 15th birthday before August 1\*\* of the school year in which they wish to participate.

\*For the 2017-18 school years, this means anyone born before August 1, 2002, would be ineligible.

\*\*For the 2017-18 school years, this means anyone born before August 1, 2002, would be ineligible.

##### 2. Eligibility - Participation

a. Students Entering Seventh Grade - Students entering the 7th grade shall have three (3) consecutive years of eligibility in junior high. Any student who repeated the 7th or 8th grade would not be eligible as a 9th grader on the junior high level - only the varsity level.

b. Jr. High Status / Up-and-Down Rule - A student who participates in a varsity game shall not be allowed to participate on a junior high or grade school team during the same school session in the same sport. However, if an 8th grader participates in varsity athletics, he will still be eligible to participate in junior high sports his 9th grade year, assuming he does not participate in a varsity game the same session in the same sport. The same would be true for a 6th grader, or 7th grader.

To help schools that have insufficient varsity numbers in football and basketball,

the AAC has adopted the following exceptions:

**Football Exception:** Eighth and ninth grade football players can be used on both the junior high football team and varsity football team in the same week without penalty, as long as the players do not exceed the six (6) quarter per week rule. Playing any part of a quarter counts as a quarter.

The penalty for violating the "up and down" rule by a member school shall result in a \$300.00 fine assessment, and six (6) month probation.

**Basketball Exception:** Seventh, eighth and ninth grade basketball players can be used on both the junior high basketball team and varsity basketball team in the same day without penalty, as long as the players do not violate the six (6) quarter per day rule. A district that wants to enforce a limit other than the 6 quarter per day rule is allowed to do so for district games only. Playing any part of a quarter counts as a quarter.

The penalty for violating the "up and down" rule by a member school shall result in a \$300.00 fine assessment, and six (6) month probation.

**Track Exception:** During the regular season, jr. high athletes may be used in jr. high competition and to fill out a varsity relay team in the same day, without the jr. high athlete losing his/her jr. high eligibility. Any points earned by a varsity relay team in this circumstance would count toward the team total for the day.

Also, since there is no jr. high girls' 3200 meter run, jr. high girls are permitted to run in the varsity girls' 3200 meter run during the regular season as unattached runners without losing their jr. high eligibility.

Such participation by a jr. high athlete in either of the above cases would count against the athlete's participation limit for the day.

c. Sixth Grade Participation in Varsity Sports - A sixth (6th) grader who is a student of a MAIS member high school, may participate on a varsity level in golf, track, cross-country, tennis, volleyball and softball.

d. Sixth Grade Participation in Junior High Sports - A sixth (6th) grader may participate on a junior high level in basketball, track, cross-country, golf, softball, volleyball and tennis.

e. Students Below the Sixth Grade - No student below the sixth grade may participate at either the jr. high or varsity level in any sport.

### 3. Junior High Academic Eligibility

#### a. First Semester

Seventh graders repeating the seventh grade must have passed four (4) major subjects the previous year. (see "Special Promotion" exception below)

Eighth (8th) graders must pass four (4) major subjects the previous school year. (see "Special Promotion" exception below)

Ninth (9th) graders must pass four (4) major subjects the previous school year. (see "Special Promotion" exception below)

b. Students Eligible at Beginning of School Year - Any student athlete eligible at the beginning of a school year, shall be eligible for the entire school year.

c. Special Promotion - Special promotions are permissible if school policy provides same, and if the student participant meets age and other eligibility requirements.

Students who are eligible for special promotion, but are being held back at the request of the parents or guardians, will be treated as if they were in fact specially promoted.

d. Second Semester - A student-athlete who was ineligible the first semester, could become eligible the second semester, if he or she passed four (4) major subjects during the first semester of the same academic year.

If a school is not on a semester basis, the student must be passing four (4) major subjects when the school breaks for Christmas Holidays.

#### 4. Residence

When a 7th or 8th grader transfers from one member school to another member school, said student will not be eligible at his/her new school in the sport in which he/she was, or had been, participating at the former school.

