**BALD EAGLE AREA ATHLETIC DEPARTMENT**

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## **ATHLETIC HANDBOOK**

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#### FOREWARD

This athletic handbook is written to give you an insight into the basic procedures and policies which apply to the Bald Eagle Area School District Athletic Programs. It is written to serve the coaches and the students so they may have an enjoyable experience during the school year. It is not intended to be a solution to all problems. As time progresses, we are hopeful you will help us make additions and revisions that will better serve our programs at Bald Eagle Area.

**Best wishes to all the coaches and students for the upcoming athletic season.**

##### PHILOSOPHY

The Bald Eagle Area School District believes that the program of interscholastic athletics is a way to achieve a balanced educational program for its students. Athletic competition, by its nature, will contribute to greater student awareness of self-discipline, a growth in emotional maturity, and an increasing realization of the worth of the individual. Students will also realize that participation in athletics is not only a privilege but is also a honor that requires responsibility for maintaining one’s academic standing in the classroom and for maintaining a high standard of conduct outside of school hours as outlined in the athletic handbook and the “Code of Conduct” for athletes and Bald Eagle Area High School students.

All of our coaches should first and foremost be leaders of young men and women by constantly setting a fine personal example of what it means to be an athlete during and after school hours. It is expected that our coaches will be consistent and fair in all rules and regulations applied to the athletes they coach.

There should be a complete understanding that all persons involved with the athletic program fall under all guidelines and district policies.

The athletic program will always be striving to achieve success in all competitive endeavors. It is recognized that a positive athletic program can contribute significantly to school morale and community pride along with pride and honor for all persons involved with the athletic program.

We believe coaches, the Athletic Director, and administrators bear the responsibility for the periodic evaluation of the total program. New programs should be suggested when appropriate and old programs scrutinized to be sure that they are meeting student needs and interests.

Finally, we realize that a student’s participation in interscholastic athletics could very well influence the rest of his/her life. For this reason, we are committed to excellence in all phases of the program.

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| **ATHLETIC PROGRAM ORGANIZATIONAL CHART** |
|  |  |  |  |  |  |  |
| Board of School Directors |
|  |  |  |  |  |  |  |  |
|  | Superintendent of Schools |  |
|  |  |  |  |  |  |  |  |
|  |  | High School Principal |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Athletic Director |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Game Manager** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  | **Athletic Trainer** |  | **Head Coaches** |  | **Security Police** |
|  |
|  | **Game****Personnel** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Assistant Coaches** |  |  |  |  |
|  |  |  |  |  |  |  |
| **Timer** |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  | **JV Coaches** |  |  |  |  |
|  |  |  |  |
| **Scorer** |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  | **JH Coaches** |  |  |  |  |
|  |  |  |  |
| **Ticket Seller/Taker** |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |  |  |
| **Statistician** |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **Announcer** |  |  |  |  |  |  |  |
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**The Athletic Department Organizational Chart shows the basic organization and levels of the Bald Eagle Area School District Athletic programs. This chart should be used to identify the proper communication path needed to get questions answered or problems resolved.**

1. OBJECTIVES OF THE HANDBOOK

The purpose of this handbook is to provide basic and necessary information for all personnel associated with the interscholastic athletic program. Interscholastic athletics is defined as “Competition in which a team is coached to play a series of scheduled games or to compete in meets, tournaments, or matches with individuals from other schools in activities meriting public announcement, the charging of admissions, assessment of entry fees, the releasing of results through the public news media, or the presentation of awards.”

The objectives of this handbook are:

1. To promote desirable, ethical practices, sportsmanship and productive relationships among schools, coaches, participants, officials and spectators.
2. To provide information on the various regulations and policies of the P.I.A.A.
3. To provide information on the major procedures, regulations, and policies approved by the school board and school administration.
4. To provide information, guidelines, and relationships of the duties and responsibilities of coaches, participants, and administrators.

Every coach is responsible reviewing the pertinent parts of the athletic handbook with his/her student athletes and maintaining a copy of the handbook, which the student athletes can access. Additionally, two copies of the handbook will be placed in the Bald Eagle Area High School Library as available references for student athletes, coaches and others.

