Charles City High School

P A N T H E R S

Athletic Handbook

2021-2022

School Year

Mr. Marcus Petty Sr.
Principal

Mr. Andre' Jones
Athletic Director

Panther Pride

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July 1, 2021

Welcome to the Charles City High School Athletic Program!

We are excited about the upcoming year and look forward to great success. Consistent with our school's focus, we will strive to Create 1:1 Success for Every Student, Every Day. With increasingly high participation numbers, we hope to build on our successes in the past and reach a new level of achievement this year.

Charles City High School (CCHS) recognizes the value of extracurricular activities and the important role activities play in facilitating the development of an engaged, dynamic, and well-balanced student body. The athletics department at Charles City High School, through the diverse group of activities offered, will seek to develop an athletic organization with an active and involved membership that is concerned with the total development of the student athlete regardless of gender, race, socio-economic status, or activity. The athletic department will encourage and support the physical, mental, and emotional development of Charles City High School's student athletes by facilitating improved relationships among athletes, parents, coaches, teachers, administrators, and the community. Research overwhelmingly shows that students involved in extracurricular activities have improved attendance, a higher grade point average, an increased graduation rate, and increased levels of success after high school.

The extracurricular activities at Charles City High School are an integral part of the comprehensive educational program offered in Charles City Public Schools. It is the opinion of the CCHS athletic department that the skills developed are directly transferable to areas outside interscholastic activities. Students involved in extracurricular activities will undoubtedly have an improved high school experience through the relationships and skills developed during participation. Lessons in sportsmanship, teamwork, competition, health, fitness, and self-sufficiency during victory and defeat are an important part of the Panther experience.

Charles City High School has an outstanding tradition of excellence and achievement in extracurricular activities. Interscholastic activities are voluntary and a privilege at CCHS, not a right. The CCHS athletic department will place primary emphasis on academic achievement and sportsmanship. If a student-athlete is identified by a parent, teacher, coach, or administrator as having academic or behavioral concerns, the athletic department will proactively seek appropriate measures to address and accommodate the needs of our student-athletes.

We encourage you to support the CCHS athletics program at home and on the road. You may support our student athletes by joining us in the PTSA and in the stands.

Thanks for your support.

Charles City High School Administrative Team

Superintendent:	Dr. Dalphine Joppy
Principal:	Mr. Marcus Petty Sr.
Assistant Principal:	Dr. Suzan Denby
Director of Student Activities:	Mr. Andre' Jones
Phone:	(804) 829-9249
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Website:	www.ccps.net

The Charles City High School Athletics Handbook

The Charles City High School Athletic Department Handbook is designed to provide basic information on the operation of the athletic department. This information will allow members of the athletic department to perform their duties according to the policies of Charles City High School, the Charles City County Schools, and the Virginia High School League, Inc. The purpose of this handbook is to outline the basic policies of the athletic department while allowing coaches the greatest possible autonomy to manage their program in the way that best suits the needs of the participants.

Charles City Schools Administrative Organization

The Charles City School Board is the ruling agency for Charles City High School. The School Board is responsible for interpreting the needs of the schools and developing and implementing policies and regulations in accordance with state and local statues. Dr. Dalphine Joppy, the Superintendent of Schools, is responsible for the administration of the City schools according to adopted policies, rules, and regulations.

Marcus Petty Sr., Charles City High School principal, is the official representative of the school and is directly responsible for the conduct of the athletic affairs at Charles City High School. The principal is the official representative of the school in matters dealing with the Tidewater District, Group 1A Region A, and the Virginia High School League, Inc.

Andre' Jones, the Director of Student Activities, is directly responsible to the school principal. The Director of Student Activities' primary responsibility is the administration and supervision of the interscholastic athletic program for Charles City High School.

Head varsity coaches are responsible to the Director of Student Activities for the total operation of their respective programs. They shall act as official representatives of Charles City High School as they carry out their duties. The head coach shall determine team selections fairly and positively, encourage athletes to reach their potential in academics and athletics, exhibit appropriate conduct, and regularly stress the ideals of good sportsmanship and enforcement of school policies.

Varsity assistant and junior varsity coaches are directly responsible to the head varsity coach and perform duties outlined by the head varsity coach. Many of the responsibilities of a head varsity coach are applicable to assistant and junior varsity coaches, as they are an extension of the head varsity coach in the implementation of their respective sports programs.

Code of Parent Conduct

Both parenting and coaching can be extremely difficult during athletic participation. Parents have the right to understand what expectations are placed on their student athlete when they become involved in our program. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

1) Philosophy of the coach.
2) Expectations the coach has for your child, as well as all the participants in the program.
3) Locations and times of all practices and contests.
4) Team requirements, i.e. practice, fees, special equipment, and off-season conditioning.
5) Procedure should your child be injured during participation.
6) Discipline that results in child's dismissal from the team.

Communication expected from parents:

1. Notification of any schedule conflicts well in advance of the date in question.
2. Specific concerns with regard to a coach's philosophy, actions, and/or expectations.
3. Disclosure of other issues as they apply to your child's participation on the team.
4. Timely and current physical for each school year.

Appropriate concerns parents should discuss with the coach:

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

Issues not appropriate for parents to discuss with the coach:

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

There are situations that may require a conference between the coach and the parent. These are to be encouraged when necessary as it is important that both parents and coaches have a clear understanding of each other's perspective. If a meeting is necessary, the following procedure should be followed:

1) The parent should contact the coach, express their interest in a meeting, and pick a mutually agreeable time to discuss the issue.
    a. It is important to remember that we practice the 24-hour rule regarding interaction between parents and staff before and after a practice or contest. These can be emotional times for both

the parent and the coach. We ask that there be a period of 24 hours if there is an incident that requires a meeting. This will allow all parties involved time to address the issue properly.

2) If a conference among the athletic director, coach, and parent is still necessary after the coach and parent have met, the following procedure should be used to help resolve any concerns:
    a. Call to set up an appointment through Charles City High School's telephone number at (804) 829-9249.

Code of Student Conduct

1) Please refer to the Charles City High School student handbook for all applicable rules.
    a. Please specifically reference the attendance and discipline section of the student handbook. There are important details that apply to participation in VHSL activities. Attendance is expected every day in every class.
    b. **Attendance policies may be modified with a hybrid schedule as a result of the COVID-19 pandemic that began March 13, 2020.**

2) The most important component of involvement in extracurricular activities is to broaden and develop strength of character. It is ultimately the individual that will be held accountable in school and in society. Thus, the athletic department expects student athletes to adhere to all school rules while in and out of competition. The athletic department will use all resources available to identify the needs of our students and positively support them in our quest for academic excellence.
    a. If a student is identified with unacceptable behavior in school, she/he will be identified and targeted for appropriate behavior intervention in the class in question.
        i. If the problem persists, there will be a meeting of teachers, parents, coaches and administration where further corrective action will be agreed upon.
        ii. Persistent inappropriate behavior in school can result in the removal of the student from school activities.
    b. Consistent with VHS rule 28A-2-3 (2), any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his/her school, is not considered in good standing.
        i. Suspension includes In School Suspension (ISS).
    c. Student-athletes are expected to conduct themselves as ambassadors of Charles City County Public Schools and to behave with this standard in mind. Students who show appropriate behavior will not only benefit themselves, but also the school system and the perceptions of our school in the community.

