

School Mission Statement

Guided by our Catholic faith, St. Elizabeth Ann Seton Catholic School serves God and families by spiritually and academically preparing students for lives of holiness and service.

The mission of St. Elizabeth's Athletic Program is to give every child an opportunity to experience athletics in a Christian atmosphere that builds self-esteem and athletic skills while working as part of a team.

School Philosophy

St. Elizabeth Ann Seton Catholic School will serve the educational, cultural, social, spiritual, emotional and physical needs of the children enrolled in the school. We will provide a loving and supportive environment that will allow the child to reach full potential as a child of God.

We believe that with the "whole person" approach children will be taught and expected to practice for themselves values which flow from the teachings of Jesus Christ as taught by the Catholic Church. This also makes it possible for the child to achieve academic excellence. We will prepare each student as an individual, graced by God, to live in a faithful, creative, humane and compassionate life and to contribute to the human community.

Catholic Grade School Athletic Association Mission Statement

The Catholic Grade School Athletic Association exists to organize and promote the development of respectful, faith-filled athletics through participation in interscholastic sports.

Nondiscriminatory Policy

St. Elizabeth Ann Seton Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission. Since we are religiously oriented for the Catholic community, we give preference to members of the Roman Catholic Church, but welcome members of other denominations after our own community is served.

PURPOSE

St. Elizabeth Ann Seton (ES) Athletic Program exists for the following purposes:

1. To develop a sense of belonging while developing teamwork skills;
2. To build self-confidence and self-worth;
3. To develop tolerance, respect and good sportsmanship skills;
4. To develop athletic abilities;
5. To provide physical exercise;
6. To positively channel the competitive spirit;
7. To glorify God in all we do.

OFFERINGS

St. Elizabeth Ann Seton Catholic School participates in the Catholic Grade School Athletic Association (CGSAA). The following sports programs are offered by the CGSAA and St. Elizabeth's, which are governed by this handbook and the rules of the CGSAA:

- Girls'/boys' grades K-8: Soccer, basketball
- Girls'/boys' grades 1-8: Track
- Girls' grades 4-8: Volleyball

Soccer, volleyball, basketball and CGSAA track meet programs are under the auspices of the Catholic Grade School Athletic Association (CGSAA).

In all sports grade levels may be combined with the exception that players cannot cross over from the development league, K-3, to play in the regular league, 4-8, and students cannot play more than one grade level above except in the case of soccer where the CGSAA permits middle school teams consisting of 6th, 7th and 8th graders. In some cases, when there are too few players at a particular school, students from various schools within the CGSAA are joined to form a team. Should your child be placed on a team from another school the parent will be contacted to see if the child is still interested in being placed on that team.

REGISTRATION

The parent/guardian of any St. Elizabeth Ann Seton Catholic School student wishing to participate in a sport must provide the following:

- ✓ A current completed and signed Permission to Participate/Signature of Acceptance form
- ✓ Concussion and Sudden Cardiac Arrest Symptoms Acknowledgment Agreement
- ✓ Agree to abide by the policies of the Athletic Handbook and the CGSAA rules
- ✓ Meet the concession stand requirement, or payment of the opt out fee for those students participating in volleyball or basketball grades 4-8.
- ✓ Payment of athletic fees.

Fees will be billed through the family FACTS program and must be paid by their due date. Forms are completed during the enrollment process for all students. Deadlines for registration for each sport will be sent to parents prior to the season and posted on the school website athletic page. Scholarships are available for those who qualify. Notify the Athletic Director at the time of registration for that sport when applying for scholarship.

A digital copy of the Athletic Handbook is available for viewing on the school website at <http://seascardinals.org/documents/Athletics/Athletic%20Handbook%20%20Fall%202011.pdf>.

Parents and Students shall be responsible for reading the Athletic Handbook on the school website and agreeing to abide by the policies contained in it as well as those in the Parent/Student Handbook.