1. OBJECTIVES OF INTERSCHOLASTIC ATHLETICS
2. To develop physical excellence and understanding of the value of competition in our society.
3. Through recognition of outstanding performance.
4. By emphasizing the educational value of athletic participation.
5. To develop good citizenship and respect for rules and authority.
6. By inculcating principles of justice, fair play, and good sportsmanship in students.
7. By learning to be part of a team.
8. To promote and contribute to the goals of the total education program.
9. Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
10. By providing a strong program that attracts student body interests and motivates a positive learning atmosphere.
11. To promote community interest and involvement in school athletics.
12. By providing enjoyable experiences for participants and spectators.
13. By establishing rules and standards for athletes that reflect the behavior approved by the Bald Eagle Area School District and the community.
14. CODE FOR INTERSCHOLASTIC ATHLETICS
15. The Athletic Director will:
16. Encourage and promote friendly relationships and good sportsmanship throughout the school by requiring courtesy and proper decorum at all times, by acquainting students and others in the community with ideals of good sportsmanship, and by so publicizing these concepts and attitudes that all members of the school community will understand and appreciate their meaning.
17. Insist upon implicit compliance with all rules and regulations of the PIAA and the Bald Eagle Area School District.
18. Insist upon safety provisions for all activities, for both participants and spectators.
19. Secure qualified officials for all contests.
20. Approve only those activities and schedules that are educationally and physically sound for the school student.
21. Encourage all to judge the success of the athletic program on the basis of the attitude and improvement of the participants, rather than on the basis of the number of games won or lost.
22. Insist that the school cheerleaders exemplify the highest standards of good sportsmanship, as a means of inculcating desirable spectator attitudes.
23. Provide secure, sanitary, and attractive facilities for the dressing and housing of visiting teams and officials.
24. Provide for the efficient handling of all athletic funds, with such safeguards as audits, insurance, and proper bookkeeping, in order that maximum benefits may be had from available funds.
25. Review with staff the Sportsmanship Rule and Code of Conduct for persons involved in the Bald Eagle Area Athletic Program.
26. The coach will:
27. Hold him/herself to a high behavior standard that reflects well on the educational staff of the Bald Eagle Area School District and its mission. He/she must maintain a high professional behavior standard that reflects a positive image to the coaching profession. This image must reflect a standard, which is accepted by the coaching profession and the Bald Eagle Area School District and the Bald Eagle Area community. This will include actions during and after school hours, on or off school-owned properties.
28. Demonstrate high ideals, good habits, and desirable attitudes in personal behavior, and demand the same standards of the players.
29. Recognize that the purpose of competition is to promote the physical, mental, social and emotional well being of the individual players and, that the most important values of competition are derived from playing the game fairly.
30. Be a modest winner and a gracious loser.
31. Maintain self-control at all times, accept adverse decisions without public displays of emotion or of dissatisfaction with the officials.
32. Cooperate with the school Principal and the Athletic Director in the planning, scheduling, and conduct of sports activities.
33. Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership and judgement.
34. Pay close attention to the physical condition and well being of players, refusing to jeopardize the health of an individual for the sake of improving the team’s chances to win.
35. Teach athletes that it is better to lose fairly than to win unfairly.
36. Promote sportsmanship by not permitting gambling, profanity, abusive language and similar violations of the true sportsman’s code.
37. Refuse to disparage an opponent, and official, or others associated with sports activities, and discourage gossip and questionable rumors concerning them.
38. Properly supervise student athletes under his/her immediate care and specifically observe a coach’s responsibilities in conjunction with district and state contests.
39. Develop talent of all participants through all acceptable means available.

14. Assist the Athletic Director with program evaluation to be performed at the end of each season.

1. The athlete will:
2. Be courteous to visiting teams and officials.
3. Play hard and to the limit of his/her ability, regardless of discouragement. The true athlete does not give up, nor does he/she quarrel, cheat, bet, or grandstand.
4. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failure.
5. Maintain a high degree of physical fitness by observing team and training rules conscientiously.
6. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing, and by participating in or supporting other school activities.
7. Play for the love of the sport.
8. Be made aware that they are representing their school and should exemplify and follow the rules of the school, Code of Conduct during and after school, along with the rules outlined in the Athletic Handbook.
9. Maintain satisfactory academic standards and attendance.

**IV. ATHLETIC DEPARTMENT STRUCTURE & RESPONSIBILITIES**

###### *Principal*

The Principal is the leader of interscholastic athletics for the school. He/she will supervise the athletic program in a manner which allows all eligible students the opportunity to have a positive educational experience through participation in athletics. He/she will supervise the Athletic Director and all athletic department personnel. Additionally, the Principal should fulfill the following role as established by the PIAA.

The Principal of each school, in all matters pertaining to the interscholastic athletic relations of his/her school, is responsible to the PIAA. He/she may delegate some of these powers, but such delegation shall not relieve him/her of responsibility for any infraction, by his/her school, of the Constitution and By-Laws of the PIAA.

The Principal position is the most important leadership role in the school. It is a position that is constantly open to public scrutiny and with it will come criticism and praise. In his/her leadership position, the Principal must be a person of high moral character, impeccable integrity and whose first concern is the welfare of students and staff.

Powers and Duties:

1. To have control over all interscholastic athletic relations in which

 his/her school participates. This applies to interscholastic athletics for

 both boys and girls.

1. To sanction all contests in which his/her school participates, and to notify the Executive Director of the PIAA, within ten days, if his/her school has entered a contest which he/she has not sanctioned.
2. Under a secondary protocol, he/she may exclude any contestant who, because of bad habits, or improper conduct, would not represent his/her school in a becoming manner, and also exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school physician or, if none is employed, by another licensed physician.
3. To authorize a game manager for the games representing his/her school, unless he/she acts as the game manager.
4. To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of the PIAA.
5. The Principal shall have such other powers concerning interscholastic athletics with his/her school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution and By-Laws of the PIAA.

7. The Principal shall prepare an evaluation of the Athletic Director at the end of each year. The Principal shall review and discuss the evaluation with the Athletic Director.

*B. Athletic Director*

The Athletic Director provides leadership, coordination, and innovation in athletics so the coaching staff, the students and the community derive maximum benefit from co-curricular activities and other events. The Athletic Director supervises the secretary to the athletic director and all personnel who are involved in the district’s athletic program.

The Athletic Director will keep the principal fully informed of all information concerning the athletic department.

One of the most important positions in education today is that of the Athletic Director. It is a position that is constantly open to public scrutiny and with it will come criticism and praise. An Athletic Director must be a person with high moral character, integrity and whose first and only thought is the welfare of the athletes he/she oversees in his/her role as Athletic Director.