Exception: In lengthy moves of 60 or more miles, the student would be allowed to play a sport in which he/she had been participating.

Example 1: During football season, a 7th (or 8th) grade student leaves School A and enrolls in School B (no change of residence). The student had been playing football at School A. Said student would be ineligible to participate in football at School B. He would, however, be eligible to play basketball at School B after sitting out the required one week.

Example 2: During football season, a 7th (or 8th) grade student leaves School A and moves 65 miles to his new residence. He then enrolls in School B. The student had been playing football at School A. Said student would be eligible to participate in football at School B since the move was 60+ miles in length. He would, however, have to sit out the required one week.

#### 5. Ninth Grade Transfers - A 9th grader who is participating on the varsity or junior high team at one member school, must meet the rules involving change of residence if he/she transfers to

another member school.

W. Transfers from New Member Schools

For athletic eligibility purposes, a new member school shall fall under the student transfer restrictions and protection afforded member schools as of the date that they are approved by the Executive Committee for acceptance into our association.

**Athletic Department Organizational Chart**

School Board
Head of School
Athletic Director
Head Coach
Assistant Coach

Note: If there is a problem always start with the Athletic Director and work your way up. School Board members should never be contacted first. The Athletic Director oversees all athletics and can be the voice of reason.

It is never a good idea to approach a coach immediately following a contest to voice displeasure. The parents as well as the coach are never in the best state of mind to discuss problems. Please contact the Athletic Director and I will set up a meeting with you and the Coach.

**RESPONSIBILITIES/EXPECTATIONS/GUIDELINES**

-The school athletic director, the principal, or the designated game manager is responsible for supervision at interscholastic contests.

-Head coaches are responsible for the squad, including managers, etc., during athletic contests.

-Problems/complaints should be reported immediately to the school athletic director.

-A security plan for all student activities must be in place with MAIS. The security plan must be clearly understood by administrators, coaches, security, and working personnel.

**Coach's Control:** In all athletic activities at Centreville Academy, the coach of the sport has control over the activities of the player of that sport, i.e. playing time, position, ect. These will be determined through practice. **Playing time will not be a discussion in meetings. We will discuss what my child can do to improve. Under no circumstances will another child other than your own be discussed in parent/coach conferences. If this takes place then the meeting will be adjourned. No coach shall in any way do things intentionally to harm a child mentally or physically. Sports are a great way to learn about life. Learning to deal with success and failures, how to deal with a demanding boss, and how to work together to achieve a common goal are all key elements that can be learned through sports.**

### **Athletic Director**

The basic role of the school athletic director is to provide leadership to the overall athletic program, as well as to manage the details necessary for a successful day-to-day program.

The management role of the school athletic director may be the most varied of all school administrators' roles. The tasks of scheduling, procuring and expending funds, managing personnel, etc., combined with the constant interruptions characterized by the job tasks dictate that the school athletic director possesses a high degree of organizational skills.

The position of the school athletic director is of paramount importance in ensuring that the activities are coordinated with the regular school curriculum and in providing a well-rounded and meaningful educational experience.

### **Goals and Objectives:**

**Goal I.** The school athletic director will establish an athletic program that ensures a cooperative, supportive, and participative environment for all students, coaches, faculty, and community.

- Objectives:**
- A. Establish open lines of communications with coaches through regular meetings with coaches and selected school and community groups.
  - B. Develop a procedure for confidential discussions of problems and possible solutions.
  - C. Inform parents and athletes of the team requirements, expectations, appeal procedures, benefits of participation, as well as the general established inherent dangers of participation.
  - D. Through publications, establish open lines of communication with the community that promote and foster understanding, cooperation and acceptance of the athletic program in the eyes of the community.
  - E. Scheduling of all athletic events (games, etc.) will be approved by the school athletic director. The school athletic director will forward the schedule to the school administrator for approval.

