

J. T. Foster School Athletic Handbook 2018 – 2019



Principal: Audrey Kluin
Assistant Principal: Rodger Doucet
Athletic Director: Brent Gammie

Contents

Philosophy	2
Athletic Department.....	2
Programs	2
Seasons of Play	3
Participation Fees	3
Fundraising	3
Uniforms and Equipment	3
Transportation.....	4
<i>Volunteer (Parent/Private) Vehicle.....</i>	<i>4</i>
Practice and Game Times	5
Guidelines for Student Athletes	6
<i>Eligibility.....</i>	<i>6</i>
<i>Conduct</i>	<i>8</i>
<i>Injury.....</i>	<i>8</i>
<i>Commitment.....</i>	<i>9</i>
<i>Athletic Code.....</i>	<i>9</i>
<i>Hazing</i>	<i>9</i>
Guidelines for Coaches	10
<i>Team Selection.....</i>	<i>10</i>
<i>Playing Time/Expectations.....</i>	<i>11</i>
<i>Communication</i>	<i>11</i>
<i>Sanctioned Absences and Early Dismissals</i>	<i>11</i>
<i>Budget</i>	<i>12</i>
<i>Coach Accommodation / Transportation.....</i>	<i>12</i>
Guidelines for Parents.....	12
Awards.....	12
<i>Activity Awards</i>	<i>12</i>
Pictures.....	13
Appendix A.....	14
Appendix B.....	16
Appendix C.....	17
Appendix D	18
Appendix E.....	19
Appendix F.....	20
Appendix G	22
Appendix H	24

Philosophy

J. T. Foster School recognizes that extracurricular athletics promote sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing J. T. Foster School in extracurricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

Athletic Department

Athletic Director
School Administrators

Brent Gammie
Audrey Kluin / Roger Doucet

Programs

Junior high students can participate at the Grade 7, 8 and 9 levels. Grade 9 players can also play on senior high teams, when as a school, we are 1A. However, Grade 9 players can only opt up to senior high for 40% of games while maintaining junior high status. Junior Badminton and Track and Field are split into Bantam, Midget and Juvenile categories based on age. Volleyball and basketball players will be split into Junior. A and Junior. B. teams. When a team composition has a grade 9 player(s) they will automatically play in the Junior. A league.

Junior Varsity teams are open to students in Grade 9, 10 and Grade 11.

Junior, Intermediate, and Senior are terms associated with badminton, cross-country, and track and field only with eligibility determined by birth date.

Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grade 9, 10, 11, and 12 when we are a 1A school.

J. T. Foster School will try to accommodate all athletic endeavours as determined by student interest, availability of coaches and funding necessary for equipment, uniforms, transportation and any additional costs.

Seasons of Play

The senior high seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student athlete to have to attend practices and games for two or more sports on the same days. Therefore,

- Each activity may hold practices according to the Alberta Schools' Athletic Association (ASAA) seasons of play.
- The preceding activity has priority for practice times and games.
- The trailing activity may hold practices according to the ASAA seasons of play; however, these practices are not to include players of the preceding activity. Final cuts for the trailing activity occurs (minimum) 2 practices after the completion of the preceding activity.

Participation Fees

It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. The following applies to participation fees:

- All participation fees will be determined by the Administration, Athletic Director, and Coordinating Council Treasurer. Fees are payable to J. T. Foster School and given to the office staff.
 - Fees will vary every year and are calculated based on that specific team's participation throughout the season. Participation fees may include but are not limited to: number of participants, league fees, referees, scorekeepers, tournaments, zones, provincials, bussing, equipment, medical supplies, coaches gifts, and fundraising.
- ***Players must pay fees in full before they will be permitted to participate in games, events, or tournaments. In the event student athletes cannot pay their athletic fees s/he will make arrangements with the Administration and or Athletic Director prior to participation in that sport.***

Fundraising

J. T. Foster School athletic teams are encouraged to fundraise; however, no team shall participate in, or organize fundraising events without the consent of Administration and Athletic Director.

Uniforms and Equipment

Uniforms will be provided by J. T. Foster School

Uniforms will be distributed by the Athletic Director and signed out to each athlete.

A coach may distribute and collect uniforms after each event if they deem this the most practical method.

Players will be responsible for the care and maintenance of uniforms while they are in their possession.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

All uniforms are to be individually cold water washed and hang dried. Uniforms must be washed prior to returning them at the end of the season.

Coaches collecting all athletes uniforms after the last event and returning them to the Athletic Director is the easiest method for collection of uniforms in a timely manner.

Teams may be provided equipment, specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use, and not for use by the Physical Education department or public use. All equipment is to be returned to the Athletic Director at the end of the season.

Transportation

The transportation for league, invitational, zone, and/or provincial events may be handled in two fashions at the discretion of the coach. The preferred method of transportation is school buses (Appendix D).

