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SPOKANE CATHOLIC SCHOOLS ATHLETIC PROGRAM HANDBOOK

**Facilitated by the
Gonzaga Preparatory School
Elementary Athletic Coordinator
for Catholic Elementary Schools
in coordination with the
Spokane Catholic Schools
Council of Athletic Directors**



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**CATHOLIC DIOCESE OF SPOKANE
CATHOLIC ELEMENTARY SCHOOLS OF SPOKANE COUNTY
COORDINATED BY GONZAGA PREPARATORY SCHOOL
ATHLETIC PROGRAM HANDBOOK FOR GRADES 5-8**

GOVERNANCE FOR DIOCESAN SCHOOL ATHLETICS:

Gonzaga Preparatory School, through their generosity of spirit and financial contributions, are facilitating the Spokane Catholic Elementary Schools Athletic Program in coordination with the Spokane Catholic Schools Council of Athletic Directors. The program is outlined below and the responsibilities of the Gonzaga Preparatory School Elementary Athletic Coordinator accompany the program guidelines. The policies and structures of this league are administered by the Gonzaga Preparatory School Elementary Athletic Coordinator with the guidance of the Spokane Catholic Schools Council of Athletic Directors.

1. The Catholic Schools K-8 principals shall be the decision making body in regards to structural, philosophical, policy and/or handbook changes. This body will also have a consultative role in any evaluations of the Gonzaga Preparatory School Elementary Athletic Coordinator. The membership shall be comprised of the principal of each member school, the Superintendent of the Diocese, the principal of Gonzaga Preparatory School and the Gonzaga Preparatory School Elementary Athletic Coordinator. All members will have one vote, with the exception of the Gonzaga Preparatory School Elementary Athletic Coordinator who shall not vote. This Council will meet monthly at the regularly scheduled Catholic Schools K-8 principal's meeting or as required.
2. The Spokane Catholic Schools Council of Athletic Directors shall be charged with the responsibility of implementing rules of this handbook. This body will implement all decisions of the Catholic Schools K-8 principals regarding athletics. They shall evaluate the present structures and policies and make necessary recommendations to the Catholic Schools K-8 principals. This Council of Athletic Directors shall be chaired by the Gonzaga Preparatory School Elementary Athletic Coordinator and comprised of the local school athletic directors from each school. A principal, selected by the Superintendent of Catholic Elementary Schools, will sit on the Athletic Council. Each school will have one vote when required. The Gonzaga Preparatory School Elementary Athletic Coordinator and the principal selected by the superintendent shall not have a vote.
3. Gonzaga Preparatory School holds in trust all funds generated by this program and manages these funds through a separate account within the Gonzaga Preparatory School Financial Office. Funds that exceed \$5,000.00 after June 30th of each year will be distributed among the primary members as determined by the Catholic Schools K-8 principals.
4. An on site facilities supervisor shall report to the Gonzaga Preparatory School Elementary Athletic Coordinator. The Gonzaga Preparatory School Elementary Athletic Coordinator, as an employee of Gonzaga Preparatory School, shall report to the Vice-Principal of Activities and to the principal of Gonzaga Preparatory School.
5. Changes to this handbook or governance structure must be first formulated and/or reviewed by the Council of Athletic Directors. The council will then debate and make recommendations to the Catholic Schools K-8 principals. Only the Catholic Schools K-8 principals can make structural changes or additions to this handbook and the governance structure. Any changes that affect the administration of the league must also be approved by the principal of Gonzaga Preparatory School.
6. The Catholic Schools K-8 principals ask that each participating school accept the policies and standards of this handbook and incorporate them into the athletic policies for their local school. The Catholic Schools K-8 principals recognize that exceptions to academic and behavioral eligibility are probable.

7. The Catholic Schools K-8 principals are the governing body of this league. Decisions requiring a vote by the Catholic Schools K-8 principals will be by simple majority, with a quorum of the principals present for the vote. Any changes to the handbook or the governance structure must have a $\frac{3}{4}$ majority in favor and a quorum of the principals present for the vote. A quorum shall exist if $\frac{3}{4}$ of the principals are present.

MEMBERSHIP

The primary membership consists of the Spokane Catholic Elementary Schools and students from their associated parish(es). Secondary membership is open to private elementary and middle schools who are not part of the Diocesan Catholic School system but are willing to abide by the philosophy, governance and rule structures of the league as outlined in this handbook.

The local school athletic directors from secondary school members are required to attend and participate in the Council of Athletic Directors. They have voting privileges. Final decisions on the changes of league governance and structure are only decided by the Catholic Schools K-8 principals.

PHILOSOPHY

The athletic programs desire is to develop students who will be leaders in action, modeled on Christ. Components of the athletic programs, such as spiritual and emotional growth and personal development, mirror those within the overall diocesan-wide educational system.

PURPOSE OF PROGRAM

Athletic programs must be suited to K - 8 school age students and must contribute to the desirable physical, social, and spiritual development of these students.

The Goals of the program are:

- 1. Spiritual development based on Christian values
- 2. Develop sportsmanship
- 3. To provide students the opportunity to participate
- 4. Teach skills and techniques, both individual and team
- 5. To build community

GONZAGA PREPARATORY SCHOOL ELEMENTARY ATHLETIC COORDINATOR JOB DESCRIPTION

FUNCTION:

This person is to oversee all aspects of the Spokane Catholic Schools Athletic Program. The position is being sponsored by Gonzaga Preparatory School, and therefore shall be organized in conjunction with the mission of Gonzaga Preparatory School, but will also be in active consultation with the Superintendent of the Diocesan Elementary Schools, the Catholic Schools K-8 principals and Catholic Schools Council of Athletic Directors. The primary role of this person is to facilitate the program as structured by the Catholic Schools K-8 principals.

DUTIES:

- Organize monthly meetings for the Council of Athletic Directors to discuss current issues. Set agendas and provide for minutes to be taken at all meetings, as well as report to the Catholic Schools K-8 principals.
- Oversee scheduling of all sports programs as listed in this handbook.
- Schedule officials for all contests.
- Organize the financial reports and maintain all income and expense records. The Coordinator will make seasonal reports and a year-end report to the Catholic Schools K-8 principals.

- Discretionary expenditures that exceed \$300.00 must first be approved by the Catholic Schools K-8 principals
- Coordinate and oversee workers and site supervisors for the various venues. Workers include scoreboard operators, ticket takers, concession stand workers, custodians, etc.
- Coordinate and book facilities for games as necessary. Practice facilities are the responsibility of the participating schools.
- Coordinate any revisions and/or evaluations of the Athletic Handbook for the league as requested by Catholic Schools K-8 principals.
- Adhere to and implement the Athletic Handbook for the league.
- Act as the sounding board for rule interpretation with regard to league-created rules. In the event that a request arises over the implementation of rules as spelled out in the designated sport rule book, the Coordinator will contact the appropriate agencies within that sport for a rule clarification. Should a formal protest be lodge, the rules governing the formal protest apply.
- Other duties as assigned by the Activities Coordinator of Gonzaga Preparatory School

AUTHORITY:

This person will be in communication with and will report to the Activities Coordinator of Gonzaga Preparatory School.

COMMUNICATION:

This person will be responsible for communication with all interested parties including facilities schedulers, officials associations, Catholic Schools K-8 principals, Gonzaga Preparatory School, Council of Athletic Directors and coaches.