**Goal II.** The school athletic director will be visionary and innovative and will create both short range and long-range goals for the athletic program in cooperation with the students, faculty and community.

- Objectives:**
- A. Keep abreast of current research regarding all areas of high school athletics.
  - B. Assess needs of the athletic program, which identify and prioritize school and community expectations.
  - C. Develop plans which address assessed needs.
  - D. Take advantage of community and school district resources.
  - E. Initiate and implement plans of action.
  - F. Evaluate progress and/or outcomes.

**Goal III.** The school athletic director will provide leadership that is pro-active and positive. This leadership will place emphasis on the mental, physical, and social benefits of interscholastic athletics to the student athlete and coaches.

- Objectives:**
- A. Provide in-service education and information to coaches in the methodology of using positive reinforcement and building self-esteem of all student athletes.
  - B. Anticipate problems and difficult situations and strive to resolve them by developing a written plan of action to address them.
  - C. Encourage moral and positive social behavior by coaches and student athletics.

**Goal IV.** The school athletic director will perform and be accountable for managerial functions.

- Objectives:**
- A. Devise and prepare a plan for facility assessment, maintenance and improvement.
  - B. Coordinate with other administrators regarding the qualifications, expectations, job descriptions, hiring, and evaluation of athletic personnel.
  - C. Provide a plan to conduct safety checks on all facilities, equipment, and teaching techniques.

**Goal V.** The school athletic director, along with the coaches, will provide an athletic program for students that will promote good sportsmanship and citizenship.

- Objectives:**
- A. Develop and implement a student athlete code of conduct.
  - B. Ensure those requirements for participation show high expectations for good citizenship.
  - C. Emphasize the need to demonstrate good sportsmanship and fair play.

**Goal VI.** The school athletic director will be responsible for ensuring that all policies and rules of the National Federation, the MAIS, and the school principals are updated and adhered to.

- Objectives:**
- A. Inform all coaches of rules and regulations pertaining to conduct of athletic program; i.e., handbook, in-service programs, updates ensuring they are fully understood.
  - B. Develop a written procedure to notify parents and student

- athletes of rules and regulations that apply to participation.
- C. Keep abreast of changes and modifications to existing rules and regulations and communicate the changes to all participants, personnel, parents, and student athletes.
  - D. Enforce rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches.

## **POLICIES AND PROCEDURES**

### **Interscholastic Policies**

Interscholastic athletics is to be administered as a part of the regular school program and is to be under the same administrative control as all other parts of the educational program. All interscholastic athletic events in which this school district participates will be conducted under the rules and regulations of the MAIS.

Eligibility for competitive activities in grades 7-12 is determined according to the rules of the MAIS. Students must meet all requirements established by the MAIS.

**All students participating in athletics will be required to have on file:**

- 1. Written parent consent**
- 2. Proof of medical/health insurance**
- 3. Liability waiver signed by parent/legal guardian**
- 4. Medical screening by a licensed physician**
- 5. Media consent form**

It is the explicit responsibility of the head coach of the athletic activity involved to ensure that all these requirements are completed, and documentation is properly on file prior to any practice or event associated with the activity.

It is the responsibility of the school principal, the school athletic director, and the head coach supervising the activity to determine eligibility of each participant, in the activity, as governed by the regulations set forth by the MAIS.

Each sports activity is considered separate and apart from other activities. It is the responsibility of the coach to explain to student athletes the policy concerning activities that they may enter free of charge.

### **Miscellaneous Policies**

- I. Undue Influence for Participation

- A. Student athletes shall be allowed to participate in as many sport seasons as the athlete and his/her parent(s) desire without influence from any coach to specialize in a sport. All coaches should encourage participation in other sports.
- B. Athletes may choose the sport in which they wish to participate; however, once the season has begun, no one may change sports except in the following situation.
  - 1. If an athlete is cut from one sport for non-disciplinary reasons then they may try out for another sport.