Athletic Director’s Primary Duties and Responsibilities:

1. Shall assume full responsibility for the implementation and operation of the district’s interscholastic athletic program which includes scheduling and rescheduling of games, security, transportation, game personnel, and officials.
2. Shall be involved in the selection and supervision of interscholastic

coaches.

1. Shall be responsible for the budgeting, ordering, repair, maintenance,

inventory, and distribution of all athletic equipment.

1. Shall administer the athletic program in accordance with school district

policies, conference guidelines, and regulations of the PIAA.

1. Shall prepare an evaluation of each varsity head coach at the end of each

season. He/she shall review the evaluation with that individual varsity head coach at the end of that season.

6. He/she is responsible for instructing the varsity head coaches on the Athletic Handbook, Code of Conduct, on and off school properties and during and after school hours for the coaches and the athletes. A signed document showing that the varsity head coach has received these instructions from the Athletic Director must be on file in the Athletic Director’s office for each season that the individual is the varsity head coach.

7. The Athletic Director oversees the operation and scheduling of the weight room and works with the volunteer supervisor to settle any conflicts.

8. Shall see that a current copy of the Athletic Handbook and Code of Conduct is given to the Superintendent, Principal, and two copies to the Bald Eagle Area High School Library.

9. Shall perform other duties as directed by the Principal and Superintendent.

*C. Varsity Head Coach*

The varsity head coach should first and foremost be a leader of young men and women constantly setting a fine personal example of what it means to be an athlete. It is expected that the varsity head coach will be consistent and fair in all rules and regulations applied to the athletes they coach.

One of the most important positions in education today is that of the coach. It is a position that is constantly open to public scrutiny and with it will come criticism and praise. A coach must be a person with high moral character, integrity and whose first and only thought is the welfare of the athletes he/she coaches.

The Varsity Head Coach’s Specific Responsibilities:

1. Should teach the most current and recognized playing techniques to his/ her student athletes.

2. Should make sure he/she and his/her assistants are using proper training and conditioning techniques.

3. The varsity head coach or his/her designee **must** attend the mandatory P.I.A.A. rules interpretation meeting prior to his/her season. It is the responsibility of the varsity head coach to instruct his/her athletes in the proper and current rules of the game.

4. He/she is responsible for all Bald Eagle Area School District equipment under his/her jurisdiction.

5. He/she is in charge of the team’s discipline under the accepted rules and

standards of the school district. This includes any violation of the Athletic Handbook and Code of Conduct for athletes during and after school hours, on or off school properties and the Bald Eagle Area High School Discipline Code.

6. He/she will make recommendations on hiring of Jr. High Coaches and all

assistants. Recommended candidates must have Act 34 & 151 Clearances. This includes paid and volunteer staff. No coaches may work with students until their clearances are received by the Athletic Director.

7. Assign all duties to Jr. High & assistant coaches within their jurisdiction.

8. A thorough check of locker rooms, showers and equipment room after each practice session and game.

9. He/she or his/her designee should be the last to leave practice or the game or locker area. They will also be responsible for the security of any buildings.

10. His/her staff should work cooperatively with the athletic director concerning schedules, times of games, officials, transportation, dressing facilities and eligibility lists.

11. Work with Athletic Director to determine the time schedules for all practice sessions.

12. Is responsible for submitting all medical reports to the team trainer within 24 hours following the injury.

13. It is the duty of the varsity head coach to devise a set of rules, which includes the Athletic Handbook’s “Code of Conduct” and scholarship and attendance requirements. These rules should include the specific criteria that will be used to determine if the athlete receives a school letter. It is the duty of the varsity head coach to inform his/her staff and team that all rules should be adhered to during and after school hours and on or off school properties. The student athletes and their parents/guardian, at the start of the season, should sign the rules, including the Athletic Handbook sections, including “Code of Conduct” during and after school hours, on and off school properties. The High School Administration must approve each coach’s set of rules prior to the distribution of the rules to athletes and their parents/guardians. Additionally, a copy of these rules should be on file with the Athletic Director. These rules or a revised variation of them should be used at every level of the coach’s interscholastic program. If an athlete refuses to adhere to any of the rules, it shall be the duty of the student’s specific athletic coach to determine the eligibility of the player. The due process procedures of the rules should be followed.

14. He/she shall provide, to the best of his/her ability assistance to his/her

 student athletes who are interested in continuing their athletic careers after high school.

15. He/she will be the coordinator of all activities in his/her program. All levels of the interscholastic teams in his/her sports shall be considered an extension of the high school program. The varsity head coach should coordinate and supervise the coaches at all levels. It is the responsibility of the varsity head coach to supply a specific program to the lower level coaches to follow. Additionally, it is suggested that the varsity head coach have as much involvement as possible with any age group programs involving his/her specific sport.

16. He/she shall hold regular staff meetings to coordinate his/her program at all levels.

17. He/she must submit a complete inventory of equipment at the end of each season. The inventory should include all district owned and purchased equipment for all levels. This must be submitted to the Athletic Director at the head coach’s year-end meeting.

18. A list of owed equipment should be submitted to the Athletic Director to place on the student fine list. This must be submitted to the Athletic Director at the head coach’s year-end meeting.

19. He/she must maintain an up-to-date team roster with names, addresses, and phone numbers of all athletes and managers. A copy of this roster shall be submitted to the athletic office, main office, and trainer.