Volunteer (Parent/Private) Vehicle

If the school provides transportation to an off-site activity and a parent wishes to transport their own child, or have them transported by another parent, the parent must complete Transportation for Off-site School Sponsored Activities Form (Appendix I) stating:

- That the student was offered school provided transportation and that it was declined;
 - That the parent accepts responsibility for the student's transportation;
 - That the parent does not or will not hold the school board, administration, athletic director, or coach liable for any accident or injury that may occur during the transportation to/from the off-site activity;
 - That the parent understands that the School Board's Student Accident Insurance does not apply during the transportation portions of the trip, and that the student is only covered from their arrival at the school sponsored off-site activity, until the student leaves the off-site activity.
-
- ☐ Volunteer drivers may be used to drive buses, but they must have all of the proper and required qualifications as specified by Livingstone Range School Division No. 68.
 - ☐ **Students are not permitted to transport themselves, other students, or to act as "trip drivers".**
 - ☐ Volunteer drivers must be a minimum of 21 years of age.

- As much as possible, division-operated busses should be used for co-curricular and extra-curricular transportation.
- When a private vehicle is used for co-curricular and extra-curricular transportation, the Principal must approve the vehicle and driver, and have on file, prior to the trip taking place a properly completed form Appendix E, which attests to the fact that the vehicle owner has \$2,000,000.00 public liability insurance coverage.
- After the required coverage outlined in the above procedure, the Division's liability insurance coverage will also become effective. In addition, Volunteer Driver Authorization Form 544.1 (which can be obtained and returned to the Athletic Director or the office staff) prior to transport of student athletes.

Practice and Game Times

All gym usage will be scheduled through the Athletic Director.

League games and home tournaments have booking priority over practices.

Any activity under way shall have priority over the following season of play (e.g. volleyball over basketball).

There must be an approved coach or teacher present at all school athletic events.

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities.

The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis.

Coaches are encouraged to provide players and parents with individual copies of these schedules as they are available, and the Athletic Director shall place the athletic calendar on the school web page. Keep in mind athletic scheduling is very dynamic and scheduling changes will occur.

A change, addition, or cancellation to a game or practice should be made with the athletic director with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

Coaches should do their utmost to adhere to the practice and game schedule. Any changes should go through the Athletic Director.

Only student athletes of each team should attend practices unless arrangements have been made with the coach in advance.

Guidelines for Student Athletes

Eligibility

To be eligible to participate, Grade 7, 8 and 9 student athletes must meet the following eligibility requirements as outlined by the SZJHAA;

SZJHAA classified activities shall be conducted under their respective classifications.

1J: schools with grade 7 and 8 students only (gr 6 students are eligible for VB and BB only)

2J: 1 - 89 registered grade 7 to 9 students with **less than 30 grade 9's** (gr 6 students are eligible for VB and BB)

3J: 90 - 199 registered grade 7 to 9 students

4J: 200 or more registered grade 7 to 9 students

To be eligible to participate, Grade 10, 11 and 12 students must meet the following eligibility requirements as set out by the ASAA;

Section 1 - Membership in the SASAA shall be open to any South Alberta High School* which receives Department of Education School Grants and **which has paid its annual fees to the SASAA executive prior to Oct 15th** and will

(a) comply with the Bylaws and Policies of the ASAA

(b) ensure that the eligibility of its players comply with the rules of the ASAA

*South Alberta High Schools shall mean rural and urban schools within the boundaries of the South Zone as established by the Alberta Schools Athletic Association (ASAA).

Section 2 - Applications from schools not receiving the Department of Education School Grant shall be considered by the General Assembly of the SASAA.

Section 3 - Application for membership in the SASAA shall be made directly to the Secretary-Treasurer on or before September 30th of the current school year and must be signed by the applying school.

Section 4 - Any member school wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee of the SASAA.

Section 5 - If any member is in arrears of annual fees for any year, such a member shall be automatically suspended and thereafter be entitled to no membership privileges until reinstated.

Section 6 - Any member school upon a 75% vote of all member schools of the Association in good standing may be expelled from membership for any cause which the Association may deem reasonable.

A. Student Eligibility

1. Subject to the provisions of the transfer policy found on pages 45-51 inclusive [of ASAA Official Handbook 2015-2016], in the case of transfer from one school to another the student shall become a bona fide student in the new school upon the date of their first attendance at classes following the acceptance of this transfer in by the principal, provided however that the principal's decision to accept the transfer-in shall not in any way affect or derogate from any decision that the ASAA may make relating to the eligibility of the student to participate in ASAA sponsored activities.

2. The student must register in a minimum of 800 instructional minutes (i.e. 10 credits or two full time courses) per week during the time of participation in that activity for which Alberta Education credits are granted. Distance education courses can be considered as regular instructional minutes.

3. A student who becomes 19 before September 1 shall be ineligible for high school competition. Note: A student who becomes 19 on or after September 1 shall remain eligible for the entire school year.

4. a) Subject to the provisions of the transfer policy found on pages 45-51 inclusive, every student has the right to their choice of school for their grade 10 year. Students shall be eligible for three consecutive years after registering in grade 10. The first year in grade 10 is considered the first year of eligibility

5. It must be the school principal's opinion that it is in the best interest of the student and of the school board as a whole for the student to participate.

6. Any student who is or has been registered and in attendance at a post-secondary institution shall not be eligible for high school competition. Exclusions to this policy will be granted to students registered at both a high school and a post-secondary institution under the Alberta Education Dual Credit Strategy. Such students cannot be a participant in any post-secondary competitive athletic teams.

7. Students who attend classes at more than one campus will be considered members of their home-base school as per Section IV - Eligibility, A.4.b and will be eligible to compete only for that school in ASAA activities.