## **II. Deleting Interscholastic Sports**

The following criteria will be considered in depth prior to the deletion of an interscholastic sport when:

- A. Student interest declines to an unsatisfactory level both in terms of participation and spectator attendance.
- B. It becomes impossible to secure competent coaches.
- C. Adequate facilities do not exist.
- D. Adequate funding is no longer feasible.
- E. Scheduling of contests at local or regional level becomes impossible.

*NOTE:* Recommendations to delete a sport will go through the office of the school athletic director and the school administration. All efforts to delete a sport will be made with as much advance notice as possible.

## **III. Adding Interscholastic Sports**

The following criteria will be considered prior to the addition of an interscholastic sport when:

- A. Strong student interest must be indicated.
- B. The sport must be sanctioned by the MAIS.
- C. Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs.
- D. It must be possible to secure competent coaches.
- E. Adequate funding must be available without diverting funds from existing programs.
- F. Priority will be given to those sports that best equalize the opportunities for boys and girls.

*NOTE:* Requests to add a sport must go through the office of the school athletic director, school principals and the administrator.

## **IV. Postponing contests**

If a game is postponed due to weather or any other factor not favorable to good game conditions, the following steps should be followed:

- A. Coaches confer with the school athletic director and school administration.
- B. Factors to be considered include:
  - 1. Weather conditions
  - 2. Playing conditions of the field
  - 3. Safe travel for team, opponents and officials
  - 4. Safety of spectators
  - 5. Damage to equipment

6. Unforeseen circumstances (sickness, discipline, injuries, etc.)

After considering these factors, it will then be left to the discretion of the school athletic director, principal, and the head coach to play or postpone a game. The head coach of the sport will reschedule the contest within the time limits and guidelines set by MAIS.

- C. The head coach/athletic director must contact the following when a decision to cancel a contest is made:
1. School principals
  2. Coaches
  3. Game administrator
  4. Officials
  5. Security and game workers
  6. Team
  7. News media
  8. Any other person directly involved in operation of contest

### **Alcohol/Drug Abuse Policy**

Student athletes are considered to be leaders of the school. The conduct and/or behavior of student athletes must be exemplary and a good example for all students to follow. Therefore, the following policies concerning alcohol/drug abuse by student-athletes will be in effect:

1. Any student at Centreville Academy to be in possession or under the influence of alcohol and/or drugs on the school campus or at any school sponsored activity (on campus or off campus) would be disciplined according to the school's disciplinary policy.
2. Any student athlete with confirmed possession or under the influence of alcohol, drugs, and/or tobacco off campus at non-school sponsored events will be subject to discipline. Further incidents by the student could result in dismissal.
3. Athletic drug and alcohol use and abuse are considered detrimental to the wellbeing of any student athlete. All Centreville Academy student athletes, coaches, teachers, and administrators believe that the use of illegal drugs or the abuse of drugs:
  - A. Is detrimental to the physical and mental health of its student-athletes.
  - B. Seriously interferes with the performance of individuals as students and as athletes.
  - C. Creates an unfair stigma for those student athletes who do not use or abuse drugs.
  - D. Is extremely dangerous to the student athlete regarding his/her participation and performance.

**This policy is not intended to interfere unduly with the student athlete's private life or to bring hardship on the student athlete, but rather to protect his/her well being and that of others associated with district athletics.**

### **Athlete Injury/Insurance Policies**

Injuries to athletes will occur in interscholastic sports regardless of precautions taken. However, safe playing conditions, proper coaching techniques, safe equipment, and proper warnings concerning

possible injuries are essential. A medical evacuation plan must be in place and on file with the ambulance services.