20. He/she is responsible for the reporting of all game scores and highlights to the news media. The athletic department will provide a list of appropriate news media and phone numbers.

21. He/she must submit an end-of-the-season summary to the Athletic Director and, if applicable, to the Principal at the end of each season.

22. The coach of the respective sport must notify the athletic office and

Principal’s office before noon of the following day for any

disqualifications.

23. He/she must meet with each of the assistants in his/her program for the purpose of completing and reviewing written evaluations with them. These meetings and evaluations shall be completed prior to the varsity head coach’s evaluation meeting with the Athletic Director and Principal. Recognition of volunteers to the program should occur at this time.

*D. Assistant Coaches*

Assistant coaches will carry out the responsibilities delegated to them by the varsity head coach. The assistant coaches are expected to fulfill all obligations in the sport for which they have been appointed and assigned by the varsity head coach.

The varsity head coach shall establish the assistant coach’s specific responsibilities. Additionally, the assistant coach should follow the basic procedures and concepts that are set forth in the Athletic Handbook, Code of Conduct, on or after school hours and on or off school properties. The assistant coach should have a full understanding of the Athletic Handbook and the Code of Conduct.

The assistant coach shall assist the head coach in all duties listed under the head coach’s responsibilities.

*E. Athletic Trainer*

The athletic trainer shall organize and administer an athletic training program for student athletes involved in interscholastic athletics for grades 7 – 12.

Athletic Trainer’s Primary Responsibilities:

1. Provide appropriate athletic training coverage for all interscholastic athletic contests and practices as directed by the Athletic Director.
2. Administer first-aid treatment based upon certification.
3. Maintain scheduled times of availability for the treatment and rehabilitation of injuries.
4. Maintain scheduled times of availability for preventative maintenance such as taping and strapping.
5. Inventory, catalog and dispense all medical and training supplies to the interscholastic teams according to district guidelines.
6. Coordinate the training needs of the head coaches with the Athletic Director.
7. Recruit and educate students who will fill the role of student-trainer by organizing a student-trainer club.
8. Educate the athletes and coaches of the proper treatment of athletic injuries as well as proper preventative measures to avoid athletic injuries.
9. Maintain files and records concerning athletic injuries and the treatment of recommendations made concerning specific injuries.
10. Equip and maintain the training room facilities and the team medical kits.
11. Consult with the strength and conditioning coordinator to assist in the development of a sound strength and conditioning base for athletic competition.
12. Perform other duties related to the position of athletic trainer as requested by the Principal or the Athletic Director.

*F. Game Personnel*

The Athletic Director shall choose auxiliary personnel for athletic contests. All game personnel shall be directly responsible to the Athletic Director or his/her designee.

######  *Security*

The Athletic Director and the Principal shall use members of the Bald Eagle Area School District Police to provide security at athletic events as deemed necessary. The police officers shall be responsible to the Athletic Director or his/her designee and/or the school administration.

#### CODE OF CONDUCT FOR BALD EAGLE AREA SCHOOL DISTRICT

#### STUDENTS PARTICIPATING IN THE ATHLETIC PROGRAM

###### I. Athletic activities are an extension of the educational experience that a school may choose to offer. Therefore, participation is voluntary and is a privilege. Those who choose or are chosen, as a matter of due process, must be aware of the Code of Conduct for the Bald Eagle Area School District athletic programs and each participant is expected to operate within the framework of these rules and regulations.

II. The following conduct shall constitute grounds for exclusion from practices and

participation in interscholastic competition during that particular season when such

occurs on or off school property.

A. The use of violence, force, coercion, threat, intimidation, or similar

conduct in a manner that constitutes a substantial interference with school

purposes.

B. Willfully causing or attempting to cause damage to school property, stealing or attempting to steal private or school property.

C. Causing or attempting to cause physical injury to a school employee or to any students. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief it was necessary to protect some other person shall not constitute a violation of this clause.

D. Threatening or intimidating a student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

E. Carrying dangerous weapons including, but not limited to, firearms, knives, razors, slingshots, metal knuckles or dangerous instruments within the confines of a school building or on school property or outside school premises in the course of a school sponsored activity and/or explosives including, but not limited to, fireworks within the confines of a school building or on school property or outside the school premises in the course of a school sponsored activity.

F. Any violation of the Bald Eagle Area School District Drug Awareness Policy:

The policy of the Bald Eagle School District prohibits any student to possess, use, sell, deliver, or to give to another person, or to have consumed any narcotic, dangerous drug, marijuana, alcoholic beverage, or any pill, capsule powder, liquid, inhalant, facsimile, drug paraphernalia, or other substance of whatever form or texture, which may adversely affect the health, safety, or welfare of any student, including but not limited to stimulants or depressants, during school or after school hours and on or off school property. **This policy also covers attending any underage parties where any of the above mentioned items are present even if there is no use** **of the above mentioned items.** Any student who violates the above Bald Eagle Area District Policy and/or state policy shall be subject to disciplinary action in accordance with the procedures in the Student Handbook and/or the Athletic Handbook.

G. The carrying, smoking or use of tobacco in school buildings, on buses, in

bus loading areas, on school owned/leased property or in the course of any school sponsored activity.

H. The use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics. Bodybuilding, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability are not valid medical purposes. Use of anabolic steroids shall be addressed specifically in Article V.

I. Use of prescription or non-prescription medications in violation of the

Bald Eagle Area School District Policy on medication.