ATHLETIC FEES

Athletic fees are billed through FACTS and due on the required date in order for students to participate in practice or games (league or non-league). Included in the athletic fee is the team league entry fee for the Catholic Grade School Athletic Association (CGSAA), equipment and supplies, reimbursements for non-parent coaches, and tournament fees.

Fees are assessed just prior to the start of practices for that particular sport and no refunds of athletic fees will be issued.

Concession Stand Obligation: Each family with a student participating in volleyball and/or basketball are required to either:

1. Pay an opt out of concession fee of \$35 per sport per child

OR

2. Sign-up to work a shift in our concessions stand during the season of play for the team your student will be participating in. Notification of sign-up dates will be made available through the St. Elizabeth's Concession Coordinator. In the event the concession stand obligation is not met, a fee of \$50 will be due. This will be billed through FACTS.

Sign up for concession will be at the beginning of each season and workers will be expected to be in the St. Elizabeth's gym at their committed times. Concession workers must be Safe Environment cleared and at least 16 years of age and remain for the entire time assigned. Children under the age of 16 are not permitted in the concession stand area.

UNIFORMS

Uniforms provided to students participating in St. Elizabeth's athletics are the property of the school and are made available to players during the appropriate sports season. Uniforms must be returned to the school office within 2 weeks of the end of the season for each sport. Any uniforms that are not returned will result in a fee being assessed by the uniform coordinator for the replacement cost of the uniform. This will be billed through FACTS.

Uniform checkout and the deadline for uniform return dates shall be made known by the school. Parents are responsible for proper care and laundering of uniforms used by their student athlete.

EXPECTATIONS, AND REQUIREMENTS OF STUDENT ATHLETES

All students at St. Elizabeth Ann Seton are expected to:

- Realize that completion of required school assignments and maintaining passing grades are a

priority to practice and playing in games.

- Realize that attendance and participation at practice is expected by coaches and can affect play time in games.
- Behave in a Christian manner at all times.
- Respect everyone, teammates, coaches, opponents, game officials, spectators, gym volunteers and workers.
- Understand that playing on a team at St. Elizabeth's is not a right, but a privilege and that each athlete represents the school during practice and games.
- Respect facilities and equipment and clean up after yourself.
- Practice good sportsmanship. This includes shaking hands and congratulating opponents after every game, waiting until the team is released from the coach prior to leaving the team, not using abusive language, or physically trying to harm anyone.
- Be aware of your coaches guidelines for practice. Any player acting outside of the guidelines established by the coach will be warned of what will happen if the behavior is repeated. Penalties appropriate to the age and maturity of the children will be assigned. Should there be a time where an individual player has a repeated discipline problem, the parents and the Athletic Director should be notified before the next practice so that the issue can be addressed. Possible consequences of inappropriate behavior include requiring the parent to attend all practices and/or a temporary suspension and/or dismissal from the team.
- Players are never to approach officials during or after the game with complaints. All requests from coaches, fans and players should be brought to the CGSAA Basketball Commissioner or Head of Officials through the schools CGSAA representative. Any complaints filed by referees about this will result in an automatic minimum 1 game suspension. Any player ejected from a game for fighting will be suspended for a minimum of 2 games.
- Understand and abide by all rules of the CGSAA.

EXPECTATIONS, AND REQUIREMENTS OF PARENTS and SPECTATORS OF STUDENT ATHLETES

- Parents and spectators are expected to conduct themselves in a Christian manner. This includes showing respect for players and coaches and volunteers and workers in the hosting gyms. They shall refrain from abusive language and coaching from the sidelines at games or practices. They shall refrain from expressing their disagreement with the calls of those officiating the game. Booming or personal put-downs/threats are never appropriate and have no place in Catholic school sponsored contests.