ATHLETIC SITE SUPERVISORS' RESPONSIBILITIES FOR VENUE CONDUCT

- 1) The Gonzaga Preparatory School Elementary Athletic Coordinator as chair of the Athletic Director's Council and those Site Supervisors as assigned by Elementary Athletic Coordinator shall have the power to effect the following:
 - a) Warn coaches, players, and spectators of behaviors that are unsportsmanlike and in their judgment may cause or is causing a disruptive disturbance to the game or event.
 - b) Warn coaches (and players, but primarily coaches) of violating leagues sport specific rules.
 - c) Prevent further continuance of a game or event with consultation and approval of the game officials for situations that they believe creates an unsafe environment for the continuation of play.
 - d) The Elementary Athletic Coordinator and the Site Supervisors have the ultimate responsibility to ensure compliance with league rules, requirements, fair play, organization of time, sportsmanship, and the safety of the environment. Once a game begins the normal playing of the game and the surrounding environment does rest with the Officials – but the Elementary Athletic Coordinator and the Site Supervisors do have authority over those issues that the officials would not normally govern and in those times when officials are not present with authority to enforce game rules.
 - e) Site supervisors have the right to suspend or remove from the site any person for acts that he/she deems unsafe or will cause unrest.

- 2) The Elementary Athletic Coordinator and the Site Supervisors will use the following system for disciplinary action:
 - a) Issue a VERBAL warning stating that any further disturbance or violation of the rules will result in the suspension of the coach from the current activity and impose a one-game additional suspension from the next playable contest.
 - b) Removal of the offender from the current game and from the site– and in the case of a coach or player a one-game suspension will follow with the next playable game. In the case of a spectator – notification will be made to the appropriate school's athletic director of the spectator involved. Should a spectator, coach, or player refuse to leave the game and area – they Elementary Athletic Coordinator and the Site Supervisors may declare the game in forfeit and call 911 for assistance.
 - i) When a coach is removed – an assistant may finished the game. Only an assistant who is so listed with the league, has completed all of the requirements for coaching may continue the game, or the school's Athletic Director, or any school personnel may continue the contest. **No other person may continue the game unless they have met the league requirements for coaching.**
 - c) A second suspension will result in no further participation by that coach or player for the remainder of the current sport season.
 - d) A Flagrant violation of the league rules or a violation of the requirements listed in the Diocesan Athletic Handbook under the section entitled "Coaches Duties and Responsibilities" can result in immediate removal and suspension from a game or league play. The following are Flagrant Violations:
 - i) An act of violence or threat of violence during an event toward another coach, referee, player, spectator or site supervisor
 - ii) Use of abusive language toward another coach, player, referee, spectator or site supervisor
 - iii) A repeated offense that has already caused a suspension in past games or league activity

COUNCIL OF ATHLETIC DIRECTORS DUTIES AND RESPONSIBILITIES

The Council of Athletic Directors is composed of local school athletic directors from each of the member schools, (primary and secondary members) It is the athletic directors responsibility to attend all meetings. A principal appointed by the superintendent, and the Gonzaga Preparatory School Elementary Athletic Coordinator. The superintendent is an ex-officio member of this council.

The Council will meet monthly and whenever a special session has been called. The agenda is developed by the Gonzaga Preparatory School Elementary Athletic Coordinator and he/she reserves the right to determine the validity of agenda items as they pertain to the Council of Athletic Directors. Any items that need to be placed on the agenda by concerned parties must be brought before the Coordinator with sufficient time as to allow for the dissemination of all necessary materials to the Council of Athletic Directors prior to the meeting. (a minimum of 4 days) If, in the judgment of the Coordinator the requested agenda item warrants extended notification, the item will have the opportunity to be placed on the agenda for the following month.

The Superintendent of Schools will appoint a principal to serve on the Council of Athletic Directors who will be a non-voting member along with the Gonzaga Preparatory School Elementary Athletic Coordinator. The Gonzaga Preparatory School Elementary Athletic Coordinator will make the necessary arrangements for minutes to be taken and distributed to all concerned parties.

The Council will provide workshops for all new coaches and new local school athletic directors on the operations of the program and their duties and responsibilities. Workshops specifically required include:

- Health and Safety workshops: CPR, First Aid, Concussion awareness, safety related to specific sports
- Code of Conduct Training and be current with all diocesan volunteer requirements
- Review of the rules and regulations contained in the Diocesan Athletic Handbook
- sportsmanship and fair play participation

Returning coaches and local school athletic directors will be required to attend only those programs that require yearly certification as established by law, by diocesan policy, and/or those programs that the Council of Athletic Directors designate as necessary for participation in the program. These will be enforced by the local school athletic director with assistance from Elementary Athletic Coordinator.

Scheduling of games is the responsibility of the Gonzaga Preparatory School Elementary Athletic Coordinator with the cooperation of the Council of Athletic Directors. The Council of Athletic Directors will notify the Gonzaga Preparatory School Elementary Athletic Coordinator of all calendar issues with regard to parish and/or school conflicts. Only parish or school calendar conflicts will take precedence in determining game schedules. No changes in the schedule may be made unless coordinated through the Gonzaga Preparatory School Elementary Athletic Coordinator. If there is a schedule change, the Gonzaga Preparatory School Elementary Athletic Coordinator will notify all affected schools, and make changes to the facilities and for the officials. When schedule changes are approved, responsibility for notifying parents and children rests with the schools.

Concerns over eligibility, team combinations, coach's conduct, student athlete conduct, and spectator conduct will be enforced by the Gonzaga Preparatory School Elementary Athletic Coordinator with the assistance of the Council of Athletic Directors as outlined in the Athletic Handbook.

CONFLICT RESOLUTION

Basic issues concerning athletics shall first be directed towards the appropriate party. Local and internal conflict will follow the chain of concern: coach, local school athletic director, principal, pastor, and superintendent. Local issues are to remain within the local school's jurisdiction. Outside and multiple school conflict will follow the chain of concern: coach, local school athletic director, Council of Athletic Directors, principals, pastors, and superintendent.

Issues of conflict or concern that involved multiple schools and have not been resolved with the local school athletic directors must be submitted in writing to the Gonzaga Preparatory School Elementary Athletic Coordinator to be placed on the agenda for discussion at the next meeting of the Council of Athletic Directors. Once resolution is met, the Coordinator will distribute written verification of this to all necessary parties.

The Council of Athletic Directors recognizes that the local schools are the primary authority in the operation and practices of their programs. However, participating members must abide by the rules and governances contained in this handbook. It is the hope of the Council of Athletic Directors to arbitrate any issues as fairly and justly as possible, taking the entire community into consideration.

The Council of Athletic Directors, upon convening, will follow these procedures:

1. determine the specific issue(s) involved and the parties involved.
2. discuss the issue(s) with the local school athletic director(s).
3. determine if any rules, regulations, or minimum requirements have been violated.
4. make recommendation(s) to the school(s) principal(s) through the Gonzaga Preparatory School Elementary Athletic Coordinator.

Any issues of conflict or concern that are still not satisfactorily settled by the process listed above must follow the Diocesan Policy on Due Process as prescribed by the Bishop. The complete policy can be found on the diocesan website at <http://www.dioceseofspokane.org/pdf/diocese/7.01.01.pdf>

STUDENT ATHLETE'S DUTIES AND RESPONSIBILITIES

RIGHTS OF YOUNG ATHLETES

Participation in the athletic program for the elementary schools of the diocese is a privilege granted to students who meet the academic and behavioral eligibility requirements and who complete all athletic registration materials. Each eligible student athlete will normally participate in all practices and games. Each student athlete who regularly attends practice and who makes a good effort and is meeting expectations of coach(es) at being part of the team, and has fulfilled all eligibility requirements, **shall play an equitable amount of time as feasible with the minimum being at least ¼ of each game.** Individual schools may choose to exceed this requirement but not decrease. The program is a privilege provided to the students and the students have the right to:

- participate in sports.
- have qualified, positive adult leadership.
- play as a child and not as an adult.
- participate in safe and healthy environments.
- proper preparation in sports.
- an equal opportunity to strive for success.
- equal attention in practice.
- be treated with dignity.
- have fun in sports.
- have enough teams to ensure adequate participation.