J. Continual abusive language, or obscene gestures, or willful indecent exposure.

K. All other reasonable rules or regulations adopted by the coach shall be

followed. All student athletes will be notified of such rules along with the

“Code of Conduct” from the Athletic Handbook in writing. A copy of the

coach’s rules and regulations along with a copy of the “Code of Conduct”

will be presented to the student athletes and their parents/guardians. The

parents/guardians and the student athletes will be required to sign an

acknowledgement form. The signed acknowledgement form will be kept

on file in the athletic office. Student athletes shall not be permitted to

practice of compete for an athletic team until this signed document is on

file. The Athletic Director and Principal must approve the coach’s

rules and regulations before being presented to the participants and

their parents/guardians. A copy will be kept on file in the athletic

office.

III. The consequences are as follows for Violations of Section II items F and G:

1. At the discretion of the varsity head coach, the first offense of any of these items may result in the student athlete being suspended from participation (competition) for a period of fifty percent (50%) of the contests based on the regular season of that activity. If there is not fifty percent (50%) of that season remaining, the percentage of the suspension not served shall be recalculated and applied towards the next season or activity in which the student participates. Additionally, the student **must** participate in the BEST program. The student may be required to participate in drug/ alcohol program with a certified drug and alcohol instructor. Failure to comply with the instructor’s recommendations could result in a dismissal from the activity. The varsity head coach may also use his discretion to remove a player from his team. In all cases the parents/guardian will be notified with due process provided.

B. The second offense of any of these items will result in the student athlete

being suspended from participation (competition) for a period of fifty

percent (50%) of the contests based on the regular season of the activity. If there is not fifty percent (50%) of that reason remaining, the percentage of the suspension not served shall be recalculated and applied toward the next season or activity in which the student participates. The student will be required to participate in a drug/alcohol program with a certified drug and alcohol instructor. Failure to comply with the instructor’s recommendations could result in a dismissal from the activity. The varsity head coach may also use his/her discretion to remove the athlete from his/her team. In all cases the parents/guardian will be notified with due process provided.

C. The third offense of these items would result in the student athlete being suspended from participation, practice, and competition in all athletics for one (1) calendar year from the date of the last offense. The student must also participate in the BEST program and in a drug/alcohol program with a certified drug and alcohol instructor the same as after the second offense. In all cases the parents/guardian will be notified with due process provided.

D. The fourth offense of these items will result in the student athlete being barred from all athletic participation, practice, and competition for a period of two (2) years in the Bald Eagle Area School District. In all cases the parents/guardian will be notified with due process provided.

IV. **Any student who is assigned to serve detention will be ineligible to participate in any athletic or extracurricular activities on the day of the detention. Any student who receives a suspension (of any type) will be ineligible to play or practice in any scheduled athletic or extracurricular activities for the timeframe reflected in the punishment. In the case of suspension from school, the student will not be permitted to attend any district event until the expiration of the suspension**.

*Understanding the Appeal Process:*

The appeal process is a process in which allows a person to appeal the action being taken against his/her. The most important item of the appeal process is making sure that you follow the correct steps in your appeal process. Most appeals should be settled at the lowest possible step in the appeal process if possible. The following is a flow chart to follow beginning with the student athlete. If you are not a student athlete, go to the next step in the appeal process. Please see that you meet with these people in order to try and resolve any issues before going to the next person in the appeal process. By following this order you will insure that each person has the opportunity to resolve the issue at hand at the lowest possible point in the appeal process.

 Varsity Head Coach

 Athletic Director

 Principal

 Superintendent

 Board of School Directors

V. In case of alleged infraction of the rules and regulations, the participant may be suspended from practices and participation in interscholastic competition. In these cases, the due process procedures will be followed.

A. If an alleged infraction/violation occurs, the coach should notify the Athletic Director and/or Principal (in absence of the Athletic Director) and conduct a prompt and thorough investigation of the alleged conduct or violation and determine if a suspension is necessary.

B. If after the above investigation, a determination is made to suspend the participant, the suspension shall take place immediately. The varsity head coach shall give written notice to the athlete, stating the reasons for the suspension to the participant and the athlete’s parents/guardian and the Athletic Director. The Athletic Director will notify the Principal of the suspension. If logistically possible, after a period of one calendar week, an athlete must be reinstated or removed from the team. At this time, the varsity head coach should notify both the Athletic Director and the student’s parents/guardian of his action to remove or return the athlete from the team.

C. If the varsity head coach feels the action warrants removal from the team, he/she will meet with the Principal and Athletic Director to review the reasons for the recommended removal. During this period of time, the student shall continue to be suspended from practices and competition.

Before, any removal shall take effect, the participant and his parents/ guardians shall be given written notice of the charges and recommended action. The parents/guardian and student will be afforded the opportunity to request meeting with the Athletic Director. The request for a meeting with the Athletic Director must be made within five (5) days after receiving the written notification of the removal.

D. If the Athletic Director’s decision is not satisfactory to the participant and

the parents/guardian, a meeting may be requested before the Principal. The Principal, after being notified that a meeting has been requested with him/her, will notify the student, the student’s parents/guardian, and the head coach of the time and date of the meeting.

E. If the Principal’s decision is not satisfactory to the participant and the parents/guardian, a meeting request may be sent to the Superintendent of Schools. A meeting shall be held within ten days of the request and a notice of the time and place of the meeting will be given to the student, the parents/guardian, and the appropriate staff members within five days of receiving the request.