Volleyball, Basketball, Baseball, and Softball	One game per day of ISS
[redacted]	Two games per day of OSS
Football	One half per day of ISS
[redacted]	One game per day of OSS
Cheerleading	One game per day of ISS
[redacted]	Two games per day of OSS
Track and Academic Challenge	One meet per every other day of ISS
[redacted]	One meet per day of OSS

3) Academic achievement is an uncompromised expectation for CCHS students. Thus, daily attendance, punctuality, and academic accomplishment will be the centerpiece of CCHS athletes.

a. Consistent with VHSL rule 28A-5-1, students will be required to pass at least five classes in the previous semester/final to be academically eligible.
b. If a student receives a grade below a C in a class, she/he will be identified and targeted for appropriate remediation in the content area in question.
    i. If the problem persists, there will be a meeting of teachers, parents, coaches, and administration where further corrective action will be agreed upon.
    ii. The Charles City County School Board requires a minimum of a 2.0 GPA from the previous semester to be academically eligible for all student athletes in grades 8-12. (***Due to the 2020 COVID-19 pandemic, the 2021-2022 year will require a 1.75 GPA. The athletic department and administration understand that some students struggled within the virtual learning environment and will implement a step-process when returning to our normal 2.0 GPA requirement. Students are still required to pass five classes per VHSL rules. Administration plans to return to a 2.0 GPA requirement for the FY2022-2023 school year. The one-time semester waiver for athletics still remains.)***

4) Sportsmanship is a trademark of CCHS athletics. Any athlete, coach, parent, or spectator in violation of VHSL section 27-11 will be subject to disciplinary action by the school.
    a. Flagrant violations of this rule, including physical altercations and other violations that result in ejections per VHSL rules, may result in dismissal from CCHS athletic teams and events as deemed appropriate by the CCHS athletic department and administration.
    b. Our goal is that members of the CCHS athletic community will be modest in victory and gracious in defeat.
    c. Any use of profanity will result in the offender being removed from the game, field, or stands.

College Planning

The process of selecting a college is one of the most difficult and rewarding experiences that a student goes through in high school. This process works best when the student, parents or guardians, school counselor, teachers, coaches, and administrators all work together in this process. A long, complicated process is best when it is started early. The following information can assist in the process of selecting a college or university and preparing for college athletic participation. This is only a basic guide for navigating the process; a meeting should be held with the student's professional school counselor to discuss the entire process. A student athlete interested in attending college and participating in NCAA athletics should obtain a copy of NCAA Guide for the College-Bound Student-Athlete from the school counseling office: http://www.ncaa.org

Grades 9 and 10

1) Pursue academic and behavioral excellence. Make sure you are aware of NCAA sliding scale with regard to eligibility requirements and that your classes are consistent with NCAA guidelines.
    a. Meet with your school counselor to assure your classes are NCAA approved. http://www.ncaa.org
2) Develop a sports resume of athletic achievements including stats, news clippings, etc...
3) Attend sports camps to increase exposure, improve skills, and to gain contest experience.
4) Participate on high school teams year-round, if possible, to gain a wider perspective, increase strength and conditioning, and create a more impressive resume.

Grade 11

1) Continue your hard work in the classroom. Make your best effort in school and get the highest grade point average (GPA) possible. Take a strong academic load that is not only challenging, but also meets the NCAA requirements.

2) Meet with your school counselor regarding your interests and the recruitment process. Develop a list of schools with the help of your school counselor, coach, and athletic director.
3) Take required standardized tests (SAT or ACT).
    a. http://www.collegeboard.com/student/index.html?student
    b. Make sure you are aware of the NCAA sliding scale and eligibility requirements.
        i. http://www.ncaa.org
4) Continue to develop your athletic resume.
5) Obtain literature and visit colleges you may be interested in attending.
6) Work with your coach to evaluate your athletic skills to determine a realistic level of competition.
7) Attend sports camps during the summer.
8) Attend financial aid seminars and fill out appropriate financial aid forms in consultation with your school counselor.

Grade 12

1) Continue to pursue excellence in the classroom.
2) Request and return college applications as early as possible. Pay attention to application deadlines. Work closely with school counselor to be familiar with the application process.
3) Complete and return financial aid forms paying close attention to deadlines.
4) Continue to keep your athletic resume updated.
5) Re-take SAT or ACT tests if necessary.
    a. http://www.collegeboard.com/student/index.html?student
6) Contact college coaches to express interest in their school athletic program. Include your athletic resume and other pertinent information.
7) Request that your teachers and or high school coaches write letters of recommendation to the colleges to which you have applied.
8) Be familiar with the NCAA eligibility requirements and the NCAA Eligibility Center.
    a. https://web3.ncaa.org/ecwr3/
    b. Meet with your school counselor to make sure you have filled out all appropriate paper work.

NCAA Clearinghouse: If a student-athlete is planning to enroll in a college as a freshman and wishes to participate in Division I or Division II athletics, he/she must be certified by the NCAA Initial-Eligibility Clearinghouse. To be certified by the Clearinghouse, you must:

1) Fill out an NCAA student-release form (available in the school counseling office) and email, mail or fax the form along with the appropriate fee to the clearinghouse.
2) Graduate from high school.
3) Have a core-course grade-point average (based on a maximum of 4.0) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale. The qualifier index scale is available in the school counseling office.

Duties and Responsibilities of the Athletic Director and Administrative team

The duties and responsibilities of the Athletic Director:

1) Be responsible for the supervision of all VHSL interscholastic programs.
2) Secure facilities for all athletic events.
3) Provide for the efficient handling of all athletic funds with such safeguards as annual budgets, audits, and proper bookkeeping.
4) Obtain bids and make purchases for athletic equipment consistent with division's procurement procedures.