### **Emergency Evacuation for Injured Athletes**

1. The coach in charge of the activity is to assume the responsibility for the injured athlete. He/she must be prepared to recognize injuries and properly administer first aid and/or refer injured athletes to appropriate medical personnel.
2. If needed, the coach or designated personnel should call for an ambulance or qualified medical assistance.
3. Injured athletes should be accompanied by a coach who has been designated this responsibility.
4. The coach accompanying the injured athlete should notify the parents of the injury and the action taken. The coach should use discretion and not unduly alarm the parents. **Under no circumstances should a student have to inform parents of an injury.**
5. Either a personal visit to the hospital/home, or in less severe injuries, a telephone call by the head coach is a MUST following an injury to an athlete.
6. An athletic injury report must be sent to the school athletic director the day following the injury.
7. The emergency medical authorization card should always be in the team's medical kit. On this card are the athlete's parents or guardian's home and work telephone numbers, other contact person, preferred physician and preferred hospital. Allergic medications should be included on this card.

It is the policy of the department of athletics to make certain that all students participating in athletics are offered insured by one of the following: school student insurance program, covered by their own family insurance, or is participating in the Children's Health Insurance Program or Medicaid.

Any middle or high school teacher/coach will report any major athletic injury requiring medical attention to the school athletic director. An Athlete Injury form is to be used and the report made the day of the injury.

Centreville Academy will not be responsible for any bills or balances not covered under the student insurance.

### **Letterman Policy**

High school students meeting the criteria for lettering in a sport will be awarded a varsity letter. These students will be allowed to purchase a school jacket at their own expense with some assistance from the booster club.

#### **Athletic letters in high school are determined by:**

Varsity Only:

- |             |                                                                                           |
|-------------|-------------------------------------------------------------------------------------------|
| Football    | 1 year                                                                                    |
| Basketball  | 1 year                                                                                    |
| Baseball    | 1 year plus 1/3 innings played                                                            |
| Cheerleader | 1 year (10 <sup>th</sup> thru 12 <sup>th</sup> )                                          |
| Softball    | 1 year must start 1/2 the games                                                           |
| Tack        | 3 Years of varsity competition (7 <sup>th</sup> -12 <sup>th</sup> )                       |
| Golf        | 3 Years (7 <sup>th</sup> thru 12 <sup>th</sup> )                                          |
| Dance/Flag  | 3 years (6 <sup>th</sup> -12 <sup>th</sup> )                                              |
| Archery     | 3 Years (If senior year and have not had a jacket in any other sport, may receive jacket) |

## **Booster Club/Support Groups Policies**

The school district recognizes the value of the community support groups in relation to the student activities program and encourages participation of interested supporters and booster clubs to help promote greater community awareness.

Booster clubs should work with and coordinate all activities with the head coach by discussing plans and activities being considered for the school year.

The club will not attempt to influence or direct the policies of the school administration or coaches who are charged with the responsibility of conducting the athletics/activities programs at Centreville Academy.

The club should in no way violate the rules of the MAIS.

The school athletic director and the coaches of the sports involved should work with the booster club/support groups on all of their projects.

All booster club money, receipts and checks must come through the Centreville Academy business office as required by state law that governs 501(C) 3 entities.

Any monetary or equipment donations must first be approved by Centreville Academy's administrator.

## **Discipline Policy/Procedure**

Each coach must ensure that the individual athlete and the team are well disciplined. Coaches and athletes must remember that they represent Centreville Academy and should exhibit good sportsmanship at all times.

1. If, for any reason, a coach deems it necessary to suspend an athlete from participation or from the team, he/she must notify the parent after consulting with the athletic director.
2. The parent may appeal a suspension or dismissal to the coach involved.
3. If an athlete is suspended from the team for the remainder of the season, he/she forfeits academic credit and any awards or letterman status.
4. If an athlete is suspended from a team, he/she may not participate in any other sport until the sport from which he/she has been suspended is over.
5. Coaches are responsible for providing written copies of rules and regulations to parents and players prior to the beginning of a sport season at the required parent meeting.

## **Dual Sports Participation Policy/Procedure**

If a student athlete/cheerleader elects to participate in two activities during the same season, the following procedure will be followed:

1. When students have to choose between properly scheduled activities, there will be no loss of credit or reduction of grade.
2. All coaches/sponsors must understand this rule and not place undue pressure on the student.
3. In season sports will always take precedence.