- Parents/spectators will avoid engaging in any situation that could result in a negative representation of the program. This includes arguing with any coaches, officials, players, parents or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Parents will read, and comply with this Athletic Handbook through the enrollment process. Questions, comments, or suggestions concerning this handbook should be directed to school personnel or the Athletic Director. Your help in ensuring that your student athlete has a safe and enjoyable learning experience through participation in sports is welcome and appreciated.
- Ensure the online student management system is up to date with contact information, student health concerns and allergies. Coaches are provided with this information at the start of the season.
- If a student athlete cannot attend a practice or game, it is your responsibility to notify the coach in a timely fashion. Coaches are asked to keep a record of absences.
- If your student athlete is ill, running a fever or did not attend school that day he/she cannot participate in a practice or a game.
- All team members are to be present at practices and games, arriving on time and picked up on time. Parents also should be mindful of their responsibility regarding the actions of any family member attending a practice. Practice is a place and time for coaches to work with his/her players, not to supervise other friends or siblings of players.
- Parents should be positive and encouraging. Be supportive of your student athlete and his/her coach.
- When a parent disagrees with his/her student athlete's coach, he/she should visit with the coach in private, out of the sight and earshot of the other players and parents. Parents must wait 24 hours after a game before approaching the coach to schedule a time to discuss their issues.
- Attend the scheduled coaches, parent meeting and/or uniform checkout.
- Parents of each student athlete participating in the St. Elizabeth's athletic program shall be expected to volunteer in some manner during the season or sport in which their child is participating. Such volunteer duties may include making team telephone calls, sending emails, working concessions, game admissions, score-keeping, etc.
- Any parent or who themselves receives a technical foul or is requested to leave a game or are accompanied by a visitor supporting a St. Elizabeth's team who is issued a technical foul is required to contact the school principal prior to attending another St. Elizabeth's game,

regular or tournament. At this time a meeting will be set to discuss the behavior resulting in the technical.

- Parents and/or spectators are never to approach officials during or after the game with complaints. All requests from coaches, fans and players should be brought to the CGSAA Basketball Commissioner or Head of Officials through the schools CGSAA representative. Any complaints filed by referees about this will result in an automatic minimum 1 game suspension. Any player ejected from a game for fighting will be suspended for a minimum of 2 games.
- Understand and abide by all rules of the CGSAA.

COACHES PARENT MEETING

Coaches may elect to hold a parent meeting before the beginning of each CGSAA sport. At this meeting coaches are introduced, and concerns may be voiced and issues settled before the opening of practices. If possible, a team manager will be chosen to assist the coach.

Grades 7&8 coaches will remind student athlete's parents or guardians of the need to be familiar with Concussions and Sudden Cardiac Arrest Symptoms and Warning Signs. Information sheets are attached to this handbook.

EXPECTATIONS, AND REQUIREMENTS OF COACHES

- All coaches will have the met the Archdiocesan requirements of Safe Environment.
- All returning head coaches will have attended the required Play Like a Champion Training provided by the Archdiocese of OKC. These trainings are offered by the Archdiocese of OKC and are generally in August and January. It can be completed during the first season as a coach in the CGSAA.
- Coaches act in a voluntary, unpaid capacity and are not employees of St. Elizabeth's or the Archdiocese of Oklahoma City.
- Use their knowledge and appropriate equipment necessary to perform their coaching duties.
- Contact the Athletic Director regarding any issues or problems that are questionable in nature for further direction or actions to take regarding the situation.
- Coaches shall set an example for their players, other coaches and spectators by behaving in a Christian manner. No booing, cursing, jerking/pulling or derogatory comments toward players, opponents, or the officials will be tolerated. All coaches shall follow the CGSAA rules pertaining to decorum for the season.