F. If the Superintendent’s decision is not satisfactory, a participant and the parents/guardian may request to meet with the School Board.

G. Once the removal process has been initiated, the athlete will not be permitted any participation in that sport unless the recommendation for removal is revised at some level.

VI. Consequences for use of Anabolic Steroids.

Athletes caught using anabolic steroids will incur the following disciplinary action under state regulations:

 *1st  violation* – Suspension from athletics for the remainder of the season.

*2nd violation* – Suspension from school athletics for the remainder of the

 season and for the following season.

*3rd violation* – Permanent suspension from school athletics.

**ATTENDANCE**

In order to be eligible to participate in any interscholastic contest, a pupil must be enrolled in a district secondary school or a charter school.

**Extracurricular Participation**

***Any secondary student who reports to school after 9:48 a.m. may not take part in any assemblies, field trips, athletic events, athletic, or activity practices without a doctor’s excuse. The only exception to this rule would be for attendance at the funeral of a family member, or; if he/she presents a doctors excuse, or; a pre-approved absence.***

**PIAA: Article III, Section 2.**

A pupil who has been absent from school during a semester for a total of twenty or more school days is not eligible to participate in any athletic contest until he or she has been in attendance for a total of sixty days following the twentieth day of absence, except where there is a consecutive absence of five or more school days, due to confining injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. **Attendance at summer school does not count toward the sixty days required. When computing total days absent during a semester, days absent during a period of suspension shall count as a part of the twenty days absence total.**

**ACADEMIC ELIGIBILITY**

Participants in athletics must be passing 4 credits. This determination will be made at one-week intervals on every Friday. This will be cumulative from the beginning of the marking period. The student will be ineligible from Sunday through the following Saturday.

In order to be eligible for interscholastic athletics, a pupil must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. If four full-credit subjects, or the equivalent, have not been passed, the student will be ineligible for a period of 10 school days.

All other PIAA regulations concerning eligibility shall govern the Bald Eagle Area School District student athletes. Student athletes who are declared ineligible shall be excluded from participating in games with their athletic team during the time of their ineligibility.

**CONSENT OF PARENT**

A pupil shall be eligible for practice or for participation in each sport only when there is on file with the principal a certificate of consent which is signed by his parent or guardian. The only valid certificate of consent is the PIAA Parent’s Certificate.

**PHYSICAL EXAMINATION**

No pupil shall be eligible to represent his high school in any interscholastic athletic contest unless he has been examined by a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant before his first sports season of that academic year, and the physician, certified school nurse practitioner, or physician assistant has signed the PIAA Physician’s Certificate. Before each subsequent sports season of the same academic year, he shall be re-examined or certified by a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant that his condition is satisfactory before he commences to train or practice the intended sport and the physician, certified school nurse practitioner, or physician assistant shall sign the PIAA Physician’s Certificate.

The examination for fall sports shall not be given earlier than June 1. The examination, re-examination, or certification for all other sports shall not be given earlier than six weeks prior to the beginning or practice for each applicable sport.

The athletic department will establish times and dates for school sponsored physical examinations for the Bald Eagle Area School District athletes. These physicals will be conducted prior to the start of each athletic season. The school district’s approved physicians will perform the physicals.

Students will not be permitted to receive a school sponsored physical examination unless all required paperwork has been completed and signed by the student athlete’s parents / guardians.

Student athletes who miss the school-sponsored physicals may get a physical from a doctor of their choice at their own expense. The school district approved doctors will perform physicals for our student athletes who miss the school sponsored physicals, however, the student athlete or his/her parents/guardians will be responsible for the cost of these physicals.

It is the student athlete’s responsibility to make arrangements to receive a physical if he/she misses the school scheduled and sponsored physicals.

All physicals must be documented on PIAA physical forms; no substitutions will be accepted.

**PARTICIPATION PAPERWORK**

The following forms must be completed prior to a student athlete’s participation on a Bald Eagle Area School District athletic team:

A. PIAA Physician’s / Parent’s Certificate. (See Forms)

1. Athletic Participation Examination / Medical History. (See Forms)
2. Insurance Verification Form. (See Forms)
3. Player Information Form. (See Forms)

K. Coach’s rules and Code of Conduct Acknowledgement. (See Forms)

All student athletes should have some type of insurance coverage in order to participate in a sports program. Both school time and twenty-four hour insurance coverage may be purchased through the school at a nominal fee.

**APPRAISAL FOR SAFEGUARDING THE STUDENT ATHLETE**

Participation in athletics is a privilege involving both responsibilities and rights. The athlete’s responsibilities are to play fair, to give his/her best, to keep in training, and to conduct him/ herself with credit to the sport and school. In turn the student has the right to optimal protection against injury as this may be assured through good conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision.

Periodic evaluation of each of these factors will help to assure a safe and healthful experience for players. The checklist below contains helpful questions to be answered in such an appraisal.

###### I. Proper conditioning helps to prevent injuries by hardening the body and increasing resistance to fatigue.

1. Are prospective players given directions and activities for pre-season conditioning?
2. Is there a minimum of two weeks of practice before the first game or contest?
3. Is each player required to warm-up thoroughly prior to participation?
4. Are substitutions made without hesitation when players evidence exhaustion or injury?
5. Careful coaching leads to skillful performance, which lowers the incidence of injuries.
6. Is emphasis given to safety in teaching techniques and elements of play?
7. Are injuries carefully analyzed to determine causes and to suggest preventive programs?
8. Are tactics discouraged that may increase the hazards and thus the incidence of injuries?
9. Are practice periods carefully planned and of reasonable duration?