8. All participants must be bona fide students of the school they represent with the only exceptions being those allowed for in the Joint School Teams policy (see below).

<http://www.asaa.ca/sites/default/files/2015-16policyhandbookrev.pdf>

(Cite source?? ASAA Official Handbook 2015-16 p. 37-38)

All student athletes must have a Parental Acknowledgment of Risk Form (Appendix F) on file and fees paid to be eligible to participate.

Students must be in attendance for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are;

- School Sanctioned Activities
- Appointments with health professionals
- Emergency Situations
- Planned absence for personal or educational purposes that have been approved by the school administration.

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It would be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present a potential health risk to the athlete, their teammates and their opponents if the athlete practices or plays that same day.

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated to classes.

Conduct

Student athletes are representatives and ambassadors of J. T. Foster School, the community of Nanton and Livingstone Range School Division.

Student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the J. T. Foster team possesses an unselfish attitude where team objectives are primary.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, drugs or alcohol is prohibited and shall be strictly enforced.

If a student athlete does not conduct himself or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, the Athletic Director or Principal.

Injury

All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of J. T. Foster School, the school will not cover medical costs (e.g. Ambulance costs). It is suggested that any student athlete not having medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician before being eligible to practice or play again.

All athletic injuries need to be reported to the athletic director and administration of J. T. Foster School. In addition, an accident report (Appendix H) form must be filled out and delivered to administration.

When an ambulance must be called for a student due to an incident at the school or at a school sponsored activity off site, the following process must be followed in order for our IA Pacific Kids Insurance to cover the cost of the ambulance:

- An incident report must be filled out and a copy sent into the division office no later than a week after the incident (please note that each school should be maintaining a copy and these must be kept up to 7 years after the child graduates)
- The school (coach, admin assistant) must inform the parent that in order for the Divisions insurance to cover the cost of the ambulance ride the parent must fill out the “Blanket Student Accident Insurance Standard Claim Form”.
- The School can access this form through the Division Website Staff Portal – “Forms” drop down menu – under “Safety Handbook”
- There is a ninety day window to provide this filled out document to AIP

- This claim form must be filled out and submitted by the parent even if an ambulance invoice has not been received
- The invoice can be sent later (Note: if an ambulance has been involved there will be an invoice forthcoming)
- If the parent has other insurance through work or other, the parents insurance is first payer
- Once we have provided this information to the parent it is their responsibility to fill out the form and submit it. Failure to do so will result in the parent paying the invoice.

Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes;

- Attendance at all practices, games and team events.
- Personally providing the coach with advance notice of absences from practices or games, and an explanation of that absence.
- While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach or team to accept working as a legitimate reason for frequently missing athletic events.

Athletic Code

As an athlete, I understand that it is my responsibility to:

- Place academic achievement as the highest priority. This includes attending all classes and arriving to class on time.
- Maintain a high level of safety awareness.
- Respect all equipment and use it safely and appropriately.
- Show respect for teammates, opponents, officials and coaches.
- Refrain from the use of profanity, vulgarity and other offensive language (racist/religious) and gestures.
- Not be involved in any form of hazing. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any illegal substance for any reason.
- Respect the integrity and judgment of game officials.
- Adhere to the established rules and standards of the game to be played.
- Know and follow all ASAA, LSAA and school athletic rules and regulations as they pertain to eligibility and sports participation.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
- Win with character, lose with dignity.

Hazing

Hazing or negative initiation activities are prohibited by J.T Foster School. The planning, initiation of or participation in such activities shall be dealt with on a individual basis and may lead to suspension or removal from a team and or school.

Guidelines for Coaches

Coaches will complete the Volunteer Registration Form (Appendix G), Criminal Record Disclosure Request (Appendix J) and a Consent of Volunteer & Acknowledgement of Risk for Off-Site Activity (Appendix K) and return all forms to the office staff.

Coaches will ensure all athletes have completed the Acknowledgement of risk - Parental Consent (Appendix F). Coaches will leave a copy of Appendix F with the office staff **and carry the team medical summary that the office staff has provided them** to all events throughout the season.

One coach per team is required to have completed the free online concussion course - **Concussion in Sports - What You Need To Know** and **Bylaws & Policies** found at <https://www.schoolcoach.ca/courses.aspx>.

The following guidelines are to be considered a code of conduct for J. T. Foster coaching staff.

- The Coach should always be regular and prompt in meeting assignments – practices, games, and meetings.
- -The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.
- -The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.
- -The Coach should use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.
- -The Coach shall not use alcohol or non-prescription drugs in any form while with the team.
- -The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.
- -The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a coach to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.
- -The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.
- -The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.
- -The Coach should teach the team to be respectful of and sportsmanlike towards opponents.

Team Selection

All activities are open to all students of J. T. Foster School who meet the requirements of grade, gender expression and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second practice.

Final selections should be based on attitude, coachability and skill.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director and the school office. Changes to the established roster must be promptly communicated.

The school office will provide medical information for the coach once the team roster is received.