5) Supervise ticket sales, part-time workers, officials, security personnel, and financial expenses for home athletic contests.
6) Work with the Principal and Director of HR to recruit and hire coaches, sponsors, and support personnel and volunteers for all athletic and student activities. Work with the Director of Finance to assign and approve stipends for all extra-curricular sports and student and student activities.
7) Work with the Supervisor of Operations and the School Resource Officer to provide adequate safety provisions in all sports for both participants and spectators and provide a periodic check of all facilities for safety and suitability.
8) Provide adequate facilities for visiting teams.
9) Be responsible for the maintenance of buildings and grounds in the athletic areas.
10) Develop effective relations with outside groups, such as booster associations and others.
11) Represent the school at athletic meetings—VHSL, district, region, state, and athletic conferences and workshops.
12) Review the master eligibility lists (MEL's) of all interscholastic programs to provide compliance with VHSL eligibility standards.
13) Arrange all varsity and junior varsity team schedules and publicize dates, site, and, time of contests.
14) Work with the Lead Bus Driver: Coordinator of Transportation to make the necessary arrangements for transporting participants to scheduled athletic events.
15) Maintain a system of inventory and accounting for equipment for all sports.
16) Establish school rules and policies governing athletic contests in cooperation with the principal and coaching staff members.
17) Work cooperatively with the principal to ensure that the coaches of all interscholastic teams know their described duties and responsibilities.
18) Conduct staff meetings on a regular basis to review policies and procedures.
19) Be responsible for evaluating the head and assistant coaching staff.
20) Insist that the success of the program be judged on the merits it offers for participants—values of being a team, discipline, cooperation, responsibility, and good sportsmanship.
21) Ensure that the ideals of good sportsmanship are practiced at all athletic events.
22) Plan for and advertise awards banquet.
23) Work with the school custodial staff and maintenance staff to provide appropriate coverage for all events.
24) Coordinate and supervise fund raising activities for athletic teams.
25) Establish a positive means of communicating to parents in the event of game and practice cancellations, rescheduled dates, and expected return times from away contests.
26) Be responsible for other duties assigned by the school principal.

Duties and Responsibilities of Coaches

All coaches are official representatives of Charles City High School and Charles City Public Schools. Coaches have the responsibility for the guidance of team members. The work of the coach must be an integral part of the educational program through character development, encouragement of academic achievement, and enforcement of school rules and policies. Coaches are expected to:

1) Know and enforce Charles City School Board policies, Charles City High School and athletic department policies, and the rules of the National Federation of State High School Associations and the Virginia High School League, Inc.
2) Attend VHSL sponsored coaching rules clinics each year. The Athletic Director will contact the coaches and give the dates and location of the appropriate clinic.
    a. www.vhsl.org

3) Know the rules of their sport. They should provide students with thorough conditioning and comprehensive fundamentals of the sport to ensure safety for the participants. Coaches are responsible for making athletes aware of appropriate safety equipment at all times when participating in a sport.
4) Report all sportsmanship violations and ejections to the Athletic Director within 12 hours, following the contest in which the action occurred. The athletic director will report to high school administration and Virginia High School League officials if necessary.
5) Provide a fair-hearing process to all student-athletes. If a student has particular needs, it is the responsibility of each coach to inform the student, parent, and school administration of the issue at hand and help seek an appropriate remedy. There should be consultation with the student, parent, and administrator before a student is dismissed from a team.
6) Be responsible for submitting a complete roster of participants trying out for a team to the Athletic Director at the conclusion of the first week of practice. Additions or deletions should be submitted regularly as needed.
7) At least ten (10) days prior to the first scheduled contest, provide a roster of team members, including managers, to the AD. This roster should include the name of participants with uniform numbers listed in order by number, grade in school, and position(s) played. Coaches should review and sign the completed Master Eligibility List (MEL) to verify its accuracy. This is an official school document requiring the signature of the principal. Any add-on to the MEL must also be verified by the head coach.
8) Keep emergency release forms on hand at all times, especially at away competitions.
9) The head coach is expected to be available to participate in the team parent meetings each season.
    i. All coaches will conduct preseason meetings on the night predetermined by the coach and Athletic Director.
    ii. Coaches will give participants and their parents written copies of team rules and procedures.
    iii. A copy of the team rules and regulations will be kept in the athletic department. Team award guidelines should be discussed at this time. All written communication with parents should receive prior approval of the Athletic Director.
    iv. During the Parent meeting, the coach should emphasize the following to each participant:
        1. attendance requirements for practice.
        2. proper care of the locker room and equipment.
        3. respect for authority.
        4. good sportsmanship, both in victory and defeat.
        5. report all injuries to the coach or trainer.
        6. school policy on the use of tobacco products, alcohol, and illegal drugs.
10) Attend all post-season meetings pertaining to the selection of District and Region teams.
    i. These meetings rotate between the districts that compose Region A. Please plan ahead as they may be hours away.
11) Supervise all participants until their departure from CCHS after practice or games. No students should be left unsupervised at any time. Coaches are responsible for their athletes and must supervise them before they leave on the activiy bus.
12) Be responsible for the cleanliness of the bus after use.
13) Assist the Athletic Director in the preparation of the playing facility for contests.
14) Assist the Athletic Director in securing the playing facility after a contest.

15) Follow the directions of the medical professionals for injured athletes.
16) Do not provide any medication to participants.
17) Be responsible for issuing proper and safe equipment to each participant.
18) Coaches should keep an accurate record of equipment issued and make sure that the equipment is returned at the end of a season in an appropriate condition.
19) Supervise all participants in the locker room before and after practices and at home and away contests.
20) Be responsible for the practice and game facilities to make sure that these areas are kept clean.
21) Be friendly and responsive to news media personnel. The head coach is responsible for reporting to local media the home contest results at the conclusion of each event. Athletes, game officials, and opposing teams and coaches should not be degraded in the media at any time. Game results also need to be reported to the Athletic Director by the conclusion of the event the following morning for adequate record keeping.
22) Provide the Athletic Director with end of the season awards by the predetermined dates.
    i. There is a maximum of four awards. Awards usually consist of offensive player of the year, defensive player of the year, most improved player of the year, and coaches' award. (Awards may vary by sport).
23) Coaches are required to be at the school at 2:30 p.m.
24) Coaches are responsible for all fines that he/she incurs during the season (ex. failing to complete coaches' clinic course, ejection from contest). ***These fines will be deducted from the coaching stipend.***

Duties for Coaches: Legal Responsibilities

In recent history, case law has defined the role of the coaches, their responsibilities, and legal duties. On a case by case basis, the Courts have ruled on a progression of cases that has defined the relationship between athlete and coach. While these duties may vary from state to state, below is a list of the most established legal duties for coaches:

1) Properly plan activities.
2) Provide proper supervision.
3) Provide proper assessment of athlete's readiness for practice and competition.
4) Provide safe physical conditions.
5) Provide adequate and proper equipment.
6) Provide proper instruction.
7) Properly match athletes according to size and ability.
8) Provide proper conditioning.
9) Provide proper warning of risks.
10) Provide proper information on insurance.
11) Provide appropriate emergency assistance.
12) Provide an emergency response plan.
13) Provide proper transportation.
14) Provide proper selection and supervision of coaches.

Negligence

In our legal system, anyone can sue another person for negligence. Waivers signed by students do not protect you from negligence claims. If a case goes to trial, recent precedent has shown that the Court will determine if a person was negligent by making a judgment on the four questions below.

1) Did you have a legal duty to the injured party?
2) Did you fail to fulfill this duty?
3) Was there injury to the party to whom you owed the duty?

4) Did your failure to fulfill the duty cause the injury?

While the decision will be made in a court of law, recent case law has established that if all four questions are answered yes, the person is highly likely to be found negligent.