## **High School Athletic Participation Policy**

Rules for middle school student athletic participation at high school level include:

1. Sixth grade students will not be allowed to participate on a high school or middle school athletic team in the fall. Sixth graders may participate in tennis, golf and junior high track.
2. Seventh and eighth grade students will be allowed to participate on the high school team of any sport that is offered at their school. It is left up to the discretion of the coaches and athletic director. Participation at the higher level is a privilege not a right.

## **Publicity and Promotion Policy**

### **I. Public Relations**

An effective on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any athletic program.

## **Rules and Regulations for Individual Sports**

Each head coach is responsible for establishing rules and regulations for his/her particular sport. A copy must be on file with the principal and school athletic director. Copies must be provided to the parents and players. Policy handbook rules and regulations must be adhered to.

## **Safety Procedures**

Coaches and/or sponsors must work to keep all athletic injuries to a minimum.

Safety procedures that must be adhered to include:

1. Establishing an emergency plan of action for practice at home contests as well as away contests.
2. Reporting any known unsafe facilities or equipment to the school athletic director.
3. Providing first aid or medical care to all injured athletes.
4. Informing football participants of the danger of spear-tackling and head blocking.
5. Providing frequent water breaks and being aware of high humidity.
6. Canceling or postponing practice or games when conditions are unsafe due to lightning, unstable or severe inclement weather.
7. Attending clinics that provide training and annual review of CPR and athletic connected injuries.
8. Enforcing required use of mouthpieces by all football players in practice/games.
9. Attending in-service training workshops covering emergency situations, emergency plans of action, and other safety procedures.
10. Contacting ambulance services prior to season outlining directions and entrances to provide directions for the quickest route possible to reach injured athletes.

## **Sports Waiver/Physical Examination Policies**

Due to the possibility of injury and the necessity of medical attention, no student will be allowed to engage in high school or middle school sports until the head coach has received written permission and presented to the school athletic director stating that the parent is aware that his/her child is involved in school athletics. The parent/guardian further accepts the responsibility for any injuries that might be incurred by participation or for any injury or problem stemming from such injury. Written permission includes proof of medical insurance for their child.

Each participant in grades 7-12 must have undergone a physical examination by a licensed medical doctor or have a statement from his/her family physician stating that he/she is medically cleared to participate in any given sport.

**\*\*\*Starting next year this will be done immediately following baseball season for all athletes for grades 6 thru 11.**

### **Squad Selection Policy**

Coaches are encouraged to keep as many students on an athletic team as possible without unbalancing the integrity of the sport. Time, space, facilities, equipment, and other similar factors will place limitations on the size of the squad.

Selecting athletic squads is the sole responsibility of the coaches in a particular sport. Prior to tryouts, the coach must provide the following information to those who wish to try out:

1. Extent of tryout period
2. Criteria in selection of team
3. Squad size
4. Required practice commitment if selected
5. Required game commitment

Coaches will hold tryouts at an announced date. Coaches will also announce criteria for making the team.

### **Supervision/Facility Policies**

Athletic facilities are made available only to team members and then only with consent of the coaching staff present and on duty. There will be no unsupervised practice sessions. Any staff member who ignores this area of responsibility assumes all liability and is subject to disciplinary action.

### **Transportation Policies and Travel Plans/Arrangements**

1. The school athletic director will make all travel arrangements after consulting with the coach involved.
2. A travel list must be on file in the office of the principal by noon at least one day prior to departure.
3. Athletes will travel on school-sanctioned vehicles to out of town events.
4. The coach must provide protection and supervision of students in the event of an accident or breakdown.
5. Only assigned school personnel may travel via school transportation.
6. Licensed public carriers or school activity buses will provide transportation to special events.