Playing Time/Expectations

J. T. Foster participates in competitive leagues. All players will receive fair playing time, as safety, team commitment (attendance) and positive participation allow. In other words, fair playing time does not mean equal playing time. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game or from week to week. Neither the player's age nor prior years of playing experience will necessarily be a factor in determining playing time. The coach ultimately will determine playing time based on player readiness (physical skills, court awareness, leadership skills), player commitment (attendance and punctuality at practices) and player safety (illness, injury, attitude and emotional state).

Communication

Clear communication between coach and player, player and parent, parent and coach and between players is critical to avoid misunderstanding. This communication can be initiated and maintained in a number of ways:

- At the beginning of tryouts Coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.
- Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. (See Appendix A)
- Coaches can hold a pre-season meeting (suggested agenda – Appendix B)
- There will be times when things do not go as your child wishes. **This is an opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and leadership process.**
- Parents/guardians should make appointments to speak privately to the coach to discuss concerns.
- If the concern is not resolved, they can then speak privately with the Athletic Director who will arrange a conference with the coach and parent. Appropriate next steps will be outlined as determined by the nature of the situation.
- Please do not attempt to confront a coach before or after a game or practice. These can be emotional times for all stakeholders. Meeting of this nature do not promote resolutions. A good rule of thumb is to wait 48 hours before initiating conversations.

Sanctioned Absences and Early Dismissals

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances coaches are required to provide notice to all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative, or request the Athletic Director to execute this task. Community based coaches shall inform the Athletic Director of the dates and times and the Athletic Director will be responsible to execute this task.

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. The notice should be provided as early as possible and must contain the following;

- A list of all students involved
- The date of the Sanctioned Absence
- Periods/Blocks involved
- When appropriate, time of departure
- The event

Budget

The team budget will be completed by the Athletic Director when the season events schedule has been confirmed and finalized. Coaches must express concern for travel and accommodation reimbursement prior to receiving the final budget.

Coach Accommodation / Transportation

Prior to the start of the season coaches will meet with the Athletic Director to determine appropriate transportation, and accommodation coverage (the school will not reimburse coach expenses from school funds) if applicable. Coach reimbursement must come from player fees (Appendix C).

Guidelines for Parents

- Support the team, the players, and the coaches.
- Attend and cheer at games and tournaments not practices.
- Help your child to follow and uphold the J. T. Foster athletes' guidelines for participation.
- Support the goals of sportsmanship and help bring pride and respect to your child and J. T. Foster School.
- Accept all decisions by officials.
- In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.

Awards

Each year in June, after the conclusion of all school sponsored athletic activities there will be an "Annual Awards Evening". At this evening individual activity award recipients will be selected and presented by the coach. It is important to inform the office staff of the recipients at the end of the season of play of your award recipients.

Activity Awards

Respective coaches shall be responsible to submit to the Athletic Director by the end of the season, the names of the award recipients for the following awards. In addition, making the Athletic Director aware of any team or individual accomplishments which deserve recognition. Coaches may present only those awards listed, and may not present co-winners without the approval of the Athletic Director and Administration.

The activity awards to be presented are as follows;

Golf/Cross Country/Curling/Badminton/Track and Field

- Junior. High Female Most Valuable Player and Junior. High Male Most Valuable Player
- Most Improved Junior. Player
- Most Sportsmanlike Junior. Player
- Senior. High Female Most Valuable Player and Senior. High Male Most Valuable Player
- Most Improved Senior. Player
- Most Sportsmanlike Senior. Player

Volleyball/Basketball/Baseball

- Most Valuable Player
- Most Improved Player
- Most Sportsmanlike Player

Pictures

Coaches should submit a team picture to the Athletic Director prior to the end of the season. However, all team and individual pictures can be used to help promote athletics at J. T. Foster. Team pictures will take place annually and we encourage coaches to attend when possible.

Parent Coach Communication
Letter to Parents and Athletes

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at J. T. Foster School.

Communication coaches expect from student athletes:

- ☐ Concerns expressed privately and directly to the coach
- ☐ Notification of any schedule conflicts well in advance
- ☐ Specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at J. T. Foster School he/she will experience some of the most rewarding moments in their school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication coaches expect from parents:

- ☐ Concerns expressed privately and directly to the coach away from the court setting
- ☐ Notification of any scheduling conflicts well in advance
- ☐ Specific concerns in regard to a coach's philosophy and or expectations

Appropriate concerns to discuss with coaches:

- ☐ The treatment of your child mentally or physically
- ☐ Ways to help your child improve
- ☐ Concerns about your child's behavior
- ☐ Any influence that the activity is having on your child's academic performance

It is difficult to accept your child's not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child's coach, however there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

Issues Not Appropriate to Discuss with Coaches:

- ☐ Playing time
- ☐ Team strategy
- ☐ Play calling
- ☐ Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- ☐ Call or email to set up an appointment with the coach
- ☐ Resolution, not confrontation is the best approach
- ☐ Please do not confront a coach before or after a game or practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- ☐ Call and set up a meeting with the Athletic Director and or Administration to discuss the situation
- ☐ At this meeting if a resolution cannot be reached, the next step can be determined by the Administration

The coaches at J. T. Foster School recognize the importance of extracurricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,
J. T. Foster Coaching Staff

Coach's Guidelines for a Preseason Parent Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or a letter:

- Reminder (especially for Junior High teams) that we are in a competitive league and playing time will vary.
- ☐ Team Rules and School Rules regarding athletics.
- ☐ Participation - amount of play time athletes can expect.
- ☐ Sportsmanship - expectations by players and parents.
- ☐ The procedure to deal with disagreements between coach and players or parents:
 - At no time are problems to be discussed in front of other players.
 - Ask parents to meet the following day with the athletic director
 - Ensure there is parent communication !!
- ☐ Fees and the breakdown of the costs.
- ☐ Team supervision - coaches and parents

Other topics you may want to address

- ☐ Your coaching philosophy
- ☐ How practice sessions are conducted
- ☐ Length of practice times
- ☐ Expectation of attending practices
- ☐ The consequences of missing practices
- ☐ Academic requirements for eligibility
 - Passing grades
 - Meeting ASAA registration requirements of a minimum of 2 full classes in Senior High
- ☐ Medical information in case of injury
- ☐ Question and Answer

J. T. Foster School

Cheque Request Form

Requested by:	
Signature:	
Date:	
Cheq need by:	
Pay to the Order of:	
Amount:	
GST:	
Regarding:	
Account to Charge:	
Admin. Authorization:	



BUS TRIP REQUEST FORM

All bus requests must be submitted 14 days in advance

SCHOOL: _____

DATE OF APPLICATION: _____

TYPE OF TRIP: _____

DATE OF TRIP: _____

GRADE OF CLASS: _____

DEPARTURE TIME: _____ RETURN TIME: _____

NO. OF STUDENTS: _____ NO. OF SUPERVISORS: _____

NAMES OF SUPERVISORS: _____

DESTINATION: _____

RETURN DISTANCE: _____ KM.

PRINCIPAL'S APPROVAL: _____
Signature Date

Please keep a copy of this form at the school; send original to Central Office. A copy will be returned to your school confirming driver and bus number.

For Central Office Use Only:

Date Booked: _____

Driver: _____

Bus #: _____

Coordinator of Transportation Services

When a private vehicle is used for co-curricular and extra-curricular transportation, the Principal must approve the vehicle and driver, and have on file, prior to the trip taking place, a properly completed Auto Insurance form P1, which attests to the fact that the vehicle owner has \$2,000,000.00 public liability insurance coverage.



PRIVATE VEHICLE TRANSPORTATION OF STUDENTS

Date: _____

Teacher: _____

Class: _____

No. of Students: _____

Date of Trip: _____ Depart Time: _____

Destination: _____ Return Time: _____

Purpose of Trip: _____

Driver of Car: _____

Two Million Dollars Liability
Insurance on the Vehicle? _____

Car Make: _____

Year: _____

Licence No.: _____

Name of Insurance Company: _____

Signature: _____

Date: _____

Principal's Signature: _____

Livingstone Range School Division No. 68 Employee or Volunteer Driver Authorization

Form 544.1- Dec 2014

SCHOOL NAME: _____ **SCHOOL YEAR:** _____

DRIVER'S NAME: _____ **PHONE NUMBER:** _____

DRIVER'S ADDRESS: _____

Applications shall be approved only when the driver possesses a valid, appropriate driver's license. The principal may authorize the use of private vehicles to transport students if the information provided below indicates that the driver has a sufficiently safe driving record.

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **EXPIRY DATE:** _____

Has your driver's license been suspended in the last three years? Yes No

If Yes, please provide date of reinstatement: _____.

Have you been convicted of an offence under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle-related offence under the Criminal Code of Canada during the last three years? Yes No

If Yes, please identify the offence(s) here: _____

Have you been involved in any accidents during the last three years? Yes No

If Yes, please give details: _____

Insurance Related Considerations:

1. The Board requires that the vehicle owner maintain, at all times, insurance in an amount of not less than \$2,000,000 in respect of liability or injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the school Board.
3. Additional automobile liability insurance protection is provided under the school Board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the Board.
5. The owner of the vehicle is expected to inform his/her insurance agent of the intention to use the vehicle and to act as a driver for Board activities, and to enquire whether a passenger endorsement is required to do this. As this driving is classified as occasional, most insurers do not require that a passenger endorsement be added to the policy or that additional premiums be paid.

VEHICLE: _____ **OWNER'S NAME:** _____

Make / Model / Capacity (including driver)

OWNER'S ADDRESS: _____ **OWNER'S PHONE:** _____

INSURANCE ON VEHICLE - COMPANY: _____ **POLICY No.:** _____

(OR COPY OF PINK SLIP ATTACHED) INSURANCE AGENT: _____ **LIABILITY LIMIT: \$**

COMMITMENTS - By submitting this application to become an employee or volunteer driver for the Livingstone Range School Division:

- I undertake to ensure that the vehicle used to transport students is in safe operating condition.
- I agree to operate the automobile referred to herein in a safe manner, to abide by all applicable laws at all times while I am transporting students, to limit the number of passengers to the number of seat belts which are useable, to use appropriate child safety seats as required, and to follow Transport Canada guidelines that recommend that children under the age of 12 should be seated in the back. I also agree to refrain from smoking while a student is in the vehicle

and to comply with the directions of teachers or agents of the Livingstone Range School Division No. 68.

- I undertake to report to the school principal all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e., this school year). All student transportation will adhere to the Traffic Safety Act and Livingstone Range School Division Guidelines.