Equipment: Distribution and Return

1) The head coach will personally check out and check in equipment from his/her players at the beginning and at of the end of the season.
    a. Each participant will sign for all equipment issued. The head coach is responsible for contacting each participant (and his/her parent) who fails to return equipment or uniforms.
    b. If repeated attempts to notify/collect fail, a list of names and missing equipment will be turned in to the Athletic Director. At this point, it will be treated as a discipline referral and handled by the administration.
        i. Withholding notices can be found in the CCHS office and should be submitted to the Athletic Director at the end of the season.
        ii. In the spring, withholding notices should be filled out prior to the end of the seniors last day to ensure the collection of uniforms.
        iii. Any student that has not returned all parts of their uniforms and equipment, will not be allowed to try out or participate in any other interscholastic athletics or activities.

2) Head coaches must do the following within 14 days of the last competition date:
    a. Schedule a time to meet with the athletic director for the post season evaluation.
    b. Submit a detailed inventory of the team's equipment.
    c. Submit a list of students that have not turned in equipment.
        i. This is most important for seniors in the spring. Withholding notices for seniors must be filled out before their obligations are cleared through the school bookkeeper.
    d. Submit an evaluation form for each assistant coach.
    e. Each participant is solely responsible for the equipment assigned to that individual and will be held accountable for lost or damaged property.
    f. Athletic equipment and uniforms shall not be used by anyone at any time, other than for in-season scheduled contests and practices.
    g. Damaged or faulty equipment must be returned immediately to the head coach.

Minimum Number of Athletes for Participation

To ensure safety of student-athletes, a recommended number of student-athletes per team may be instituted for a program. School administration reserve the right to waive the minimum number if the program is deemed to be competitive and committed to completing the season.

Sport	Recommended Minimum Number of Athletes
Football	16
Volleyball	8
Cheerleading	1
Boys/Girls Basketball	8
Baseball/Softball	12

Track (Girls/Boys combined)	1
Scholastic Bowl	5

All teams should field the minimum number of players one week after the start date of each sport. Administration has the right to extend the date for a team to be fielded.

***Starting in 2019-2020, student-athletes may participate in multiple sports in one season. Student-athletes must be in good standing, be able to multitask, and receive approval from both coaches of their respective sports and the athletic director. If a student-athlete has contests on the same day, the team-oriented sport (i.e. baseball/track) takes precedence over the individual sport (i.e. track) due to team sports having a required minimum number of participants.**

Finances and Fund Raising

All teams are required to raise funds to help support our athletic programs. Fundraisers provide an excellent opportunity for team building and the development of critical life skills. All fundraising and purchases must receive prior approval of the school administration and follow specific Charles City Public School guidelines. These guidelines include the following:

1) The request for activity must be received by the athletic administration prior to the event.
2) All money raised through the fundraising project will be held in school accounts specific to the sport that raised the money.
3) All money raised through fundraising projects, including concessions sales, must be deposited with the bookkeeper the day it is received. **No exceptions!**
4) The spending of any funds must be pre-approved by the Athletic Director.
5) No disbursements shall be made unless adequately supported by approved invoices, vouchers, and other documents. All disbursements must be signed by the Athletic Director.
6) Coaches cannot make purchases and bring the bill to the athletic department for reimbursement. All purchases must be made through the Athletic Director. Coaches will be held solely responsible for any unauthorized purchases.
7) Applications for fundraisers can be found in the in the main office.

Hazing

Hazing will not be tolerated in any form. It is important to realize that hazing is action taken or a situation created intentionally, whether on or off the school grounds, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

1) Use of alcohol or other drugs.
2) Paddling of any form.
3) Creation of excessive fatigue.
4) Physical and psychological shock.
5) Haircuts.
6) Morally degrading or humiliating games and activities which are not consistent with school rules, policy, or the regulations of the school district.

Hazing is against the law in the state of Virginia (Virginia Code Section 18.2-56 2000) and is prohibited at Charles City High School. Hazing can result in lawsuits and criminal prosecution. A coach can be held

individually liable for hazing incidents. Students who engage in hazing activities will be removed from school activities and face disciplinary action.

Injuries and the Training Room

All athletes will be required to have a completed VHSL physical form on file in the athletic office prior to any team tryout period. Unfortunately, injuries are a reality during interscholastic athletics at all levels regardless of the amount of precautions taken such as safe playing conditions, proper coaching techniques, appropriate safety equipment, and the warnings of possible injury. The coach will assume the responsibility of dealing with injured athletes. The coach should have a basic understanding of first aid. If in doubt, an emergency unit should be called to address the situation at hand.

All teams will be issued a first aid kit. First aid kits should be available at all practices and contests. In addition, coaches must carry the Emergency Permission Form section of the VHSL Physical Examination Form. Coaches should follow up all injuries by contacting the Athletic Director and parents of an injured athlete at the earliest possible time. All student-athletes are required to report all injuries that occur outside of school to their coaches.

Athletes that have been instructed to not participate in athletics by a physician will need a note from a doctor to return to practice. All medical documentation must be turned in to the coach and Athletic Director.

The weight room will be open after school prior to practice. Athletes reporting to the athletic weight room should report immediately after school and sign-in. No athlete is allowed in the athletic training room without an approved coach or faculty member.

Note that all athletic and academic activities carry the risk of injury and or sickness. In 2020, the COVID-19 pandemic affected all VHSL activities for Spring 2020. When athletics and activities return to school campuses, please be aware that there is a risk for the spread of communicable diseases, including COVID-19. While all measures will be taken to prevent injuries and communicable diseases, no method is 100 percent safe.

Insurance

Notice of Insurance Coverage for Student-Athletic Injuries

Parents and student-athletes should be advised of the following insurance coverage policy in the event of any injury that is sustained while participating in an activity that is officially sponsored by the Charles City High School Athletic Department:

- **First and foremost,** it is required that the student-athlete have a primary **medical** insurance coverage plan, designed to cover all related cost incurred up to a $25,000 deductible.
- The school division carries a secondary student-athlete accident insurance plan. ***Please note that the benefits are payable to the applicable maximum for covered Accident Medical Services expenses that are not recoverable from another Plan Providing Accident Medical Expense Benefits. If the insured is not covered by anther Plan Providing accident Medical Expenses***

Benefits, the excess provision shall not apply, and benefits are payable to the limits described in the policy.

- Virginia High School League (VHSL) provides Mandatory Catastrophic Injury Accidental and Death Insurance that will pay the co-insurance percentage of 100% of covered expenses in excess of $25,000.00 covered accidental deductible incurred by an insured.

Students who do not have a valid physical are not covered by the emergency VHSL policy the high school has. Charles City High School and the Charles City School Board will not accept responsibility for payment of treatment for injuries resulting from a student involved in interscholastic sports or activities.