- Start and/or end practices and games with a prayer.
- Supervise all student athlete's in a responsible and Christian manner. Be positive, build self-worth and stress skill improvement. Treat all fairly and with respect.
- Coaches are responsible for the safety of all student athletes at all practices, games and team related functions from the time the players are dropped off until they are picked up by a responsible party. Under no circumstances should student athletes be left unattended.
- If a coach needs to have another individual take over in their absence, they must notify the Basketball Coordinator and insure the person taking their place has Safe Environment clearance. The school office can assist coaches with this information.
- A coach is expected to be at practice before student athletes scheduled arrival time and insure all student athletes have left before he/she leaves or designate another safe environment cleared adult who agrees to take on those responsibilities.
- Coaches should not tolerate any abuse or mistreatment of players, parents or others by any member of a St. Elizabeth's team. This means a zero tolerance policy for "poking fun" at people or verbally (and physically) abusing others.
- Coaches must complete the required Concussion and Sudden Cardiac Arrest on-line training annually. They are also urged to attend a certified class in emergency first aid before the season begins. Refresher courses should be attended every two years. Make certain that a first aid kit is present at all practices, games and team functions. A blood borne pathogen video is available at school for training purposes.
- Coaches are provided with team equipment before the start of the season and are to return it in good condition at the end of the season.
- Coaches must communicate with student athletes, parents, and the school office practice times and notify parents when of the schedule and any changes posted on the CGSAA website.
- Any issue or question to be taken to the CGSAA shall be forwarded to St. Elizabeth's Athletic Director.
- In accordance with CGSAA Policies, coaches are not permitted to smoke or chew tobacco at practices, games and team related functions. This includes the use of alcohol.
- Coaches are encouraged to keep a record of players' absences.
- All potential coaches are required by the archdiocese to
 - ✓ Be Safe Environment Approved
 - And

- ✓ To attend the CGSAA sponsored “Play like a Champion” program when it is available in order to be eligible to coach any sport at St. Elizabeth’s.
- Coaches submit their requested practice times to the basketball coordinator and also relay any changes or cancellations.
- Use of St. Elizabeth’s gym; student athletes are required to stay in the gym and can only enter the development room with a parent or coach. The coach or assistant coach must obtain any equipment and return equipment to the development room. Equipment should be returned to its original location and the room left in good order for others. Entry code must be kept private and should not be shared with parents or students for the safety of all. The gym is not to be used for Private lessons of any kind.
- All requests from coaches, fans and players should be brought to the CGSAA Basketball Commissioner or Head of Officials through the schools CGSAA representative. Never approach officials after the game with complaints. Any complaints filed by referees about this will result in an automatic minimum 1 game suspension. Any player ejected from a game for fighting will be suspended for a minimum of 2 games.
- Any technical foul issued to a coach, student athlete and/or parent or visitor must be reported to the Athletic Director by the coach as soon as possible.

7th and 8th Grade Coaches:

Senate Bill 239, the "Chase Morris Sudden Cardiac Arrest Prevention Act" went into effect on July 1, 2015. This law requires all coaches in grades 7-12 associated with an athletic activity to have cardiac training from an approved provider. The Oklahoma State Department of Education and the Oklahoma State Department of Health have selected the courses meeting the requirements. Coaches must complete the training prior to coaching. The links to find the courses are included below.

Coaches Code of Ethics Pledge

- I will place the emotional, spiritual, and physical well being of my players ahead of my personal desire to win.
- I will treat each player with respect as an individual, remembering the differences in the emotional and physical development of all players.
- I will provide a safe playing situation for my players.
- I promise to review and practice the necessary first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are centered around building the skills of all student athletes entrusted to my care.
- I will lead, by example, in demonstrating respect, fair play and good sportsmanship to all players, parents and officials.
- I will insure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.

- I will remember that I am a youth coach and that the game is for developing their abilities.

Coaches are trained and will follow the teaching outlined in Notre Dame's Play Like a Champion Training: Play Like a Champion serves children and adolescents by partnering with sports organizations to provide all children with an opportunity to play sports in a safe, supportive, and an inclusive sports environment. Play Like a Champion provides research-based, character-oriented educational clinics and resources for the youth through high school level for administrators, coaches, parents and athletes.