- I have advised the insurance company that I have applied to serve as an employee or volunteer driver and enquired whether a passenger endorsement is necessary. I undertake to maintain, at all times, personal liability and indemnity insurance equal to or greater than the Board minimal limit noted above.

- I am aware that my name may be made available to parents of the students who I am driving.

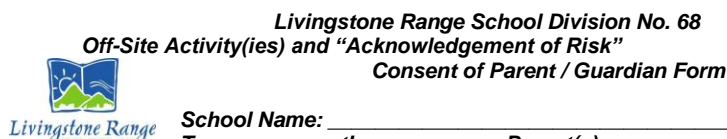
- I authorize Livingstone Range School Division to conduct a random driver's abstract check at their expense. I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Driver: _____ Vehicle Owner: _____

Volunteer Driver Signature (Must be 21 years of age): _____

FOR OFFICE USE ONLY The above-named driver is authorized to assist the school during the current school year. The assistance is appreciated. Signature of Principal/Designate: _____ Date: _____

The personal information contained on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act for the purpose of making a determination regarding the authorization of volunteer drivers. If you have any questions about this consent form, please contact your school principal.



Livingstone Range School Division No. 68
Off-Site Activity(ies) and "Acknowledgement of Risk"
Consent of Parent / Guardian Form

School Name: _____
To _____ **the** _____ **Parent(s)** _____ **/** _____ **Guardians** _____ **of:** _____

Homeroom / Class: _____

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the Teacher / Coach / Leader before signing it.

If this form is not signed and returned to the school by _____, your child will not be allowed to attend / participate.

Program / Activity Information

Field Trip / Activity Series: _____

OR

Series of Off-Site Activities(SpecifyProgram): _____

Schedule Attached

Teacher / Coach / Leader-in-Charge: _____

Phone: _____ **Email:** _____

Board Responsibilities

The Board will make every reasonable effort to ensure or ascertain that:

- The staff, volunteers and/or service providers involved are suitably trained and qualified.*
- The students are adequately supervised during all aspects of the program / activity.*
- The location(s) used are appropriate and safe for the activity(ies) and group.*
- A Safety Plan is in place to identify and manage known potential risks.*
- An Emergency Plan is in place to deal with an injury or illness to any of the students.*

Elements of Risk & Student Responsibilities

Potential elements of risk and student responsibilities (describe or attach):

Please note: Livingstone Range School Division No. 68 provides for eligible permanent resident students to 19 years of age (foreign exchange and international students are not eligible) limited accidental death, disability, dismemberment or medical expenses insurance. It is strongly recommended that you purchase additional student accident insurance if you do not already have your own private coverage. Please be aware that insurance packages distributed through schools are available for additional coverage.

LRSD No. 68 - Acknowledgement of Risk - Consent of Parent / Guardian

Reference Admin Procedures No. 259, 260, 261 Page 1 of 2

Consent & Acknowledgement of Risk

1. Mode of Transportation: _____

by: _____

accept this mode of transportation for this activity: Yes No

2. I acknowledge the Elements of Risk and Student Responsibilities provided as well as my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the School or the Board.

3. I freely and voluntarily assume the risks / hazards inherent in the program / activity and understand and acknowledge that my child may suffer personal injury and potentially serious injury due to an unforeseeable event related to his / her participation.

4. My child has been informed that he/she is to abide by the Rules and Regulations, including directions and instructions from the schools and/or service providers, administrators, instructors and supervisors over all phases of the program / activity.

5. In the event my child fails to abide by these Rules and Regulations, disciplinary action may require his/her exclusion from further participation or that I may be contacted to have him/her picked up, unless I have specified other transport arrangements.

6. I acknowledge that it is my duty to advise the school of any medical / health concerns of my child that may affect his/her participation.

7. I acknowledge that the Board may choose to cancel the trip if travel conditions are for whatever reason deemed unsafe (e.g., weather, health advisory). I accept that the School or Board will not be liable for any costs associated with such a cancellation.

8. I consent that the Board, through its' employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.

9. Based on my understanding, acknowledgement and consents as described herein, I agree that the following named student has my permission to participate in the field trip / program as named below.

Name of Student: _____

Name of Field Trip / Program: _____

Parent / Guardian (Please Print): _____

Signature: _____ Date: _____
Field Trip Emergency Medical Information Please complete the following or attach a separate page if more space is required.
Student Name: _____ Birth Date: _____
Alberta Health Care Number (9 Digits) _____
Student Accident Insurance: Yes No Policy #: _____
Allergies (e.g., Specific drugs, certain foods, insect strings, hay fever.) Please specify: _____
Reaction(s) _____ to _____ above?
Carries Epi Pen? Yes No Carries ANA Kit? Yes No
Medical / physical conditions that may affect participation in the stated program / activity (e.g., recent illness or injury, chronic conditions, phobias, etc.). Please be specific: _____
Specify the condition(s) and requirements for program modification or specific activities your child should not participate in: _____
Medication(s) required: Yes No
If Yes, Request for School Assistance with Administration of Medication(s) must be attached.
Other Health / Medical / Dietary concerns: _____
Emergency Contacts:
1) _____ Phone (H): _____ (W) _____ (C) _____
2) _____ Phone (H): _____ (W) _____ (C) _____
LRSD No. 68 - Acknowledgement of Risk - Consent of Parent / Guardian
Reference Admin Procedures No. 259, 260, 261 Page 2 of 2

VOLUNTEER REGISTRATION FORM

SCHOOL: _____

_____ ACTIVITY(IES): _____

The Livingstone Range School Division No. 68 greatly appreciates the services of all of its volunteers. In order to ensure the safety of students, the Board of Trustees believes that all volunteers need to be registered.