PLAYER ELIGIBILITY STANDARDS

The Council of Athletic Directors' minimum eligibility requirements are as follows: (a school may choose to exceed these minimum standards):

- A student reaching his or her 16th birthday on or after the first day of school of that academic year of competition will not be eligible to compete in any league sponsored activities of that academic year.
- A student must be enrolled in, attending, and in good standing at the participating school for which he or she is playing or from the parish of the participating school and have verification that they are a student in good academic and behavior standing within their school.
- A student in the parish of the participating school may participate if they can show verification of good academic and behavioral standing within their school. If the student had attended Catholic Schools previously, the student must continue to be in good standing. The principal and AD must approve the need or desire for new students to be on the team's roster. A student will be considered a member of a school parish, as long as they are registered as a member of said parish and have been determined by the pastoral authority to be a member in good standing.
- When two or more schools combine to make up a team, students enrolled in, attending, and in good standing at either school will qualify to participate on the team.
- Students in grades 7 and 8 will follow all WIAA rules and regulations. Students in Grades 6 and below will follow WIAA rules and regulations, however exceptions may be given with approval of the Catholic Schools K-8 principals.
- Each student athlete participating in league play is expected to maintain the following minimum academic standards:
 - student athletes must maintain a **minimum** of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
 - loss of eligibility will result in no participation in any athletic game or match for a minimum of one week.
 - the student may petition their school for game eligibility after verification of improvement of grade(s) to a "C" average after the one-week suspension. The school shall then notify the respective coach that the student is again eligible and if there are any conditions placed on further eligibility.
 - Each student athlete participating in league play is expected to maintain the following minimum behavior standards that are enforced by the school.
- The student athlete will not exhibit behaviors that interfere with or are detrimental to the orderly operation of the school or the school's extracurricular programs.
- The student athlete will not use or possess any tobacco product; use or possess any alcoholic beverage; use, sell, or possess any drug deemed illegal by law and/or drug related paraphernalia; attend off-campus events where drugs and/or alcohol and/or controlled substances are evident and at which the student athlete has made a willful choice to remain.
- The student athlete will not be involved in any verbal or physical assault or intimidation of another student, coach, school official or game official.
- Loss of eligibility may result as a consequence of inappropriate behavior. Actual loss of playing time and/or membership on a team may be imposed by the school. Consequences shall be imposed but the school shall determine such consequences as they deem appropriate. No minimums are suggested.
- Academic eligibility requirements for a student athlete's participation in the league shall be equal and fair and agreed to by all of the participating schools. Each participating school shall adopt these requirements. Should a school choose to make additions or changes for their local school, these changes must equal or exceed the eligibility requirements outlined in this handbook. A school principal, determining special factors exist in relation to academic performance, may determine a course of action that is an exception to these academic standards because they believe that this is in the best interest of the student.

Ejections: any ejected player is ineligible for the next game that the team plays. If a player is ejected a second time within the same sport, the player is suspended for the remainder of that sport season.

Should the ejection occur at the end of a sport season, the local school athletic director in consultation with the

principal will determine a suitable consequence. Should a player incur additional ejections, and present the issue of being a repeat offender, the local school athletic director **must** have a meeting with the principal, the offending player and his/her parents before the player may resume participation in **any** sport. A behavior contract shall be written to determine play eligibility.

ATTENDANCE POLICY

Any student participating in a sport related activity shall be in good attendance and is expected to participate in all classes on the day of the scheduled game. In general, good attendance at school is required for participation in a sport. Failure to comply with the attendance regulations and/or the requirements of the individual school may result in a student athlete being declared ineligible and not allowed to participate in the next scheduled game. The intent of this rule is to assure that students are in good attendance in order to be eligible to participate in their respective sport. The principal, under unique one-time circumstances, can make an exception.

Each student athlete must have on file in the school:

- Physical Exam Form signed and dated by a physician. The Physical Exam Form is valid for two calendar years.
- Verification of adequate insurance coverage.
- Athletic Participation Form signed by parent or legal guardian.
- Verification that the student athlete and their parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the local school's athletic program rules and guidelines and agree to abide by them.
- Concussion Information Form signed by both student athlete and parent/guardian.
- Impact Testing is required of all student athletes in Grades 5 to 8. Students participating in any sport are required to have a baseline impact test from ImPACT testing. The school will provide this testing in cooperation with the Diocesan Athletic League.

LEAGUE AND TEAM COMPOSITIONS

The Diocese of Spokane, through the generous facilitation by the Gonzaga Preparatory School Elementary Athletic Coordinator, provides an organized program for students in the Spokane Catholic Elementary schools and its secondary members. The individual schools participating in this program agree to provide team rosters of sufficient numbers as to provide for a quality team able to participate on a regular basis without fear of forfeiture due to lack of members. In addition, team membership shall not be so large as to make prohibitive the fair playing time that is due the individual members of the team. If a school has enough students so as to enter multiple teams in a given league, a player may play for only one of those teams. A player may not be listed on multiple rosters. Should one of these teams be lacking enough players for a given game, players can be brought up (according to the guidelines provided under each individual sport), but not “across”.

1. Minimum membership to field a team when there is only one team (Exceptions to be granted by the Council of Athletic Directors):
 - a. Volleyball..... 8
 - b. Football 14
 - c. Basketball 8
 - d. Baseball 11
 - e. Softball 11
 - f. Cross-Country No minimum

2. Maximum membership, which dictates the establishment of an additional team. In this situation the minimum numbers for team membership are lowered. (Exceptions to be granted by the Council of Athletic Directors):
 - a. Volleyball..... 16 Minimum per team..... 8
 - b. Football 28 Minimum per team..... 14
 - c. Basketball 16 Minimum per team..... 8
 - d. Baseball 22 Minimum per team..... 11
 - e. Softball 22 Minimum per team..... 11
 - f. Cross-Country No Maximum

3. In addition, there are situations whereby an Athletic Director will need to request that a particular team of players participates in a league other than their own because of abilities. This team in the belief of the Athletic Director is either way above or way below ability wise and would detrimentally affect the playing in their normal league. Athletic Directors may present their case to the Council and make argument for a move to a different league. The council will consider what is best for the entire league. After consultation they may grant a waiver and allow for the team to be assigned to a different league.

A) TEMPORARY USE OF PLAYERS DURING A SEASON

Care shall be taken to create a team of sufficient numbers so that use of temporary players is not necessary, but realizing that situations do occur which create the need for temporary players to get through a game weekend, the following rules apply:

1. Players may be temporarily moved up to play on another grade team because a one-time situation has created the possibility of a forfeit. This move affects the playing time that the player is permitted to play on all teams as outlined below:
 - A. Non-permanent players may play on their respective grade teams but their amount of playing time is determined by their total playing time on all teams during a calendar week.
 1. The calendar week is from Friday to Friday
 2. Any amount of time played within a quarter or inning is determined to have used up that quarter or inning of play. (i.e. A 6th grade replacement to another team plays 3 quarters of basketball. This player has only one quarter of playing time remaining that week for use by his/her 6th grade team or vice versa.)

B. This does not require the approval of the Council of Athletic Directors unless this situation occurs on more than one occasion and/or proves to be a permanent condition due to circumstances that have arisen after the league playing season has begun – the local school athletic director, with the approval of the school principal, shall take action to make permanent members of the team so as to alleviate the possibility of forfeitures.