Locker Rooms

Each coach is responsible for the action of team members in the locker rooms. Coaches must provide supervision in the locker room before and after practice sessions and athletic contests. No participant should be in the locker room unsupervised. The following rules apply to the use of the locker room by student-athletes:

1) Valuable items and money should not be kept in the athletic locker rooms. Students should avoid bringing these items to school and practice. It is the responsibility of the individual to secure these items.
    a. The school will not be held liable for lost or stolen items.
2) Rough-housing, throwing of towels or other objects, and hazing of other students is not permitted.
3) Shoes with spikes or cleats may not be worn inside the school. Shoes with spikes or cleats should be removed and cleaned before entering the building.
4) No glass objects are allowed in the locker room.
5) Equipment should be stored in lockers and locked before leaving the locker room.
    a. Equipment is the responsibility of the student to whom it was issued and she/he will be responsible for that equipment until it is turned in to the head coach.
6) Athletes may not share a locker with another student. Students should never leave items lying on the locker room floor or benches.
7) Locker rooms should be left orderly at the end of practice. Clothes and equipment should be picked up and stored properly.
8) Only team members of in-season activities are permitted to use the locker rooms.
    a. Students found in the locker rooms without permission to be there will be subject to disciplinary action per school rules.
9) Equipment cannot be used out-of-season.

Practice Information

1) All participants must have a current physical on file before they start practice. There are no exceptions to this rule. Coaches and athletes will be strictly held to this standard.
2) Practice sessions are scheduled after school and may occasionally be held on Saturdays (on a playoff basis). Practice sessions may not conflict with the regular academic school day.
3) No practice or meetings of any kind may be conducted with student-athletes on Sundays.
4) Each coach shall fulfill VHSL requirements regarding the number of practice sessions necessary prior to the first contest date.

    a. www.vhsl.org
    b. The football team shall have a minimum of 15 and no more than 20 practice days prior to the first contest. In the first 3 days of practice, the player's equipment shall be limited to helmets and shoes. The next 2 days shall be limited to helmets, shoes, and shoulder pads.
    c. All other sports shall have 14 practice days prior to the first contest.
5) Daily attendance is expected, unless absent from school or personally excused by the coach.
    a. Absences will be grounds for probationary action or dismissal from the team after parents have been properly notified of the issue. Individual athletes must communicate with the coaches about their attendance.
    b. Coaches should be notified in advance when students will be absent or late because of academic work, appointments, vacation, or visiting colleges.
6) Please note the Charles City High School student handbook for specific rules regarding attendance.
7) Student-athletes are expected to be at practice from the beginning of the season unless there are special circumstances that have been communicated in advance to the coach. A student may not quit one team and then go out for another in the same year. If a student quits or is dishonorably discharged from a team, they will not be allowed to participate in any VHSL sanctioned activities until the end of that sports season the following year.
    a. Exception:
        i. A student who is cut from one team after a few days may ask permission of the "receiving" coach to try out.
        ii. The student and parent have conferred with both coaches and the Athletic Director prior to the movement.
8) Games are customarily scheduled during our Winter and Spring Break vacations. It is impossible to not schedule games during this period. It is the responsibility of the athlete to notify the coach in advance of any absences during these periods. As an athletic department, we value family and recognize that this is an important time for families. With advance written notification, absences due to family travel will be excused.
9) Conflicts with other school functions will inevitably happen. We expect the participant to communicate these conflicts as quickly as possible and notify the coaches as to how this will affect their participation in all involved events.
10) Students who are suspended will resume practice once they have fulfilled their suspension requirements.
    a. The return to practice will be at the discretion of the coach and/or Athletic Director in accordance with standard school policies and may not necessarily result in automatic reinstatement to the level of participation prior to the suspension.
    b. Students In-School Suspension (ISS) may not participate in VHSL sanctions events. See the section on VHSL eligibility for specifics.

Sexual Harassment

Sexual harassment is generally defined as any unwelcome verbal, nonverbal, or physical advance of a sexual nature. It is against the law and will not be tolerated by coaches or athletes. The following are recommendations for preventing sexual harassment:
Avoid to the greatest extent possible:

1) Engaging in excessively personal conversations.
2) Sexually explicit language or tell sexually explicit/off color jokes.
3) Personal letters, emails, or gifts.

4) Comment on the physical appearance, including manner of dress and specific physical attributes of athletes or colleagues.
5) Physical contact with or touching of another individual.
    a. If this is necessary in the course of professional responsibilities, make sure another adult is present and it is done in an open area.
6) Give student-athletes rides home alone or even in groups where eventually only one student will remain in the car alone with the adult.
7) Meet off school property with individual student-athletes. On overnight trips exercise extreme caution and propriety regarding interaction with student-athletes.
    a. All school trips must be approved by the administration.

Reporting Harassment: Any student who is a victim or witness to any personal harassment by another student or school employee should report the incident to an administrator, counselor, teacher, coach, or other staff member immediately. If any student would like to discuss an incident, administrators and/or counselors will be available upon request. Disciplinary action will be taken and may include a report to the School Resource Officer. Any coach who is a victim or witness to personal harassment should report the incident to the Athletic Director or a school administrator immediately.

Weather Related Issues

Inclement weather and game administration

It is the responsibility of home/game management to determine whether or not a game will be started. While this decision is best made in concert with game officials, it is ultimately the game manager's call. It is also the responsibility of home/game management to have in place a policy for dealing with thunder, lightning, or other potentially dangerous situations that may or may not be observed or known about by game officials. The policy should at a minimum, include the following:

1) Assignment of a staff member to monitor local weather conditions before and during events.
2) This individual should be introduced to the officiating crew prior to the game.
3) An evacuation plan:
    a. Where will teams and officials go?
    b. Where will fans go?
    c. This information should be posted and announced, especially when weather could play a role in the ensuing game.
4) Criteria for suspension and resumption of play. Guidelines provided by the NFHS are as follows:
    a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
    b. Thirty-minute rule, see below for specifics. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
        i. Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.
5) Once the game has started, the game officials have jurisdiction and are responsible for making all determinations with regard to actual field conditions. Game officials are responsible for judging whether a field has become too wet, too muddy, or too slippery to continue play. School officials do not make those determinations.

6) Officials may not set aside school policies and procedures. Game administrators may not halt games for reasons having only to do with sloppy field conditions. In all cases, officials and administrators should work together to do what is best for the students.

Lightning

1) Please follow the "30 – 30 rule".
    a. Use a 30-second flash-to-bang minimum. Seek cover in a secure building that has electrical power and plumbing, not any other location.
    b. Wait at least 30 minutes from the last lightning flash before returning to the activity. This is based on the fact that thunderstorms move at approximately 25 mph. Thirty minutes allows the storm to travel approximately 10 to 12 miles.
    c. Refer to VHSL section 27-10-1 for safety guidelines.
2) During practices it is the coach's responsibility to watch for lightning and to remove athletes from the field and seek cover inside a building immediately. As a rule, take no risks. If you are in doubt, the team should be taken inside immediately.
3) If your team is at an away game, determine the closest safe shelter in the event the outdoor field needs to be cleared.
    a. A safe shelter is any sturdy building normally occupied or frequently used and has electrical power and plumbing.
    b. A safe alternative for the team is on the school bus.
4) Teams which practice at the stadium should take shelter in the team rooms. Teams at all other locations should take refuge inside the school using the nearest entrance.
5) Please visit the VHSL website for updated information on this topic.
    a. www.vhsl.org

Heat and Hydration

As noted on the VHSL website, heat illness and injury can range from a simple muscle cramp to life threatening heat stroke. Catastrophic heat injuries are preventable. The most important components in preventing heat injury are the prevention of dehydration and limiting activity when temperature and humidity make it near impossible for the body to cool through evaporation of sweat.