III. Good officiating promotes enjoyment of the game as well as the protection of players.

1. Are players as well as coaches thoroughly schooled in the rules of the game?
2. Are rules and regulations strictly enforced in practice periods as well as in games?
3. Are officials employed who are qualified both emotionally and technically for their responsibilities?

IV. Proper equipment and facilities serve a unique purpose in protection of players.

1. Is the best protection equipment provided for contact sports?
2. Is careful attention given to proper fitting and adjustment of equipment?
3. Is equipment properly maintained, and worn; and are outmoded items discarded?
4. Are proper areas for play provided and carefully maintained?
5. Adequate medical care is a necessity in the prevention and control of athletic injuries.
6. Is there a thorough pre-season medical exam?
7. Is authority from a physician required before an athlete can return to practice after being out of play due to injury?
8. Is the care given athletes by coach or trainer limited to first aid and medically prescribed services?

PROCEDURES

&

GUIDELINES

**BALD EAGLE AREA SCHOOL DISTRICT ATHLETIC DEPARTMENT**

 **INTERVIEW PROCEDURES FOR A VARISTY HEAD COACH**

###### All head coach and activities director positions will be first advertised internally, according to the provisions of the policy manual.

###### The decision to open applications further will be made at the discretion of the administration.

###### All applicants for the lead position for any extra-curricular activity will be screened by the High School Principal and Athletic Director. All applicants must have or be in the process of getting their Act 34 and 151 Clearance. The following criteria will be considered when reviewing applications:

###### 1. Playing experience in that sport (scholastic and collegiate)

###### 2. Previous coaching experience in that sport and/or others.

 3. Assessment of applicant’s abilities and characteristics to perform

at the level of Bald Eagle Area School District expectations of a head coach.

###### A selection committee consisting of the High School Principal, Assistant Principal and Athletic Director will interview candidates for the head coaching position.

###### All committee members will separately score each candidate during the interview. Score sheets will be submitted to the Superintendent with the final recommendation.

###### The selection committee will make a consensus recommendation of the best candidate to the Superintendent and will sign a statement in support of the recommendation or justification for not supporting the candidate.

**BUILDING ACCESS AND KEYS**

I. The following rules concerning keys must be adhered to for the security of the school and facilities:

1. Coaches should take all precautions possible to ensure that their key(s) are not lost or stolen.
2. Coaches should never lend their key(s) to unauthorized individuals.
3. Coaches are not permitted to copy or permit copies of their key(s) to be made.
4. If a key is misplaced lost or stolen, it should be reported to the Athletic Director immediately. The Athletic Director will report the loss to the Plant Supervisor.
5. Upon resignation or departure from a coaching position, all athletic area keys should be returned to the Athletic Director.
6. The Athletic Director has the right to collect any or all athletic area keys from any or all athletic coaches at the conclusion of a coach’s individual season.

In exchange for allowing coaches a great deal of access to athletic facilities, the athletic administration charges the coaches with being acutely aware of building security. Coaches should check all areas that they or their student athletes used or may have used upon completion of said use, in order to ensure that all-appropriate lights are turned off and doors and windows are closed and locked. (Coaches who use facilities when there are no custodians on duty should be even more sensitive to security concerns.).

Coaches should always be the last ones to leave the facilities. Each coach should make sure that all the athletes have properly departed the school’s facilities before they themselves depart. An individual coach may make specific arrangements with another coach to wait for his/her student athletes if they must depart early on an occasion. On the other hand, coaches should specifically instruct their student athletes that they should not be in school facilities prior to the arrival of their coach (even if the facility is open). Additionally, coaches should always plan to arrive earlier than their student athletes for practices or games.

**NON-SCHOOL DAY PRACTICES**

I. Practices are permitted on in-service days, however the following rules must be adhered to:

###### Interscholastic athletics will not begin practice until 3:30 p.m. on in-service days. Athletes should not be permitted in the locker room areas prior to 3:10 p.m. unless permission is granted from the administration.

###### If a coach desires to practice on a Sunday or school holiday, he/she must have approval of the administration. Sunday practice must not start before 1:00 p.m. and must be voluntary on the part of our student athletes. Advance notice must be given to the Athletic Director and Plant Supervisor for practices or workouts planned when school is not in session.

###### Squad members must enter and leave the building through the designated outside doors.

###### Squad members are not permitted to go beyond the interior building athletic facilities.

###### Coaches will be responsible for the security of the building and making sure all lights, etc. are turned off on practice days when school is not in session. Remember on most non-school days, the custodial staff is not working!

**TEAM RULE SUGGESTIONS**

I. Coaches must supply each athlete with a set of team rules. These team rules will include the following parts of the athletic handbook.

1. Code of Conduct
2. Attendance Requirement

The coach should require the student athletes to return a form signed by both themselves and their parents/guardians stating that all of them have seen the team rules.

II. The following list contains suggested items that the coach may want to include in the team rules:

1. Practice and game philosophy.
2. Expectations of team members at practice, games, in school, on bus trips, etc.
3. Training rules.
4. Personal appearance code.
5. Locker room and equipment rules.
6. Philosophy pertaining to discipline; consistency in starting a progression of measures which could lead to suspension and finally to expulsion from the team.
7. Responsibility of every student athlete to become familiar with the “Code of Conduct”.
8. Proper dress for home and away games.