Expectations and Requirements of Sport Coordinators

- Coordinators are appointed to oversee each sport program and serve as a member of the Athletic Commission.
- Each coordinator will verify with the school personnel that perspective coaches, assistants, and any parent or youth have been Safe Environment approved for work in the Archdiocese.
- Coordinators ensure coaches have or will have the required Play Like a Champion Training prior to approval as a coach. First year coaches must complete their training during the school year in which they coach. Returning coaches must have completed PLACT prior to coaching again.
- Gym scheduling for practice will be the responsibility of each sport coordinator.
- The sport coordinator will intervene in a grievance situation only if the grievance is not remedied between the coach and the grievant. The coordinator may request that a written grievance be submitted to the Athletic Commission.
- Each coordinator may be called upon to relay information to coaches.
- Each coordinator shall be responsible for approved tournament registration.
- Each coordinator shall submit team division suggestions and names of prospective coaches to the Athletic Commission for approval.
- Each coordinator will assist in coach development or informational meetings.

Team Selection Process

Purpose

The purpose of this procedure is to detail the team selection process to be used by coaches when two teams will be fielded to compete in Catholic Grade School Athletic Association (CGSAA) leagues through Saint Elizabeth Ann Seton Catholic School. The Athletic Commission with

approval of the Principal will decide on the appropriate method to be used when special circumstances exist or an agreement can not be reached.

Selection Process

Listed below is the step by step process to be used by coaches when selecting teams. The end result of this process is to have fielded two teams that are even in athletic talent and overall team skills. Once the team roster is determined, students may only play on their designated team.

Step 1 - Evaluation Practices

Two evaluation practices are scheduled by the coaches. These practices are the first two practices of the year, and will be attended by all coaches and players that will compete in a CGSAA league. The purpose of these practices is to provide the coaches the ability to evaluate the players. Prior to the evaluation practice, the coaches will meet and agree on the practice agenda. This agenda includes the drills and the types of scrimmages to be held during the practice.

The evaluation practice will be held for all grades every year when two teams will compete in a CGSAA league.

Step 2 - Team Selection by Consensus

The idea behind “Team Selection by Consensus” is to foster a “win-win” ideal when dividing the group of athletes into two teams. Draft scenarios tend to foster a “win-lose” attitude between the coaches. The idea is to select “equal” teams by consensus of the coaches’ evaluation.

The coaches will meet to discuss team composition. Each child’s athletic ability, attitude, and any special circumstances should be taken into account when dividing the teams. Specific skills required by the team sport should be taken into account by the coaches as they reach their consensus. Examples of these skills include ball handling in basketball, or setting in volleyball. The idea is to select the two groups of children that represent the best teams – not the best set of individuals. This gives the coaches the ability to select teams based on team chemistry along with athletic ability.

If the coaches can reach consensus on how to divide the teams evenly as outlined above, the team selection process is over and practice can begin for the upcoming season. If the coaches cannot reach consensus on team selection – then the selection process moves onto Step 3 – Team Selection by Draft.

Step 3 – Team Selection by Draft

The coaches will meet and select players via a draft process. This requires each coach to have ranked the players by athletic ability and position prior to the draft meeting. A coin toss will determine which coach will select first in the draft. The coach winning the coin toss will select one player. The coach that loses the coin toss will be given the next two picks. Each coach will then select in alternating order, their team for that season. All ranking data should be treated as extremely confidential information.

Listed below are exceptions to the draft process outlined above.

A. Coaches' Children and Special Circumstances

If a head coach and the assistant coach have children who are the two top players as ranked by one of the head coaches, then the coaches should go to a ranking system instead of a draft system. The team with the top two ranked players should receive the sixth-best player as ranked by the coaches, unless mutually agreed to by both head coaches. (For example, one head coach would receive the 1, 2 and 6 best players, while the other head coach would receive the 3, 4 and 5 best players). This process applies to kids that have special circumstances.

B. Specific Athletic Ability

Team sports require specific athletic talents in order for the team to function effectively. Examples of these are point guards in basketball or setters in volleyball. The coaches must ensure that these team requirements are addressed and adequately filled during the draft process.

C. Splitting Teams from the Previous Year:

Coaches are encouraged to mix the teams from year to year so they do not have the exact same players they had the previous year. The idea is to avoid A/B team perceptions with the children and the parents.