1) You will find some important websites found on the VHSL site related to heat and hydration below. Please visit these sites and familiarize yourself with the most recent information related to this topic. www.vhsl.org

Team Selection

In accordance with our department philosophy, it is our desire to see as many students as possible participate in athletics at Charles City High School. Coaches are encouraged to keep as many athletes as possible. Obviously, time, space, facilities, equipment, and other factors will place limitations on the size of a team for a particular sport.

A student who owes a financial obligation to Charles City High School must take care of this obligation prior to trying out for an athletic team. In addition, students who owe book, library, or other fees to the school may be prohibited from participating in interscholastic athletics and other school activities.

It is the responsibility of the coaching staff of an athletic team to choose the members of that team. Junior varsity coaches should take into consideration the policies established by the head varsity coach of the team. Prior to the tryout period, the head coach will provide the following information to all candidates for the team:

1) Length of the tryout period
2) Criteria used to select a team
3) Number of team members to be selected
4) Practice commitment if they make the team
5) Game commitment

When a team cut becomes necessary, a coach should remember the following:

1) All squad members should have completed a minimum number of practice sessions.
2) Do not post a cut list.
    a. The coach should personally contact all students cut from a team and provide a reason for the action.
3) Coaches should discuss alternative possibilities for participation in the sport or other opportunities in the athletic program.
4) If a coach foresees difficulties arising as a result of a squad cut, he/she should discuss the situation with the Athletic Director prior to making the cut.

The VHSL calendar has the first day of practice for winter and spring season beginning prior to the end of the previous season. This may create an attendance issue for an athlete who participates in sports in consecutive seasons. It may also create an issue for the coach of a team for the upcoming season when conducting a tryout and selecting team members. The following guidelines should be followed in these situations:

1) An athlete must complete the season she/he is currently involved in prior to trying out for a team in the next season. The current season will continue until the team finishes all play, including post-season, and all equipment issued has been returned.
2) If a coach schedules a preseason meeting with prospective athletes, the meeting should be scheduled so as not to interfere with a practice session of a team currently in season.
3) The coach of a team for the upcoming season should exercise good judgment when selecting team members. In the event a prospective team member is participating on a team which is in season, the coach should consider the following:
    a. Previous experience
    b. Prior participation and recognition
    c. The abilities and talents of the prospective athlete
    d. The coach should talk with the athlete, a previous coach, the coach of the team on which the athlete is presently participating and the Athletic Director
    e. The coach may also attend an athletic contest to observe the athlete. If a video of a previous season is available, the coach may use this as well
4) At no time should an athlete be penalized because he/she is presently participating on another team during a prior season and is unable to attend tryouts and team meetings.
    a. It is not considered a penalty if an athlete does not immediately earn a starting role on the team because he/she was not available due to previous athletic participation.
5) In some instances, athletes may possess the ability to participate in more than one sport in the same season. Coaches should attempt to work out practice and event schedules in such cases. Communication will be vital in these circumstances. The student should submit a typed request

to play multiple sports in a single season. No coach is allowed to penalize a student athlete for playing multiple sports within Charles City High School.

Transportation

Transportation is provided for all away games. Coaches may not transport athletes without pre-approval by the Athletic Director and Administrative team. Departure times are determined by the Athletic Director. Departure times are set so that they interfere with instructional time as little as possible. The Principal's approval is required if teams are to be dismissed from classes early. Neither coaches nor students shall ask teachers to dismiss students early.

1) Only team members on the Master Eligibility List, coaches, bona fide scorekeepers, and managers are permitted on the bus to and from the contest.
    a. No other people may ride the bus with the team.
    b. All Students are to ride the bus back to the school after athletic events.
2) Participants should also return to school with the team on the bus unless a consent form is sisigned by his/her parents, and no one else. In that event, the parent may be contacted and/or sign out the student-athlete. The participant may not return with any other person, unless written permission, signed by the parent and is provided to the athletic director/head coach beforehand.
    a. See the coach or Athletic Director for the specific form.
3) Members of athletic teams are not permitted to drive their personal vehicles **or ride with a parent/adult** to an away CCHS contest in which they are to participate without written permission from their parents that is signed by the Principal. This will only be allowed in rare circumstances.
    a. The official form must be obtained in the Athletic Department or on the CCHS athletics webpage.
4) Participants must provide their own transportation from CCHS to their residence after games. Each participant and his/her guardian must make arrangements for transportation home so that the participant leaves the high school property promptly after a home contest and promptly after the team's arrival at CCHS after an away contest.
5) After practices and games, students must leave schools grounds promptly. Students are not permitted to remain on school grounds after practices or games unless they are in a supervised activity. Student athletes are responsible for assisting the coaching staff in after game clean up, conclusion of the game does not mean immediate dismissal of the student.
    a. Unsupervised students are subject to disciplinary action per the Student Code of Conduct.

Virginia High School League Information

Coaching Rules Clinics

Coaches have the responsibility to attend the VHSL sponsored coaching clinics for your sport if one is offered. Please contact the Athletic Director or www.vhsl.org for the dates of these clinics. The penalties for failure to attend are the head coach shall take a written rules examination; and the school shall be fined $50. The $50 will be paid by the coach if the coach fails to notify the Athletic Director that she/he is unable to attend one week before the date.

VHSL Eligibility Requirements

Charles City High School is a member of the Virginia High School League, (VHSL), a nonprofit organization created in 1913 that is composed of public high schools throughout Virginia. The VHSL seeks to encourage student participation in sanctioned interscholastic activities. CCHS strictly adheres to all VHSL rules and

regulations establishing a codified set of rules that guide the interscholastic athletics and activities. To participate for CCHS, students will demonstrate appropriate behavior in and out of the classroom, and meet the VHSL requirements listed below.

1) 28A-2 Bona Fide Student Rule: The student shall be a regular bona fide student in good standing of the school which he/she represents.
2) 28A-4 Grade Rule: The student shall be enrolled in the last four years of high school eighth-grade students who passed five 8th grade subjects the past school year and reached the age of fifteen on or before the first day of August may compete on the varsity level.
3) 28A-3 Enrollment Rule: The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.
4) 28A-5: Scholarship Rule: The student shall:
    a. For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation have passed five subjects, or their equivalent, offered for credit and which may be used for graduation have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year of the immediately preceding semester for schools that certify credit on a semester basis.
    b. For the second semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.
5) 28A-1 Age Rule: The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.
6) 28A-7 Transfer Rule: The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.
7) 28A-6 Semester Rule: The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.
8) 28B-3 Athletic Participation/Parental Consent/Physical Examination Rule: The student shall have submitted to the principal of his/her school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents' consent to his/her participation.
9) 28B-4 Awards Rule: The student shall not have accepted nor accept from any source whatsoever, in recognition of or as a reward for his/her athletic skill, any award other than letters, medals, charms, cups, plaques, letter sweaters, or similar trophies, or any award of value other than intrinsic value. These listed awards may be accepted only when presented or approved by his/her school, or when earned in VHSL sanctioned meets or tournaments.
10) 28B-6 Independent Team Rule: During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports, become a member of or participate with an organized team in the same sport which is independent of the school's control as long as such participation does not conflict with the scheduled activities of the school squad or team.
11) 27-11 Sportsmanship Rule: Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are prima facie evidence of failure to abide by this rule as

those which are noted below and others of a similar nature which transgress the usually accepted code for good sportsmanship.