Name:

Surname

Given Names

Mailing

Address

Address/Box No.

Town

Postal

Code

Telephone No.:

Do you have children registered in this school?

Yes _____

No _____

If yes, please list by name and grade:

Name

Grade

Name

Grade

If not, would you please list at least two references with whom the school may check:

Name

Phone No.

An original criminal record check has been presented to the school, and a copy of the check is attached to this form. Yes _____ Date _____

As a volunteer, please be advised of the following:

1. The principal (or designate) is the supervisor for all volunteers.
2. Confidentiality is of the utmost importance, and the dignity and worth of students and staff shall be maintained.
3. For classroom volunteers:
 - a) Teaching and administration staff are responsible for student learning and

discipline.

b) School administration, teaching staff, and support staff have specific roles to play and it is important that the staff of a school operate as a team.

c) A volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.

4. For volunteers outside the classroom:

a) If the activity is being conducted by a volunteer, without the supervision of a teacher, the principal

(or designate) shall cover the following

points during conversation: (i)

philosophy and playing time (if

a team)

(ii) supervision expectations

(iii) discipline and referral procedures

(iv) communications with the home and school

(v) finances and fundraising

(vi) transportation procedures

(vii) use of school facilities and equipment

By signing this volunteer registration sheet, I am agreeing to the conditions outlined.

Signature: _____ Date: _____

Adopted: April 16, 2002

Revised: March 22, 2013

Specific volunteer information

Preferred team volunteering for:

Preferred role within that team:

Please indicate any coaching/playing experience relative to the applied position:

Please indicate any coaching certificates you currently hold:

Are you willing to take required coaching certificates to coach the applied for team?

Additional comments:

☐ I have read the coaches handbook and understand the requirements of my volunteer position.



ACCIDENT REPORT

Date of Report _____
 School _____
 Date of Accident _____ Hour _____ Accident
 Occurred _____
 Name _____ of _____ Teacher(s) _____ on
 Supervision _____
 Name _____ of _____ Student
 Injured _____
 Nature _____ of
 Injury _____

Name of Three Others Present: 1. _____

2. _____

3. _____

Any treatment (first aid, etc.) _____

Parent contact made: Yes _____ No _____

REPORT OF TEACHER NEAREST ACCIDENT:

Signature _____

PRINCIPAL'S COMMENTS: _____

Signature _____

Transportation for Off-site School Sponsored Activities

Dear Parents/Guardians:

As per LRSD Administrative Procedure 544 on transportation of students to co-curricular and extra-curricular events, it is the requirement of both LRSD and J. T. Foster School to have students transported to and from these events by LRSD buses when possible and practical. In the event that circumstances arise where a parent must provide the transportation, the parents of the student must release LRSD from any liability stemming from this parent provided transportation.

Under no circumstances may a student transport themselves or any other student to or from any school sponsored activity.

Therefore, if the school provides transportation to an off-site activity (either co-curricular or extracurricular) and a parent wishes to transport their own child, or have them transported by another parent, the parent must sign and initial below to acknowledge:

a) That the student was offered school provided transportation and it was declined;

Initial

b) That the parent accepts responsibility for the student's transportation to/from the school sponsored offsite activity

Initial

c) That the parent does not and will not hold the LRSD board liable for any accident or injury that may occur during the transportation to and/or from the off-site school sponsored activity.

Initial

d) That the parent understands that the LRSD Board's Student Accident Insurance does not apply during the transportation portions of the trip and that the student is only covered from their arrival at the school sponsored off-site activity until the student leaves the off-site activity.

Initial

Student Name: _____ Activity: _____

Parent/Guardian to be travelled with: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____



Livingstone Range School Division No. 68 Consent of Volunteer & Acknowledgement of Risk for Off-Site Activity Volunteer

Name: _____

School: _____

Phone(s): _____

Email: _____

Please Read Carefully and Complete the Following

1) Select either (a) or (b)

a) I will be given the opportunity to participate in the following program or activity (please specify

program): _____

i) Name of the Service Provided (if applicable):

ii) Location:

iii) Date:

iv) Teacher / Coach / Leader in Charge: _____

b) I will be given the opportunity to participate in the following series of off-site activities for the following program:

See the attached list for activity(ies), date(s), location, service provider and teacher / coach / leader in charge.

2) Do you have a criminal record for which you have not received an official pardon?

Yes ____

No ____

3) Expectations for Volunteers are part of the supervision of an off-site activity and are expected to:

- Review and comply with the requirement of Policy on Volunteers;
- Have qualifications appropriate for the off-site activity;
- Know the details of the off-site activity and their specific duties and authority prior to departure;
- Exhibit positive behavior, participate as a school team member and be an acceptable role model;
- Support and follow the school Code of Conduct;
- Report any inappropriate conduct to the teacher / coach / leader in charge;
- Adhere to the schedule or itinerary;
- Dress appropriate for the off-site activity;
- Fulfill their duties as supervisors for the duration of the off-site activity, including evening and weekends;
- Notify the Principal of any new criminal charges at the time the charge is made, subsequent to 'Criminal Record' above;
- Maintain confidentiality to ensure that the dignity and worth of students, parents, volunteers and school staff is honored;
- Ensure that any information collected, used, generated and stored by LRSD No. 68 including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.