Step 4- Third Party Team Selection

If coaches cannot agree on splitting the teams, they can ask the Basketball Coordinator and/or Athletic Director to seek a third party to split the teams. The third party will seek the coaches' input on splitting the teams and watch at least one combined practice of the grade.

The Basketball Coordinator and/or Athletic Director have the right to seek a third party should this be decided by the Athletic Commission as necessary.

Guidelines for Practices

It is recommended that only student athletes attend practice in order to minimize the responsibility of the coaches. The coaches who graciously volunteer their time should be able to focus all their attention to his/her players instead of others at practice who may be causing distractions.

No student should be in the gymnasium without an adult present. This is solely for the safety and well being of all children.

Practices and contests are not to be scheduled on Holy Days, during Holy Week, or at regular Mass times to allow and encourage coaches, student athletes, parents and fans to actively participate in their faith by attending scheduled religious functions and activities.

Gym time is limited. Coaches should be ready to start practicing at the allotted time and be off the gym floor at the conclusion of the allotted time to allow the next team to begin its practice. In no event shall any practice continue past 10:00 p.m. on a night in which school will be held the next day. All adults assisting with practices must be Safe Environment approved. It is encouraged to have 2 adults at each practice.

Practice times shall be allotted by the Sports Coordinator or Gym Coordinator and will be based on gym and coach availability, number of teams, grade levels or any other factor deemed necessary by the Sports Coordinator or Gym Coordinator. Open practice times, if any, may be available to any team forced to give up its allotted time for that week as a result of the gym being used for another school or church function.

Tournaments/Track Meets

If representing St. Elizabeth's as a team, coaches must get approval from the Athletic Director BEFORE entering into any tournament/track meet not otherwise authorized and paid for by the school. Permission to enter a tournament will depend on the time of the year, the cost of the tournament and most importantly, the willingness of parents to have their student athlete participate. Permission must be requested two weeks prior to the tournament in order to participate.

A team representing St. Elizabeth's may be allowed to attend a tournament not otherwise authorized and paid for by the school pursuant to the following guidelines: every player on the school team roster is included; only St. Elizabeth students will participate on the tournament team; and all entry fees and associated expenses shall be the responsibility of the coach, parents, or players.

In any tournament, if two St. Elizabeth teams from the same grade meet in tournament play, the game shall be played as bracketed and each team shall play with its normal roster of players. If two teams meet for a trophy, they are advised to scramble the teams and play an exhibition game. It is recommended that the team is re-scrambled at half time.

Playing Time

Coaches shall abide by the CGSAA rules regarding playing time. The minimum amount of time is set by the CGSAA depending on the sport and the age of the player. Once minimum playing time has been achieved, playing time should be based on the amount of work and practice time a

student puts in, in addition to the CGSAA rules. It is important to know that players who do not listen to the coach, follow directions, hustle, and/or display negative attitudes may not receive as much playing time as others who adhere to these guidelines. Beginning in the seventh grade the CGSAA has no minimum required playing time set, however St. Elizabeth's encourages coaches to provide players with adequate playing time.

Eligibility

In the sports that are conducted under the auspices of the CGSAA (Catholic Grade School Athletic Association), only students enrolled at St. Elizabeth Ann Seton Catholic School can participate on our school team. On some occasions when enrollment in a particular grade does not meet the necessary number to field a team, players from other CGSAA schools may be asked or may ask to join one school to make a team. This only will occur when it is determined that all eligible students from a particular school have been given the opportunity to participate with their own school. This must meet the approval of the Principal AND the Athletic Director and be initiated by the school CGSAA representative.

With regard to other sports not sponsored by the school teams may be formed from within St. Elizabeth's; however, they are not to be named St. Elizabeth Ann Seton.

Difficulties with failing grades or poor conduct are the responsibility of the student and the parent. Because of the age of our students and because our coaches are volunteers, the school is not at liberty to release information concerning grades or behavior.