12) 27-11-4 harassment of game officials.
13) 27-11-5 failure of a school to use every means at its disposal to impress upon its faculty, student body, team members, coaching staff and officials the values of sportsmanship in the preparation for, and the conduct and management of interscholastic contests.

PENALTY: Athlete – any athlete who in protest lays hands on or attempts to lay hands on an official may be declared ineligible by the League or by his/her principal for up to one year. Any athlete who strikes an opponent, a coach, or a spectator during or following an athletic event may be declared ineligible by the League or his/her principal for a specified period of time up to one year depending on the seriousness of the act. The basis for this policy statement is that a member school shall not be represented by any student whose conduct reflects discredit upon his school.

Charles City High School Student-Athlete Academic Requirement

Charles City Public Schools require students to maintain a grade-point average of 2.0 or better **(1.75 for the 2021-2022 season)**. All students must be enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester.

High School students eligible are:

1. All incoming first time 9th graders that have met VHSL requirements during their second semester of eighth grade. If the student enters the second semester, the student must have passed five courses during the first semester and accumulated a grade-point average of 2.0.
2. Grade-point averages will be based on all courses taken for credit.
3. Grade-point average will be based on semester grades or cumulative grade-point average.
4. The grading scale shall be the current scale used by CCPS, including weighted classes.
5. Transfer students shall be eligible until the end of the first grading period (nine weeks) at which time, they shall meet the 2.0 GPA required by CCPS. If a student is transferring from a school which requires a 2.0 grade-point average for participation, the student shall meet the CCPS requirement from the first day of enrollment as well as VHSL standards.
6. Students shall have one academic waiver during their high school (grades 8-12) if they fall below the minimum 2.0 grade-point average requirement. The student must still meet the VHSL requirements of passing five courses.
7. The academic waiver will last for **one semester**, beginning from the start date of the semester. (i.e. If a student plays basketball and doesn't accumulate a 2.0 grade-point average, if he/she signs an academic waiver it is effective for the Fall semester and not the Spring semester.
8. Students who are special education classified and other students whose eligibility must be determined according to applicable Federal and State laws, who fall below the 2.0 average, will be examined on an individual basis. Waivers shall only be granted by the superintendent or his designee. Special education students who requested a waiver must be making standard progress in the courses taken as determined by the student's Individual Education Plan (I.E.P.)

(***Due to the 2020 COVID-19 pandemic, the 2.0 GPA requirement will be lowered to 1.75 for the FY21-22 school year. Student-athletes will need to pass five classes per VHSL rules. Students will need to have a 2.0 GPA upon participating in athletics and activities for the 2022-23 school year).***

Charles City Student-Athlete Attendance Requirement

1. Student-athletes must attend a full-day of school in order to attend practice or participate in contests.
2. Students enrolled in specialty schools (i.e. Bridging Communities) must sign-in at Charles City High School on days when those programs are cancelled.
3. If there is an athletic contest in which the bus must leave at an earlier designated time and the student attends a specialty school, the student-athlete and parent/guardian must notify the guidance counselor or appropriate designee to be excused from the program that day.
    a. ***Attendance policies may be modified with a hybrid schedule as a result of the COVID-19 pandemic that began March 13, 2020.***

Student-Athlete Seminar

*All potential student-athletes are to attend a seminar hosted by the athletic director. The seminar will address eligibility requirements for the upcoming season and is for all sports for the year. Parents are encouraged to attend as well and coaching staff will be on hand. These seminars will be held before the beginning of the school year. (If a student-athlete is unable to attend, he/she may arrange to meet with the athletic director to have a one-on-one or small discussion regarding athletic participation.

Out-Of-Season Practice Rule

The Virginia High School League, Inc. does not permit organized practice sessions (rule 27-8-1, 2, and 3) outside of the dates outlined in the League athletic calendar (see Practice Sessions). Schools are allowed to organize conditioning training and have open gyms. These programs must be advertised and open to all Charles City High School students and not just prospective team members. Coaches may supervise these sessions but will not be allowed to give specific coaching in a sport with only team members present. Coaches may also organize sports camps open to the public. However, they may not specifically coach their team as a part of this camp. The atheltic director should be notified of all conditioning sessions or camps before they can be held. If a school violates the VHSL out-of-season practice rule, sanctions may be issued, including a $200 fine. http://www.vhsl.org/ Also see Appendix 6 in the VHSL handbook for clarification.

Beginning in 2020-21, student-athletes conditioning on the campus of Charles City County High School (weight room, track) under the supervision of a coach will be REQUIRED to have a valid physical for the school year. Parents understand that if a student-athlete works out individually without the supervision of a coach on a field (ex. Football, Baseball, Track) that the school board, athletic administration, coaching staff, and school employees are not liable for injury that incurs on the campus due to the facility being one of public use.

Charles City Schools
Concussion Information for Parent(s)/Guardian(s)

What is a Concussion?

A concussion is a brain injury. A concussion can be caused by a blow to the head or body, which causes the brain to move rapidly inside the skull. Concussions affect the metabolic processes of the brain. This means that the chemicals are not reacting with each other the way they should. All concussions are a serious medical concern, even "getting your bell rung." MRI's and CT's are good for ruling out more time sensitive injuries such as bleeding in/around the brain or a skull fracture however, they do not diagnose a concussion. Signs and symptoms of a concussion can show immediately or may not show up for days or weeks later. If an athlete reports any symptoms of a concussion or if you recognize any signs, seek medical attention as soon as possible.

Observed Signs

- Appears dazed or confused
- Does not understand simple instructions
- Does not have short term recall
- Appears clumsy or disoriented
- Appears irritable or fatigued
- Slow to answer questions
- Appears more emotional
- Vomiting
- Does not recall events before or after injury
- Has balance problems

Reported Symptoms

- Headache or feeling of pressure
- Vision problem
- Nauseous
- Feeling dizzy or in a fog
- Complains of light or noise sensitivity
- Complains of ringing in the ears
- Complains of problems concentrating
- Complains of problems remembering

Parent/Guardian's Role

It is important to learn the signs and symptoms because you may be the first to notice changes in your son/daughter. You should also encourage your child to learn the common signs and symptoms and explain the importance of reporting any possible concussion to their Certified Athletic Trainer (AT) or coach. If you suspect your child has a concussion, you should notify the AT and inform them of your concerns. If your child has a worsening headache, dilated or unequal pupils, loss of consciousness, vomiting, slurred speech or any seizure activity you should seek emergency medical care. To help lessen the symptoms and shorten recovery time you should limit your child's exposure to loud noises, bright lights, computers, video games, televisions and phones.