C. The rules and regulations for each specific sport will apply to the selection of permanent team members.

2. As seasons progress loss of players because of resignations and/or ineligibility become more likely. Every effort should be made to NOT forfeit games due to loss of players. The guidelines for temporary use of players are listed below. It is important to note that these guidelines are for protecting players and their right to play. These rules are in place so that team members receive fair playing time as described for each individual sport. Should the loss of players because of resignations and/or ineligibility create situations where players are moving from team to team, all care and caution should be made so that no one player or players receives more playing time than another. There are situations because of the loss of players because of resignations and/or ineligibility that will challenge team rosters and playing time. As long as every player is receiving a fair amount of playing time and because of the circumstance a player may exceed the number of quarters/innings played, under these special conditions and circumstances the intent of the rule has been achieved.

3. Athletic Directors will notify the Elementary Athletic Coordinator for the League of the special circumstances and conditions as well as the Athletic Director of the teams who will compete against the teams with these waivers.

B) FOOTBALL

Football has 2 leagues; a 7th/8th grade league and a 5th/6th grade league

7th/8th Football

Maximum

- › Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- › When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- › Should there be less than the minimum number of members required, the school has the following options:
 - Combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - Bring up 6th grade students to complete the team. 6th grade players shall be of sufficient weight and size as to safely compete against the 7th/8th teams in the league. The process and factors to be considered are listed below:
 1. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 2. In applying the above process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 3. 6th Grade players moved up to this team will be permanent members of that team. Once placed on the team, they may not appear on any other team roster.

Once the team roster is complete, the roster shall be reviewed by the Council of Athletic Directors. Once approved, the team shall participate in the 7th/8th league.

No students below 6th grade may play on a team participating in the 7th/8th league.

5th/6th Football

A combination 5th/6th grade team shall participate in the 5th/6th league.

Maximum

- › Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- › When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required, the school has the following option:
 - a. The school will combine with another school in order to participate in the 5th/6th league.

No students lower than 5th grade are permitted to play in the 5th/6th football league.

C) VOLLEYBALL

Volleyball has 4 leagues; an 8th, a 7th, a 6th, and a 5th.

Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required the School has the following options:
 - a. combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - b. combine the number of 7th and 8th graders within the school to complete the team, which would require that this combination team play in the 8th grade league, unless a request by the local school athletic director to play in the 7th grade league has been approved by the Council of Athletic Directors.
 - c. should an 8th grade team need 7th graders to play in the 8th grade league, but the school is still maintaining a 7th grade team, the following system will be used:
 - i. 7th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 7th graders up to a team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 7th grade players moved up to an 8th grade team will be permanent members of that team. Once placed on a team, they may not appear on any other team roster.
 - d. use 6th graders to meet the minimum number for an 7th grade team or a combination 7th/8th grade team. If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 6th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.

- iii. 6th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.
 - e. use 5th graders to meet the minimum number for a 6th grade team or a combination 6th/7th grade team. (This team must participate in the 7th grade league.) If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 5th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 5th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 5th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.
 - f. request the use of 4th graders to complete a 5th grade team or a combination 5th/6th grade team. **This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s), and only after all other attempts to complete the team roster have been exhausted. This is the extreme and shall only be considered under the following:**
 - i. the principal and the local school athletic director of the school have made a written request to the Council of Athletic Directors.
 - ii. the 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in this league.
 - iii. the 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.
- Should this option be used, the following system will be used to select players:
 - i. 4th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 4th grade players moved up a team will be permanent members of that team.

D) BASKETBALL

Basketball has 4 leagues; an 8th, a 7th, a 6th, and a 5th.

Maximum

- › Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- › When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- › Should there be less than the minimum number of members required the School has the following options:
 - a. combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - b. combine the number of 7th and 8th graders within the school to complete the team, which would require that this combination team play in the 8th grade league, unless a request by the local school athletic director to play in the 7th grade league has been approved by the Council of Athletic Directors.
 - c. should an 8th grade team need 7th graders to play in the 8th grade league, but the school is still maintaining a 7th grade team, the following system will be used:
 - i. 7th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 7th graders up to a team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 7th grade players moved up to an 8th grade team will be permanent members of that team. Once placed on a team, they may not appear on any other team roster.
 - d. use 6th graders to meet the minimum number for an 7th grade team or a combination 7th/8th grade team. If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 6th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 6th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.

- e. use 5th graders to meet the minimum number for a 6th grade team or a combination 6th/7th grade team. (This team must participate in the 7th grade league.) If this is done, the Council of Athletic Directors needs to be notified in writing. The following system will be used to select players:
 - i. 5th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 5th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 5th grade players moved up a team will be permanent members of that team. Once placed on the team they may not appear on any other team rosters.

 - f. request the use of 4th graders to complete a 5th grade team or a combination 5th/6th grade team. **This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s), and only after all other attempts to complete the team roster have been exhausted. This is the extreme and shall only be considered under the following:**
 - i. the principal and the local school athletic director of the school have made a written request to the Council of Athletic Directors.
 - ii. the 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in this league.
 - iii. the 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.
- Should this option be used, the following system will be used to select players:
- i. 4th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 4th grade players moved up a team will be permanent members of that team.

E) CROSS COUNTRY

The Cross Country league, being an individual sports as well as a team sport, allows for the following conditions:

A meet director will be appointed by the Gonzaga Preparatory School Elementary Athletic Coordinator.

- School may participate in this league in any number of scenarios.
- The league is open to students in grades 1-8.
- The ratio of coaches to athletes will not go less than 1:7
- Competition is designed on three levels. A 1-2 race, 3-4 grade race, a 5-6 grade race, and a 7-8 grade race.

General guidelines as they apply to Cross Country are as follows:

- › all scoring will be done by the meet director
- › there will be team scoring at each of the regular meets.
- › each of the 6 races (4th and under boys & girls, 5th/6th boys & girls, 7th/8th boys & girls) will be team scored.
- › each runner will receive a place ranking as they finish (their tags will be placed in the corresponding place position on the tag-board).
- › once the runners have finished their race, only the schools that have 3 or more runners in that race will be counted in the team scoring (all other runners will receive individual place rankings).
- › to compute the team score, the place ranking of the top 3 finishers from each scoring school will be added together. For example, if the top 3 finishers for School A are 2nd, 4th, and 9th, the team score for School A would be $2+4+9=15$.
- › if there is a tie between two schools, the school with the higher ranking finisher wins. For example, if School B places 3rd, 5th, and 7th, for a score of $3+5+7=15$, then School A (2nd, 4th, 9th for a total of 15) would win since their fastest runner placed 2nd.
- › there are no team prizes for league meets. Team scores will be announced after each race as well as individual award winners.
- › athletes can compete in only one race per meet. Students may either run in their own grade division, or they can move up. For example, a 6th grader could run in the 7th and 8th grade race. Students cannot move down in the grade divisions.
- › the race distances are 1/2 mile (4th and under), 1 mile (5th-6th), and 1.5 miles (7th-8th).

F) BASEBALL and SOFTBALL

Baseball and Softball have 2 leagues each; a 7th/8th grade league and a 5th/6th grade league

7th/8th Baseball/Softball

Maximum

- › Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- › When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- › Should there be less than the minimum number of members required, the school has the following options:
 - Combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator.
 - Bring up 6th grade students to complete the team. 6th grade players shall be of sufficient weight and size as to safely compete against the 7th/8th teams in the league. The process and factors to be considered are listed below:
 1. 6th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 2. In applying the above process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 3. 6th Grade players moved up to this team will be permanent members of that team. Once placed on the team, they may not appear on any other team roster.

Once the team roster is complete, the roster shall be reviewed by the Council of Athletic Directors. Once approved, the team shall participate in the 7th/8th league.