Sexual Harassment, Intimidation & Bullying Policy

The St. Elizabeth Athletic Commission shall enforce the Sexual Harassment, Intimidation & Bullying Policy of St. Elizabeth with regard to player behavior within the athletic program. Please refer to the Parent/Student Handbook for guidance in dealing with specific circumstances. Anyone with knowledge of suspected violations of school policy is urged to report the occurrence in a timely manner. The Principal, the Athletic Director and the coach shall be notified.

Policy Regarding the Abuse of Minors by Church Personnel

All coaches and volunteers who will be working with students need to have read and signed the Archdiocese of Oklahoma City's policy regarding the abuse of minors and be Safe Environment Approved. This form should be understood by all who sign it and said form will be on file in the school office.

In addition, all coaches, assistant coaches and other volunteers will fill out an Archdiocesan application form, the Background Check form, and supply 3 references.

Volunteers (coaches, assistant coaches, etc.) are required to have all paperwork completed and submitted prior to any involvement with students.

Grievance Procedure

An individual or team grievance may include any perceived or enacted unfair or prejudicial treatment of a player by a coach, referee, and scorekeeper. A grievance should be handled in the following manner:

- ✓ Set up a time to discuss the issue with the coach, outside of practice time or at games, and at least 48 hours after the problem occurred.
- ✓ If the situation is not remedied, then, Set up a time to discuss the issue with the Sport Coordinator. The coordinator may request a written statement to be submitted to the Grievance Committee of the Athletic Commission. Such written grievance is to include the following:
 - the nature of the problem
 - the team and coach
 - the date the problem was discussed with the coach
 - the incident(s) and date of the incident(s)
 - the names of witnesses, if any
 - the desired outcome
 - the name and signature of the grievant.

Grievances must be filed within the season or one month after the season in which the incident occurred. All grievances filed after this time period will not be considered. The Principal will be advised of such matters.

Failure to comply with any of the provisions herein by parents or students may result in a revocation to participate.



HEADS UP SCHOOLS

A Fact Sheet for Parents

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports *one or more* of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to the hit, bump, or fall
- Can't recall events *after* the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*:

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual
- Has trouble falling asleep

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/Concussion. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/Concusion.



Sudden Cardiac Arrest Information Sheet for Student Athletes and Parents/Guardians

What is Sudden Cardiac Arrest?

Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop pumping adequately. When this happens, blood stops flowing to the brain and other vital organs, and, if left untreated, can quickly result in death.

How common is Sudden Cardiac Arrest?

While SCA in student athletes is rare, it is the leading medical cause of death in young athletes. The chance of SCA occurring to any individual student athlete is estimated to be about one in 80,000 to 100,000 per year.

What causes Sudden Cardiac Arrest in student athletes?

SCA is caused by several structural and electrical conditions of the heart. These conditions predispose an individual to have an abnormal heart rhythm. SCA is more likely during exercise or physical activity, placing student athletes with undiagnosed heart conditions at greater risk. Some of these conditions are listed below.

- Inherited conditions present at birth of the heart muscle (passed on from family): Hypertrophic Cardiomyopathy (HCM), Arrhythmogenic Right Ventricular Cardiomyopathy (ARVC), and Marfan Syndrome
- Inherited conditions present at birth of the electrical system: Long QT Syndrome (LQTS), Catecholaminergic Polymorphic Ventricular Tachycardia, and Brugada Syndrome (BrS)
- Noninherited conditions (not passed on from the family, but still present at birth): Coronary artery abnormalities, Aortic valve abnormalities, Non-compaction Cardiomyopathy, and Wolff-Parkinson-White Syndrome (occurs from an extra conducting fiber in the heart's electrical system)
- Conditions not present at birth but acquired later in life: Commotio Cordis (occurs from a direct blow to the chest), Myocarditis (infection or inflammation of the heart), and Recreational/Performance Drug Use
- Idiopathic: Sometimes the underlying cause of Sudden Cardiac Arrest is unknown, even after autopsy.

What are the warning signs that Sudden Cardiac Arrest may occur?