4) Consent and Acknowledgement of Risk Potential hazards and risks of the off-site activity may include but are not limited to financial loss, illness, injury or death. I acknowledge the existence of known risks and potential unknown risks and I voluntarily assume the risks which may include but are not limited to:

____ 5) The following means of transportation will be provided by:

6) I accept this mode of transportation for this activity **Yes No OR**
I will provide my own mode of transportation: **Yes No OR**
I consent to the use of my vehicle for the transportation of student(s) for this activity: **Yes No AND**
I have completed the Volunteer Driver Application and acknowledge my understanding and compliance with Livingstone Range Policies and Procedures. **Yes No**

7) I am satisfied that I have been informed of my right to obtain as much information about this program or activity as I feel necessary, including information beyond that provided to me by the School or Division to the extent that I require and am not, in any way relying solely upon information provided by the Livingstone Range School Division respecting the nature and extent of the risks and hazards associated with the program or activity.

8) I freely and voluntarily assume the risks and hazards inherent in the nature of the program or activity and understand and acknowledge that I, as a volunteer, may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event.

9) If required, I will participate in any preparatory sessions associated with this activity or program.

10) I acknowledge that it is my responsibility to advise the Livingstone Range School Division of any medical or health concerns which may affect my participation in that stated program or activity.

11) I consent that the Livingstone Range School Division, through its employees, agents and officers at the school may secure such medical advice and services as those individuals, in their sole discretion, may deem necessary for my health and safety and that I shall be financially responsible for such advice and services.

Approval By signing this volunteer registration form, I am agreeing to the conditions outlined above.

Name of Volunteer	Date	Signature
_____	_____	_____

Parent/Guardian signature (if volunteer is under 18 years of age)

Name of Parent/Guardian	Date	Signature
_____	_____	_____

The personal information contained on this form is collected under the authority of the Public Schools Acts, the Education Administration and the freedom and Protection of Privacy Act for the purposes of participating on school trips. If you have any questions about this form, please contact your school Principal.
LRSD No. 68 - Consent of Volunteer & Acknowledgement of Risk for Off-site Activity Reference Admin Procedures No. 259, 260, 261

Management of Sports-Related Concussions

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in school athletes. J. T. Foster School has established this protocol to provide education about concussion for coaches, school personnel, parents, and athletes. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

J. T. FOSTER seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day (including academic accommodations) and are fully recovered prior to returning to activity.

Recognition of Concussion

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Athlete appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

- Any athlete with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
- Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
- An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 - deterioration of neurological function
 - decreasing level of consciousness
 - decrease or irregularity in respirations
 - any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - seizure activity

2. An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches:

Recognize concussion

1. All coaches should become familiar with the signs and symptoms of concussion that are described above.
2. Annual training will occur for coaches of every sport.

Remove from activity

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the

contest and shall not return to play until cleared by an appropriate health care professional.

When in doubt, sit 'em out

Refer the athlete for medical evaluation

1. The coach is responsible for notifying the athlete's parents of the injury.
 - a. Contact the parents to inform them of the injury. Depending on the injury, either an emergency vehicle will transport or parents will pick the athlete up at the event for transport. (see Section II).
 - b. A medical evaluation is required to begin the process of "Return to Play".
2. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
 - The coach should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
 - The coach should continue efforts to reach a parent.
 - If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to an Emergency Department for evaluation. A coach should accompany the athlete and remain with the athlete until a parent arrives.Athletes with suspected head injuries should not be permitted to drive home.
3. Coaches should seek assistance from the host site certified athletic trainer (ATC) or team physician, if available at an away contest.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity:

Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).

3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

4. Stepwise progression as described below:

Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time.

Step 3. Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.

Step 4. Running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact training drills in full equipment. Weight-training can begin.

Step 6. Full contact practice or training.

Step 7. Play in game. Must be cleared by physician before returning to play.

- The athlete should spend 1 to 2 days at each step before advancing to the next. If post concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.

Potential Problem Areas

While current Oregon law designates that an athlete may be returned to play by "an appropriate health care provider" it is the prerogative of each school district to designate the credentials of the providers from whom they will accept clearance. This is a very important decision and should be made after careful consideration by the athletic director, principal, and superintendent. The school district's liability carrier may also be consulted. Serious consideration must also be given as to what the school will do in the case where an athlete is clearly still having concussion symptoms, yet given return to play clearance by a health care provider. A formal policy should be developed which designates a specific individual (preferably an expert in the field of concussion management- typically

a physician or neuropsychologist) who shall evaluate the athlete and make the final decision regarding return to play.

Developed and revised by:

Jennifer Adams, ATC

Jesuit High School

Portland, Oregon

Angie Webster, RN, MPH

Coos Bay School District

Coos Bay, Oregon

Michael C. Koester, MD, ATC

Slocum Center for Orthopedics and

Sports Medicine

Eugene, Oregon