5th/6th Baseball/Softball

A combination 5th/6th grade team shall participate in the 5th/6th league.

Maximum

- Should the membership of students on a particular team reach the maximum allowable and establish the need for the creation of an additional team, special consideration shall be given to allow the membership to be cohesive to community factors, i.e. grade level or class membership.
- When grade level or class membership is not appropriate or is detrimental to the fair play of all members, the following shall be used by the local school athletic director to establish team memberships: use a system that will ensure fair and impartial development of teams. The local school athletic director, in consultation with the principal, will be the authority in establishing team membership. Special emphasis shall be given to developing teams with **equal playing ability**.

Minimum

- Should there be less than the minimum number of members required, the school has the following options:
 - a. combine with another school through the coordination of the Gonzaga Preparatory School Elementary Athletic Coordinator
 - b. request the use of 4th graders to complete a 5th/6th grade team. **This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s) , and only after all other attempts to complete the team roster have been exhausted. This is the extreme and shall only be considered under the following:**
 - i. the principal and the local school athletic director of the school have made a written request to the Council of Athletic Directors.
 - ii. the 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in this league.
 - iii. the 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.
- Should this option be used, the following system will be used to select players:
 - i. 4th grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school athletic director.
 - ii. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate, to the team who is affected by losing team members, and shall develop a system that will allow for the fair and equitable movement of players.
 - iii. 4th grade players moved up a team will be permanent members of that team.

G) OTHER FUTURE SPORTS

The addition of future sport programs to this league must first be presented to the Council of Athletic Directors as a written proposal. The proposal must include the following: proof of need and demand, cost, facilities, coaching, grade levels, minimum and maximum team composition, rules for governance of the sport, safety, season and time frame of play. Any new sports are to be approved by the Catholic Schools K-8 principals.

H) CHEERLEADING

Cheerleading may be established by individual schools for the participation of students as each school deems necessary. All student rights, eligibility with regard to membership on a cheerleading squad, participation requirements, and behavioral expectations are the same for cheerleaders as they are for any sport. Cheerleading coaches are required to attend the beginning of the year coaches meeting.

Cheerleaders may perform cheers and other routines at any athletic event.

I) INSTRUCTIONAL CAMPS/SUMMER CAMPS

Athletic camps held by a school may be held after Memorial Day weekend and up until June 30th. Student athletes and their school's coaches may participate together. After June 30th, no other camps may be held by a school participating within the Diocesan Catholic Schools Athletic League where their coach(es) is (are) involved in the instruction or running of the camp. This applies from July 1st to the first official start day of the fall sports season.

RULE PROTESTS

Protests should be filed at the time of the incident. An official should be notified of the coach's intent to protest a rule infraction. The official will have the opportunity to review a rule being questioned. Should it be necessary, a coach will then inform the official and make written note in the official scorebook that the game is being played under protest. The moment of time in the game will be recorded, the nature of the protest, and the signature of the coaches.

No protests are allowed of judgment calls. No video testimony is allowed. Only those questions as to administration of a rule shall be permitted to be protested. In addition, within 24 hours of the contest in question, the protesting coach will describe in writing the specific nature of the protest and submit this written report to the Gonzaga Preparatory School Elementary Athletic Coordinator. The Coordinator, having determined that the protest is correct and valid and does show the need for rule interpretation, will forward the protest evidence to the Council of Athletic Directors and to the appropriate rules clarification body for the sport in question. Within 3 additional school days, the protesting schools' athletic director is responsible for gathering information from appropriate sources, such as "opponent" school position, official involved, official rules involved, and WIAA and/or state rule interpreter opinion. They must also call an informal meeting of the schools involved, involved official, or association representative, as appropriate, and themselves (as monitor) to seek unanimous agreement on resolution. All involved coordinators, activity coordinators, or principals must be present. The hearing will be conducted at the athletic director's school in a private setting.

The head official and their governing body will give testimony and interpretation. The Gonzaga Preparatory School Elementary Athletic Coordinator may then rule based upon the evidence or may choose to convene the Council of Athletic Directors to request their recommendation. Should it be determined that a violation of the rules did occur, the contest will resume play from the point of the infraction at a time and facility to be determined by the Gonzaga Preparatory School Elementary Athletic Coordinator. Should the official's ruling be upheld, this is the final authority. No further appeal or protest may occur. The outcome of the contest will stand.

NOTE: Should the contest end with the protesting team winning, the protest is considered null and void.

PRINCIPAL'S DUTIES AND RESPONSIBILITIES

Participation by any student and/or team of a local school in the Spokane Catholic Schools Athletic Program is under the jurisdiction of the school principal. The principal is responsible for the implementation and communication of the program according to the policies and rules of the diocese and the league. The principals work with the council of athletic directors and the elementary athletic coordinator.

The local principal:

- insures that the sports/athletic programs are consistent with the school philosophy.
- insures that the sports/athletic programs within their school are consistent with all diocesan policies and regulations.
- coordinates, with the local school athletic director, the payment of fees and the allocation of funds to provide for the participation in the program and the maintenance of uniforms and equipment, which are the responsibility of each individual school.
- appoints, supervises, and evaluates a local school athletic director or otherwise assumes the duties of that position.
- approves all coaches recruited by the local school athletic director.
- coordinates the program for the school with the local school athletic director.
- works with the Council of Athletic Directors to ensure fair participation for all schools.
- secures all necessary records applicable to legal and liability provisions (parent permission slips, insurance coverage, physicals, student eligibility, etc.)
- approves all scheduling of sports/athletic events, in consultation with local school athletic director.

ATHLETIC DIRECTOR'S DUTIES AND RESPONSIBILITIES

Each local school athletic director is appointed by the principal of their respective school and is responsible to that principal for the implementation of the athletic program in the school. This local school athletic director will serve on the Council of Athletic Directors.

The local school athletic director is responsible to:

- coordinate the program for the school with the principal in accordance with the philosophy and mission of the school.
- coordinate with the school office with regard to the collection, distribution, and tracking of the required authorization and medical forms of student athletes.
- recruit, supervise and evaluate qualified coaches who are subject to the approval of the principal.
- provide an accurate and current list of coaches and student participants to the principal and the Gonzaga Preparatory School Elementary Athletic Coordinator for each sport.
- register local teams in accordance within the time-line established by the Gonzaga Preparatory School Elementary Athletic Coordinator.
- distribute, return, and inventory all school equipment and uniforms.
- verify the safety of all equipment, athletic fields, and gymnasiums.
- establish times and places of practices with coaches.
- verify that all fees and monies spent for the local program are pre-approved by the school's administration in accordance with Diocesan policy and all appropriate fees for participation in the league are paid to the Spokane Catholic School's Athletic League in a timely manner.
- exhibit the highest standards of conduct at all times.
- maintain a vigilant guard on the eligibility of all student athletes from their school(s).
- complete all other duties as assigned by the principal.
- verify that coaches have met all requirements.
- Supervisor of your parents and coaches and hold them accountable for their actions.
- When two or more school combine to create teams, or one or more students are sent to play within another school's team, the Athletic Directors of the respective schools will determine who will have responsibility for verifying that all policies and regulations as required by the handbook are being following. The Gonzaga Preparatory School Elementary Athletic Coordinator will appoint, if necessary, a lead Athletic Director who will be responsible for overseeing this combination team.

COACH'S DUTIES AND RESPONSIBILITIES

Coaches will guide students in becoming leaders in action, model on Christ. Positive coaching is expected, this model sets the tone for players and spectators. They are members of the community involved in making athletes an extension of the classroom, in accordance with the Catholic School Philosophy and Mission Statement. Therefore, the coaches have the responsibility to provide for fair practice and play for each and every student athlete under their directions.