- Fainting, passing out, or seizure - especially during or right after exercise
- Chest pain or discomfort - especially with exercise
- Excessive Shortness of breath - with exercise
- Racing heart or irregular heartbeat - with no apparent reason
- Dizziness or lightheadedness - especially with exercise
- Unusual Fatigue/Weakness - with exercise
- Fainting - from emotional excitement, emotional distress, or being startled
- Family history of sudden cardiac arrest prior to the age of 50

While a heart condition may have no warning signs, in more than a third of sudden cardiac deaths, there were warning signs that were not reported to an adult or taken seriously. If any of the above warning signs are present, a cardiac evaluation by a qualified health care provider such as a physician, physician assistant, or advanced practice nurse is recommended. If the health care provider has concerns, a referral to a pediatric cardiologist is recommended.

What are the risks of practicing or playing after experiencing SCA warning signs?

Ignoring such signs and continuing to play could be catastrophic and result in sudden cardiac death. Taking these warning symptoms seriously and seeking timely appropriate medical care can prevent serious and possibly fatal consequences.

When is a student athlete required to be removed from play?

Any student who collapses or faints while participating in an athletic activity is required by law to be removed by the coach from participation at that time.

What is required for a student athlete to return to play?

Any student who is removed or prevented from participating in an athletic activity is not allowed to return to participation until evaluated and cleared for return to participation in writing by a qualified health care provider such as a physician, physician assistant, or advanced practice nurse is recommended. If the health care provider has concerns, a referral to a pediatric cardiologist is recommended.

What are the current recommendations for screening student athletes?

A complete annual sports preparticipation examination based on recommendations from the American Heart Association (AHA), American Academy of Pediatrics (AAP) and American College of Cardiology (ACC) is the cornerstone of screening for preventable causes of SCA. Each year student athletes in Oklahoma are required to have a Sports Preparticipation Physical Examination based on these recommendations completed by a health care provider such as a physician, physician's assistant, or advanced nurse practitioner and filed with the student athlete's school prior to beginning practice. The Sports Preparticipation Examination includes a personal and family health history to screen for risk factors or warning signs of SCA and measurement of blood pressure and a careful listening to the heart, especially for murmurs and rhythm abnormalities.

Noninvasive testing such as an electrocardiogram (ECG) or echocardiogram (ECHO) may be utilized by your health care provider if the sports preparticipation examination reveals an indication for these tests. Screening using an ECG and/or and ECHO is available to student athletes as an option from their personal health care provider, but is not mandatory, and is generally not routinely recommended by either the AHA, AAP or ACC.

What is the treatment for Sudden Cardiac Arrest?

- ❖ RECOGNIZE Sudden Cardiac Arrest
 - Collapsed and unresponsive
 - Abnormal breathing
 - Seizure-like activity
- ❖ CALL 9-1-1
 - Call for help and for an AED
- ❖ CPR
 - Begin chest compressions
 - Push hard/fast (100/min)
- ❖ AED
 - Use an AED as soon as possible
- ❖ CONTINUE CARE
 - Continue CPR and AED until EMS arrives

All schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gaspings). Time is critical and an immediate response is vital. An AED should be placed in a location that is readily accessible. AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restart a normal heart rhythm.

***Remember, to save a life: recognize SCA, call 9-1-1,
begin CPR, and use an AED as soon as possible!***



Sudden Cardiac Arrest

Information Sheet for

Student-Athletes, Coaches and Parents/Guardians

SSB 5083 ~ SCA Awareness Act



What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year.

SCA is also the leading cause of sudden death in young athletes during sports


What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called "commotio cordis").

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gaspings). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!



Cardiac 3-Minute Drill

- 1. RECOGNIZE Sudden Cardiac Arrest**
 - Collapsed and unresponsive
 - Abnormal breathing
 - Seizure-like activity
- 2. CALL 9-1-1**
 - Call for help and for an AED
- 3. CPR**
 - Begin chest compressions
 - Push hard/ push fast (100 per minute)
- 4. AED**
 - Use AED as soon as possible
- 5. CONTINUE CARE**
 - Continue CPR and AED until EMS arrives



AED

Be Prepared! Every Second Counts!