Return to School and Normal Daily Activity

Rest is the key to proper healing following a concussion. Decreasing the stress on the brain early after a concussion may lessen symptoms and shorten recovery time. Most student-athletes will have difficulty with concentration, memory, and processing, which all negatively affect their school performance. A decline in performance may cause even greater mental strain on the student-athlete. This increased strain can cause symptoms to worsen and negatively affect healing of the brain. Return to school should be done as a progression of gradually increasing periods of time. Avoidance of areas or times of extreme noise or overstimulation should be encouraged, including noisy hallways or cafeterias as well as group socializing.

Return to Play

If your child has been removed from activity due to a suspected concussion he/she must have a written medical release from his/her licensed health care provider. The written medical release shall certify that the provider is aware of the current medical guidance on concussion evaluation and management. Upon obtaining written medical release from the student-athlete's licensed health care provider the student-athlete must then be monitored by the AT to ensure that the student-athlete no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion. Once the student-athlete no longer exhibits any signs or

symptoms consistent with a concussion the student-athlete must successfully complete a progressive return to sports participation program with the supervision of the AT. Each stage of the return to sports participation program should take 24 hours to complete. At minimum the student-athlete will not return to full participation for 7 days.

Concussions can be a life threatening injury and should be treated with care. Some signs and symptoms will resolve immediately, others will linger for days or weeks. It is important that the athlete does not return to activity before he/she is completely healed from the concussion. If an athlete obtains a second blow to the head before he/she is healed from the initial brain injury then the possibility of long term effects is greater and there is a chance of incurring Second Impact Syndrome (SIS). SIS occurs when the athlete sustains a second concussion before the initial injury has healed. This causes rapid brain swelling, long term effects on brain function and can be fatal.

Short Term Effects After an athlete sustains one concussion, they are more likely to sustain a second one, compared to others that have not been concussed. Repeat concussions, even when mild, can increase the risk of post-concussive symptoms, such as headaches, memory loss, difficulty concentrating, behavior or personality changes, extreme fatigue etc. These symptoms may last only a short time or could remain a problem to the student-athlete for months or longer.

Long Term Effects

Very little is known about the long term effects of concussion however more research is focusing on this area in the past several years. Some studies of NFL football players link a history of concussions to degeneration of brain cells, dementia and/or Alzheimer's, as well as depression. Effects of sports concussion in early adulthood have been shown to persist beyond 30 years and can cause cognitive and motor function alteration.

Websites of Interest

http://www.cdc.gov/concussion/headsup/high_school.html
Video: Outside The Lines on ESPN http://espn.go.com/video/clip?id=3094263
Video: Brandon's Story http://www.cdc.gov/TraumaticBrainInjury/CTK_Video_WM_BB.html
A Parent's Guide to Concussion in Sports, http://www.nfhs.org/

http://www.nata.org/consumer/headsup.htm
http://www.nata.org/statements/position/concussion.pdf
http://www.cdc.gov/concussion/headsup/high_school.html
http://espn.go.com/video/clip?id=3094263 Video: Outside The Lines on ESPN

Open Gym/Weightlifting/Conditioning Letter

Dear Parent/Guardian:

Your child _____ has expressed interest in participating in the open gym/weightlifting/conditioning program available through the Charles City High School Athletics Department. Because of your child's interest, school administration and high school athletic staff are recommending your child have the following items to participate:

1. Completed athletic physical.
2. Signed permission slip to participate in open gym/weightlifting/conditioning.
3. Athletic handbook.
4. Transportation from school premises upon completion of the session.

Understand that open gym/weightlifting/conditioning is an **option and not mandated** to participate in. Participation in these voluntary workouts **does not guarantee** that your child will have a spot on a team in the Charles City athletic program.
By signing this, you are aware that participation in these programs come with the risk of injury to your child/ward. You understand that the degree of danger and seriousness of the potential risk vary significantly from one workout to the next. You also understand that conditioning that consists of more physical contact carry the highest and most catastrophic risk.

My signature below indicates that I understand the risk involved with allowing my child to participate in the open gym/weightlifting/conditioning program. I am fully aware that these programs will adhere to the insurance policy coverage requirements for athletic injuries as listed in the athletic handbook and that I understand the risk. I understand that because open gym/weightlifting is not mandated that Charles City High School, coaching staff, and school administration will not be held responsible for any injury sustained during an athletic activity. In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed dentist, physician and/or surgeon as deemed necessary for the student's safety and welfare.

I further agree to release and hold harmless the Charles City County School Board and its officers, agents and employees from liability for any accident, injury, illness or death sustained by the above student in connection with or while participating in the above activity.

My signature below also indicates that I have granted my child/ward permission to participate in these programs.

_____ _____

Parent/Guardian Signature **Date**

Charles City High School Athletic Department

Student Release Form

According to the Athletic Handbook, students are expected to ride home from an event with the team. However, students may ride home from an event with a parent/guardian under the following conditions: a) the student has received permission from the head coach and b) the parent/guardian signs the Student Release Form before leaving the site of the competition.

In order for a student to ride home with a grandparent, a brother/sister, the parent/guardian of another team member, or anyone else, the above conditions must be met. Additionally, written permission from the student's parent/guardian must be approved by the Principal (or designee) before the team leaves from Charles City High School.

For any violation of this policy, the student will be declared ineligible to participate in the team's next two contests. If necessary, this consequence will carry over into the next athletic season.

My signature indicates that I have received a copy of the Athletic Handbook for Charles City High School, that I completely understand its rules and regulations, and that I agree to behave and perform in a manner that will exhibit the ideals of Pride, Honor, and Excellence.

Date	**Printed name of Person Assuming Responsibility**
Name of Student	**Signature of Person Assuming Responsibility**

Athletic Handbook Verification

All athletes and their parents must read this Handbook, and understand the rules and regulations set forth. I understand the rules and regulations and will abide by those set forth by the Virginia High School League and Charles City High School. I understand that a properly signed form must be on file with the Athletic Director in order for a student to be eligible to participate in a VHSL activity at Charles City High School.

Athlete

My signature indicates that I have received a copy of the Athletic Handbook for Charles City High School, that I completely understand its rules and regulations, and that I agree to behave and perform in a manner that will exhibit the ideals of Pride, Honor, and Excellence.

Student-Athlete's Signature **Date**

Parent/Guardian

I am aware that with participation in high school spots comes the risk of injury to my child/ward. I understand that the degree of danger and the seriousness of the potential risk vary significantly from one sport to another. I also understand that contact sports carry the highest, possibly catastrophic risk.

My signature below indicates that I understand the risk involved with allowing my child to participate in interscholastic sports and activities, and that I am fully aware of the insurance policy coverage requirements for athletic injuries as explained in the Athletic Handbook. Further, my signature below indicates that I have read the Athletic Handbook for Charles City High School to include the student-athlete concussions policy and that I understand its policies and content.

Parent/Guardian's Signature **Date**