The head coach must be 21 years of age or older. The head coach is the responsible person in charge of the team. Assistant coaches are permitted and encouraged and may be under 21 years of age, but they may NOT be the only coach present with the team if they are under 21 years of age.

Coaches are responsible for the direction of a specific sport as assigned by the local school athletic director and approved by the principal.

In the capacity of coach they are required:

- to conduct a team meeting / parent meeting within the first week of practice to cover the following guidelines/requirements: "Code of Ethics", "Rights for Young Athletes", sport-specific safety issues, rules of the game, practice requirements, philosophy of play, coach and school expectations. It is highly recommended that this meeting be video taped and that players sign a letter verifying attendance at this meeting.
- to attend the workshops as provided and required by the Council of Athletic Director.
- to attend all workshops on the local level as required by their respective school.
- to have completed the Diocesan Code of Conduct training and the Washington State Patrol Check
- To attend annual concussion awareness workshop.
- principals will ensure that at least one coach for each team who completes a nationally recognized and certified First Aid and CPR class will be present at all practices, meetings, and games of each school team. No team will be permitted to practice or participate in games without a coach who is First Aid and CPR certified.
- to thoroughly study and implement league and local school guidelines, rules and regulations.
- to verify that all student athletes have completed and remitted to the local school athletic director the necessary authorization forms required for eligibility, and vigilantly guard that only eligible student athletes practice and participate.
- to give notice to the local school athletic director of practice and/or game conflicts and to allow for the local school athletic director, in consultation with the coaches and schools involved and the Gonzaga Preparatory School Elementary Athletic Coordinator, to make necessary corrections.
- to maintain and update the student athlete roster as originally supplied by the local school athletic director.
- to be responsible for all student athletes from time of arrival until time of departure from all practices and games. Coaches are responsible for the supervision of student athletes.
- Believe in each student that they can be successful and are important.
- Teach their athletes that the ability to participate in athletics is a gift.
- Work in cooperation with other coaches and school officials.
- to keep the local school athletic director informed of all matters of discipline and student athlete conduct.
- to keep in proper care the first aid kit supplied by the local school athletic director.
- to maintain the inventory of equipment issued to his/her team and report any deficiencies to the local school athletic director.
- to be knowledgeable of the rules as directed in the Athletic Handbook.
- to be knowledgeable of the sport specific rules as they are written for each season and sport.
- to be fully aware of the specific rule additions that are required by their respective school.
- All school coaches will have to take training on the nature and risk of concussions and head injury including continuing to play after a concussion or head injury.

Should a coach be accused of violating a rule, the following procedures will be followed. Upon notification to the Athletic Director's Council, an investigation will be conducted by a subcommittee composed of the Gonzaga Preparatory School Elementary Athletic Coordinator and three other Athletic Directors. The subcommittee will determine the necessary disciplinary action that is to be taken with respect to the rule violation. Should the decision be that the coach knowingly and intentionally violated a rule, the coach will be removed from coaching for the remainder of the sport season. Re-instatement of the coach requires the approval of the school principal after consultation with the school's athletic director and consultation with the Athletic Director's Council.

Positive coaching is expected (i.e. John Wooden model). A positive coaching model sets the tone for players and spectators. Arguing, yelling, technicals, and ejections are unacceptable in all circumstances.

Ejections: Any ejected coach is ineligible for the next game that the team plays. The local school athletic director from the respective school will appoint an interim coach. If a coach is ejected a second time, the coach is suspended for the remainder of the season, and the local school athletic director must have a meeting with the principal, Gonzaga Preparatory School Elementary Athletic Coordinator, and the offending coach before the coach may resume coaching in the future.

CARE OF INJURED STUDENT ATHLETES

In case a student athlete is injured during a game, his/her coach will have the authority to remove him/her from the game.

The coach will complete a Diocesan Incident report. Copies of the report will be given to the school principal and the diocesan school office by the next business day. In addition, the coach will notify the school principal by oral communication within 24 hours. Parents are to be notified immediately of any injury.

In case of injury, no student athlete's health is to be jeopardized by continuous play or hasty removal from the floor or field to expedite the game.

A student athlete who has been injured and has been under a doctor's care may not return to practice or play until the student athlete's physician signs a release form. A copy of the physician's release needs to be sent to the superintendent and the original held in the principal's office.

All athletes suspected of suffering a concussion or brain injury will be immediately removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner Physicians Assistants and **Certified** Athletic Trainers).

APPENDIX

REQUIRED FORMS

Athletic Participation Permission Form – each athlete must have a permission form properly completed and signed by parents. One copy of this form is to remain at the school and a copy must present with the coach at all practices and games.

Proof of Medical Insurance – each athlete must have verification of medical insurance. Information concerning insurance coverage needs to be identified on the participation form.

Physical Exam Form – each athlete must have a valid (within two years) physical exam by a qualified and licensed doctor. The doctor must fill out and sign a physical form. One copy must be on file with the school.

Parent/Athlete Concussion Form - The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years.

Emergency Contact Card – each coach will have, at their practices and games, an emergency card with necessary contact information for each player. The coach must have a copy of the **Athletic Participation Permission Form** but they may **not** have a copy of the **Physical Exam Form**.

Incident Report Form – within 24 hours of an injury during a game or practice, a report must be filed with the school and a copy sent to the diocesan school office.

Return to Play Form – a student who has been injured and is requested by medical personnel not to participate for any given time must have this form completed by a physician and given to the coach in order to resume participation in the sport.

All coaches must have on file with the local school athletic director the following:

- **Washington State Patrol Criminal History Check completed**
- **Copy of Driver’s License**
- **Completed Disclosure Statement**
- **Record of participation in a Diocesan Code of Conduct Training**

Philosophy and Sport Specific Training Workshop - all coaches must have attended the sport specific workshop for each sport that will train in the philosophy of the league and the specific rules and exception for each sport.

- **First Aid Certification** –Principals will ensure that at least one coach for each team who completes a nationally recognized and certified First Aid and CPR class will be present at all practices, meetings, and games of each school team. No team will be permitted to practice or participate in games without a coach who is First Aid and CPR certified.

FORMS

- | | |
|--|---|
| ✓ Athletic Participation Form (2 pgs.) | ✓ Disclosure Statement |
| ✓ Physical Exam Form (2 pgs.) | ✓ Athletic Handbook Acknowledgement Form |
| ✓ School Incident Report Form | ✓ Sample Welcome Letter |
| ✓ Return To Play Form | ✓ Athletic Code of Conduct Agreement |
| ✓ Washington State Patrol Criminal History Form | ✓ Coaches Code of Conduct Agreement |
| ✓ Parent/Athlete Concussion Form | ✓ Sample Parent Feedback To Coaches (2 pgs.) |
| | ✓ Emergency Plan Procedures |

PHYSICAL EXAM FORM

Today's Date _____

Name of Child

Date of Birth

Sex

Grade
in Fall

20__ - 20__
Academic Year

Home Address

Zip Code

Home Phone

Health Care Provider

Provider Phone

Sports

Notify in Emergency

Emergency Phone

Alternate Emergency Name

Alternate Emergency Phone

Medications <i>(taken regularly)</i> _____ _____ _____ Last Tetanus Shot _____ <i>(year)</i>	Allergies: Medicine <input type="checkbox"/> Bee Sting <input type="checkbox"/> Other <input type="checkbox"/>	Student must return this to the school business office before practicing or competing
--	---	--

History

Explain "YES" answers below:

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 1. Have you had a medical problem or injury since your last evaluation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been in the hospital or had an operation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been dizzy or passed out during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever had chest pain during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever had high blood pressure, a heart murmur, or irregular heartbeats? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has anyone in your family died of heart problems or a sudden death before age 50? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been knocked out or unconscious, had a head injury, or a seizure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever had a "stinger", "burner", or pinched nerve? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you ever had muscle cramps, heat exhaustion, or heat stroke? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you have trouble breathing or do you cough during or after activity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you ever had asthma, diabetes, mono, or other medical problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are you missing an eye, kidney, or testicle? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do you use any special equipment (pads, braces, neck rolls, mouth guard, eye guard, etc.)? ... | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you ever had a sprain, strain, dislocation, stress fracture, joint swelling, or broken bone? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> neck <input type="checkbox"/> back <input type="checkbox"/> shoulder <input type="checkbox"/> elbow <input type="checkbox"/> wrist <input type="checkbox"/> hand
<input type="checkbox"/> hip <input type="checkbox"/> thigh <input type="checkbox"/> knee <input type="checkbox"/> shin/calf <input type="checkbox"/> ankle <input type="checkbox"/> foot | | |
| 15. Are you satisfied with your weight? | <input type="checkbox"/> | <input type="checkbox"/> |

Please explain "YES" answers:

Parent/Guardian PLEASE READ AND SIGN

I hereby state that, to the best of my knowledge, the answers to the above questions are correct. I approve of my child's participation in athletics in the Spokane Diocese Athletic Program, and I will assume all financial responsibilities I give my permission for my son/daughter to receive a physical examination. I give my permission for emergency treatment of an injury by any physician designated by a school official.

Date

Signature of Parent

Signature of Guardian

Name _____ Age _____ Date _____

Height _____ Weight _____ BP _____/_____ Pulse _____			
Vision: R20/_____ L20/_____ Corrected: YES NO			
	Normal	Abnormal Findings	Initials
HEENT			
Pupils Equal?			
Heart			
Pulses			
Lungs			
Abdominal			
Testicles/hernia			
Musculoskeletal (Symmetry/ROM/Strength/Flexibility)			
Neck			
Back			
Shoulder			
Elbow			
Wrist			
Hand			
Hip			
Knee		R MCL R ACL L MCL R ACL	
Ankle		R ANT DRAWER L ANT DRAWER	
Foot			

No restriction for sports participation
 Clearance withheld pending attached verification of rehabilitation/evaluation for: _____

Limited participation. Not cleared for the following types of sports: _____

Minimum high school wrestlers weight (circle):
 75 79 83 89 90 93 96 99 101 108 115 122 129 135 141 146 158 168 176 190 191 UNL

Was body fat measured? _____

Recommendations: _____

Examiner's Signature _____ Date _____

Print Name, Address, and Phone _____

**DIOCESE OF SPOKANE
SCHOOL INCIDENT REPORT FORM**

School _____

Name of injured student _____

Student's age _____ Student's grade _____

Name of parent(s)/guardian _____

Address _____
Street/P.O. Box _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Cell _____

Time injury/accident occurred _____

Location where injury/accident occurred _____

Describe the injury/accident _____

Who reported the injury/accident? _____ Time? _____

Who witnessed the injury/accident? _____

Adult Supervisor's name(s) _____

Describe what was done and by whom _____

Were parent(s)/guardian notified? Yes / No Time? _____

By whom? _____

Were paramedics called? Yes / No Time? _____

Was the student transported to the hospital/doctor? Yes / No

Time? _____ By whom? _____

Signed _____ Date _____

Title _____

Mailed to the Diocesan School Office on (date) _____

RETURN TO PLAY FORM

(When removed by medical personnel)

Student Name: _____

School: _____

Phone Number: _____

Injury/Illness Information:

Date of Injury: _____

Location: _____

Nature of Activity:

Practice _____ Competition _____ Other _____

Sport _____ Position Played _____

Coach _____ Phone Number _____

Description of Injury: _____

Medical Treatment or Procedure: _____

Recommendations:

No restrictions as of _____

No practice or play until _____

Expected return to activity _____

Light running only – NO contact _____

Regular practice but NO contact _____

Athlete needs to return to me for additional care - YES / NO

Additional comments: _____

Physician's Signature

Phone Number

Date

WASHINGTON STATE PATROL

Request for Criminal History Information
Child/Adult Abuse Information Act
RCW 43.43.830 through 43.43.840

INSTRUCTIONS: Please return the completed form along with a **LEGIBLE** copy of the applicant's current Washington State Driver's License.

Non-Profit Business/Organization

REQUESTOR INFORMATION – To be completed by the school Please PRINT

School _____

Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Date _____

I certify that this request is made pursuant to and for the purpose indicated.

Principal Signature _____

Applicant of Inquiry – Please PRINT

Applicant Name: _____
Last First Middle

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Driver's License Number: _____

Address: _____ Phone Number: _____

Applicant's Signature: _____

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW10.97.050

SUBMIT TO:
DIOCESAN SCHOOL OFFICE, PO BOX 1453, SPOKANE, WA 99210-1453

Revised 11/24/10
FORM: 204

Catholic Diocese of Spokane

DISCLOSURE STATEMENT

Full Legal Name _____

Other Names Used _____

Pursuant to the requirements of 1987 Washington Laws Chapter 486, we must ask you to complete the following disclosure statement. This information will be kept confidential.

1. Have you ever been convicted of any of the following crimes against persons(s):

Yes No

- ____ Aggravated murder
- ____ First-degree murder
- ____ Second-degree murder
- ____ First-degree kidnapping
- ____ Second-degree kidnapping
- ____ First-degree assault
- ____ Second-degree assault
- ____ Third-degree assault
- ____ First-degree rape
- ____ Second-degree rape
- ____ Third-degree rape
- ____ First-degree statutory rape
- ____ First-degree promotion prostitution
- ____ Communication with a minor
- ____ Vehicular homicide
- ____ Unlawful imprisonment
- ____ Sexual exploitation of minors

Yes No

- ____ Second-degree statutory rape
- ____ Third-degree statutory rape
- ____ First-degree robbery
- ____ Second-degree robbery
- ____ First-degree arson
- ____ First-degree burglary
- ____ First-degree manslaughter
- ____ Second-degree manslaughter
- ____ First-degree extortion
- ____ Second-degree extortion
- ____ Indecent liberties
- ____ Incest
- ____ Simple Assault
- ____ First-degree criminal mistreatment
- ____ Second-degree criminal mistreatment
- ____ Or any of these crimes as they be renamed in the future

If your answer is "yes" to any of the above, please describe and provide the date(s) of the convictions and the sentence(s) imposed.

2. Have you ever been found to have sexually assaulted or exploited a minor, or to have sexually abused a minor in a Dependency Action, a Domestic Relations Proceeding, or Disciplinary Board Final Action?

____ Yes ____ No

If your answer is "yes," please describe and provide the date(s) of the finding(s) and the penalty(s) implied.

Catholic Diocese of Spokane

DISCLOSURE STATEMENT

3. Have you been convicted of any crime in the past seven years?

_____ Yes _____ No

If your answer is "yes," please provide details:

We may request your fingerprints to obtain, from the Washington State Patrol criminal identification system, a report of your record of criminal convictions for offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions. If you are hired before that report is available, **YOUR EMPLOYMENT WILL BE CONDITIONED UPON THE RECEIPT OF A SATISFACTORY REPORT.**

You will be notified of the State Patrol's response within 10 days after we receive the report. We will make a copy of the report available to you upon your request.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

Applicant Signature: _____

Printed Name: _____

Date Signed: _____

Witness Signature: _____

Witness Printed Name: _____

Retain copy for your file and send a copy to: Diocesan Education Office, P.O. Box 1453, Spokane, WA 99210

Page 2 of 2

Revised 4/8/08; 11/24/2010
Form: 206

ATHLETIC PROGRAM HANDBOOK ACKNOWLEDGEMENT FORM

The Athletic Program Handbook for the Diocese of Spokane states *verification that the student athlete and their parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the local school's athletic program rules and guidelines and agree to abide by them.* In this context, we ask that you read the policies contained in the handbook and sign and return the form below.