7. Only on a NEEDED basis and with CONSENT from parents will students be allowed to drive personal vehicles to and from events. The Athletic Director must be notified ahead of time and have a permission slip on file for this to happen.
8. Requests for transportation of athletic teams or cheerleaders will be initiated by the teacher/coach. This request must be in the office of the transportation director at least one week prior to the trip.
9. Each coach, responsible for a particular sport, will be responsible for the conduct of these students from the time they leave school until they return.
10. Coaches driving a bus must observe all traffic laws.
11. Upon completion of the trip, coaches and/or drivers will be responsible for returning the trip report sheet to the transportation director.

### **Removal of students from classes**

The removal of a student from class for participation in an athletic event works a hardship on both the teacher and the student and will be held to a minimum in all sports. No student should be removed from class without permission from the principal. Students are responsible for all work missed as well as notifying the classes in which they will miss.

### **Supervision of Athletes**

1. When athletes are transported to or from athletic contests, a coach must accompany the squad.
2. Obscene language and roughhouse tactics will not be tolerated.
3. The discipline and good behavior of the squad are the responsibility of the coach.
4. The coach in charge is responsible for returning buses in clean condition following trips.
5. All other policies included in the Board Policy Manual or student handbook must be followed.

### **Weight Room Policy**

Coaches are required to supervise weight rooms on a schedule established by the athletic director and/or head coach.

Weight room rules:

1. Proper attire is required.
2. No one is allowed in the weight room without authorized supervision.
3. Weights are to be returned to the rack immediately following use.
4. Students must work under the supervision of an instructor assigned to the weight room.
5. Each student should work with the instructor to determine individual limits.
6. Roughhousing and horseplay are not tolerated in the weight room.
7. Gum, food, or drinks are not allowed in the weight room.
8. The school athletic director and the school principal must approve use of weight room facilities by outside groups or school personnel.

**Centreville Academy Athletic Form**

**By signing below, I testify that I have read the Centreville Academy Athletic Handbook completely and agree to abide by its rules, regulations, and policies set forth by it.( Each coach and administrator is required to do the same.)**

Student/athlete name printed (below)	Student/athlete name signed (below)	date
Parents name printed (below)	Parents name signed (below)	date

I give my consent for my child's image to be used in media images

I give my consent for my child to drive to sporting events if needed.

**MISSISSIPPI ASSOCIATION OF INDEPENDENT SCHOOLS**

**Concussion Information Form  
(Required by MAIS Annually)**

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

<b>Symptoms may include one or more of the following:</b>		
<b>Headaches</b>		<b>Amnesia</b>
<b>“Pressure in head”</b>		<b>“Don’t feel right”</b>
<b>Nausea or vomiting</b>		<b>Fatigue or low energy</b>
<b>Neck pain</b>		<b>Sadness</b>
<b>Balance problems or dizziness</b>		<b>Nervousness or anxiety</b>
<b>Blurred, double or fuzzy vision</b>		<b>Irritability</b>
<b>Sensitivity to light or noise</b>		<b>More emotional</b>
<b>Feeling sluggish or slowed down</b>		<b>Confusion</b>
<b>Feeling foggy or groggy</b>		<b>Concentration or memory problems</b>
<b>Drowsiness</b>		<b>(forgetting game plays)</b>
<b>Change in sleep patterns</b>		<b>Repeating the same question/comment</b>

**Signs observed by teammates, parents and coaches include:**

1. Appears dazed
2. Vacant facial expression
3. Confused about assignment
4. Forgets plays
5. Is unsure of game, score, or opponent
6. Moves clumsily or displays incoordination
7. Answers questions slowly
8. Slurred speech
9. Shows behavior or personality changes
10. Can’t recall events prior to hit
11. Can’t recall events after hit
12. Seizures or convulsions
13. Any change in typical behavior or personality
14. Loses consciousness

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

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling

(second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is key to a student-athlete's safety.

**MAIS Concussion Policy:**

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss on consciousness, usually takes 7-14 days after resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a full supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

Remember, it is better to miss one game than to miss the whole season.

---

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

Student name printed (below)	Student athlete name signed (below)	date
Parents name printed (below)	Parent name signed (below)	date