Thank you!

We are aware of the Spokane Catholic Schools Athletic Program Handbook and agree to abide by and be supportive of the policies contained therein.

Child's Full Name *(Please print)*: _____

Parent/Guardian Name *(Please print)*: _____

Student's Signature

Date

Parent/Guardian Signature

Date

SAMPLE WELCOME LETTER

TO: (*Athlete Name*)

FROM: (*Coach's Name*)

Welcome to the approaching (*year*) (*sport*) season. Our team will be composed of (*grade levels*) grade students from (*school name*). We have yet to fully determine what color our team will wear. We'll be looking into the possibility of a (*color*).

It is important to know that the team's most important goal this season will be to have fun. However, we'd like each athlete and parent to understand that we'll focus on attempting to win our games. (The apostle Paul wrote in 1 Cor. 9:24 "to run the race to obtain the prize"). This may be the last opportunity our students take to represent their school on an athletic playing field before heading to high school. It is our hope that together we'll be able to cohesively bond together the feeling of our respective school's pride. Our team will conduct themselves in a positive manner. When a practice time is in place, we expect our athletes to be ready to practice and once we're finished; our parent's ready to safely escort them home. We ask that if you're unable to make a practice or game, you give a coach notification of such. We understand that athletics are extra-curricular and the number one focus of our children is their education. Should any one of our students begin to struggle with academics, please have them shift their focus to the classroom (even if this means removing them from the squad). However, please don't use the team as a punishment for other indiscretions as teammates are counting on them.

We'll do our best at keeping everyone advised of whatever situation may present itself throughout the season. Now is a good time to purchase whatever equipment the athlete may need for the season. Should you have questions in regards to our upcoming season, please fee free to contact us. We're looking forward to spending time with and instructing the team.

Sincerely,
(*Coach's Signature*
and
contact information)

PRACTICE INFORMATION

LOCATION

TIME

DATES OF PRACTICE

ATHLETIC CODE OF CONDUCT AGREEMENT

Through the vehicle of sports, youth become better Christians and become friends with other children throughout the Diocese. Activities should be examples of the meaning of Christian sportsmanship.

COACHES

Acceptable standards of coaching behavior include:

- Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior
- Respect the judgment of officials, abide by the rules of the event – Never argue with officials – Technical fouls and ejections are never acceptable
- Treat opposing coaches, participants, and fans with respect
- Coach in a positive manner, reflecting Christian values – Yelling should be avoided
- Be drug, alcohol and tobacco-free at all youth practices, events and games
- Instruct participants in sportsmanship and demand that they display good sportsmanship
- Encourage players through positive reinforcement
- Coaches bear the same responsibility as teachers

PLAYERS

Acceptable standards of play behavior include:

- Treat opponents with respect – Shake hands prior to and after contests
- Respect the judgment of officials and abide by the rules of the contest – Technical fouls and ejections are never acceptable
- Always play in a positive manner, reflecting Christian values

PARENTS AND SPECTATORS

Acceptable standards of spectator behavior include:

- Remember that all players are children and are playing for their enjoyment, not yours
- Remain seated in the spectator area during the games
- Respect decisions made by contest officials
- Be drug, tobacco and alcohol-free at all youth practices, events and games
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands
- Make no derogatory comments or gestures to players, coaches, spectators of the opposing team, officials or league administrators
- If you see fans of your team behaving in a negative manner, please try to appeal to the conscience at an appropriate time

ENFORCEMENT

Concerns regarding violations of this code shall be first brought to the attention of the local school athletic director. Coaches, participants and spectators may be placed on probation or suspended from activities for their actions.

I(We) have read the Code of Conduct. I(We) agree to follow these guidelines in my(our) participation in all athletic activities

Signature of Player

Date

Signature of Parent/Legal Guardian

Date

Signature of Coach

Date

COACHES CODE OF CONDUCT AGREEMENT

- Observes and enforces all rules and policies
- Teaches basic fundamentals necessary for mastery of the sport
- Assumes responsibility for players' behavior and performance
- Assumes responsibility for assistant coaches' behavior
- Instructs participants in sportsmanship and demands that they display good sportsmanship
- Sets a good personal example for the players, fellow coaches and public
- Maintains a safe environment at all times
- Respects the judgment of officials and abides by the rules of the event – Never argues with or yells at officials – Technical fouls and ejections are never acceptable
- Treats opposing coaches, participants and fans with respect
- Coaches in a positive manner, reflecting Christian values – yelling should be avoided
- Is drug, alcohol and tobacco-free at all youth practices, events and games
- Encourages players through positive reinforcement

Coaches are responsible to the local school athletic director. The local school athletic director will attempt to attend a practice and a game for each sport in order to provide support for the coaches.

Coaches bear a similar responsibility as teachers. Their task is not simply to teach skills. They are also charged with helping our students to become responsible Christian citizens. They should model respect and good sportsmanship at all times.

I have read the Coaches Code of Conduct. I agree to follow these guidelines in my participation in all athletic activities.

Signature of Coach

Date

7. Our coach is a good communicator.

5 4 3 2 1
Strongly Agree Strongly Disagree

Observations: _____

8. Our coach is organized and plans ahead.

5 4 3 2 1
Strongly Agree Strongly Disagree

Observations: _____

9. Our coach takes an interest in our son/daughter academically and outside of the sport.

5 4 3 2 1
Strongly Agree Strongly Disagree

Observations: _____

10. Our coach has improved the skills in this sport for our son/daughter.

5 4 3 2 1
Strongly Agree Strongly Disagree

Observations: _____

11. Our coach understands how to motivate athletes.

5 4 3 2 1
Strongly Agree Strongly Disagree

Observations: _____

12. Our coach should continue to do the following things:

13. Our coach should stop doing the following things:

14. Our coach should change the following things:

EMERGENCY PLAN PROCEDURES

You! The staff and volunteers have specific responsibilities related to the safety and welfare of young athletes. Everyone in the program should be familiar with these precautions. Please review them carefully.

In the event of an emergency or accident, the following steps should be taken:

1. Assess the situation. **DO NOT PANIC.** Administer first aid only if you are qualified
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed: **CALL 911**
Provide the dispatcher with the following information:
 - Your name and position
 - Exact location: street access, entry door, building location and/or best route to scene
 - Victim's condition
 - Nature of the injury and circumstances surround emergency
 - Stay on the phone until you are told to hang-up
4. Return to the injury scene in case you are needed for other assistance
5. Meet the emergency vehicle
6. Immediately call parent or guardian and advise them of the circumstances
7. Report the accident to the local school athletic director immediately. Submit a written report to the local school athletic director **within 24 hours**
8. Call the child's parents or guardians to make sure everything is okay the evening of the accident.

REMEMBER

At **NO TIME** should you offer a diagnosis or express personal opinion as to the extent of the injury.

Coaches are responsible for keeping emergency phone numbers and medical information of their players **AT ALL TIMES** (Athletic Participation Form)

Coaches are responsible for having a first aid kit at all practices and games. Do not rely on others for ice packs, etc. Regularly check the supplies in the first aid kit.

Spokane Catholic Schools Athletic Program

Parent/Athlete Concussion Information

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

Symptoms may include one or more of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns | <ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment |
|--|---|

Signs observed by teammates, parents and coaches include:

- | |
|--|
| <ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness |
|--|

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

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

It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time"

and

"...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date