**GUIDELINES FOR COMPETING IN DISTRICT PLAYOFFS**

I. Head coach submits to the Athletic Director a written request to participate in P.I.A.A. District VI playoffs. The request should include any relevant information that would help in the decision-making process.

II. The Athletic Director will meet with the High School Principal to discuss the request and they will decide whether or not the team will be allowed to compete.

**AWARDS POLICY FOR INTERSCHOLASTIC ATHLETICS**

I. The criteria for awarding a letter will be an evaluation by the coach or coaches concerning the amount of game and meet time\* played by the athlete along with the following criteria:

A. Attitude of athlete.

 B. Attendance of athlete.

C. Self-discipline of athlete.

 C. Character of athlete.

 D. Skill development of athlete.

 E. Leadership qualities of athlete.

 G. Loyalty qualities of athlete.

\* Coaches shall have written game/meet time criteria included in their team rules. The Athletic Director must approve these criteria in advance.

1. Cheerleaders’ letters will be awarded on the recommendation of the cheerleading coach.

1. The awards for seniors, who do not meet the above criteria, will be based on the recommendation of the coach.
2. The coach’s recommendation will supersede any or all of the above criteria in evaluating game time.
3. The letter will be awarded in each sport the first time an athlete meets the requirements. In succeeding years when a letter is earned, a bar or specific sport medal will be issued in lieu of a letter. An athlete must finish the season in good standing to earn an athletic award.
4. Championship team members are given an award plaque to commemorate their season.

**SQUAD SELECTION GUIDELINES**

I. The coach in charge of each individual team is responsible for the selection of the members of that team.

1. The following criteria should be used in selecting squads:

A. The student athlete’s athletic ability.

B. The student athlete’s skill ability.

C. The student athlete’s potential.

D. The number of available positions on the team.

 E. The amount of practice time available for each team member.

 F. The amount of playing time available for each team member.

G. The grade level of the candidates (It is more difficult to apply some of the above criteria to younger student athletes than older one.).

H. The number of uniforms available.

1. Head coaches should convey to their assistants what types of things that they feel are important in the selection of a squad.
2. Prior to final selection of any particular squad, the coach who is immediately responsible for the selection of the squad, should confer with any assistants that he/she has and with the head coach of the program.
3. It is recognized that “cutting” of student athletes is a difficult thing for all parties involved. It is also recognized that at times “cutting” will be necessary. Thus, it is suggested that “cutting” be considered very carefully before being carried out.
4. Anytime that “cuts” must be carried out, the Athletic Director should be informed in advance. The Athletic Director should inform the Principal that there are “cuts” pending.
5. Any coach who “cuts”, will have a written rationale explaining his/her position on the specific student athlete whom he/she “cuts”.
6. If “cuts” take place, the student athletes being cut will be informed personally of the decision by the coach or designee. (Athletes should never be informed via lists, other students, or similar impersonal manners).
7. If a coach thinks that he/she may have to have “cuts”, he/she should inform the student athletes of this possibility at the start of the tryout period. Additionally, the coach should give the student athletes a firm date as to when “cuts” will be carried out.
8. The coach should be cautious and very thorough in deciding on “cuts” because of the emotional concerns of our student athletes.

**FRESHMEN ELIGIBILITY GUIDELINES**

**FOR PLAYING SENIOR HIGH ATHLETICS**

I. The following guidelines should be used when it is necessary to determine if a 9th grade student is permitted to compete at the senior high school level of interscholastic athletics.

 These guidelines are necessary because there are times when it is in the best interest of the 9th grade student athlete to compete at the senior high school level. In order for the freshman promotion to be in the best interest of the student, the benefits to the individual student must be the only concern which is ultimately considered.

1. The following excerpt was taken from the PIAA manual. It relates to the participation of junior high school students at the senior high school level. Any and all Bald Eagle Area School District guidelines or decisions regarding the Freshman Rule must be, at minimum, within the parameters of the established PIAA rules.

“Students in the 7th and 8th grade who have not attained the age of sixteen years may not compete or practice with students in the 10th, 11th, or 12th grades.

Students in the 7th or 8th grade who have attained the age of sixteen years and students in the 9th grade may, with written approval of the High School Principal, compete with students in grades 10, 11, or 12. The option to compete at the senior high school level of competition (grades 10-12) or at the junior high school level of competition (grades 7-9) is exercised when the ninth grade student participates in a scrimmage or in a contest. If the ninth grader first participates in a junior high school scrimmage or contest, he is committed to that level of competition in the sport involved for the entire school year. If the ninth grader first participates in a senior high school scrimmage or contest, he/she is committed to that level of competition in the sport involved for the entire school year. If the ninth grader does not participate in a scrimmage or contest, the option to compete at the junior high school level of competition or senior high school level of competition must be exercised not later than 21 days after the ninth grader begins practice. Once this option is exercised, it may not be changed in the sport involved for the entire school year.”

1. In order to insure that the “best interests” of individual student athletes are being protected, the athletic department suggests that the following questions be asked when a 9th grader is being considered for the move to a varsity level:
2. Can a 9th grader in question handle the move to the senior high school level, physically? The student will be competing against older and perhaps more mature student athletes.
3. Can the 9th grader in question handle the move to the senior high school level, socially? The student will be removed from his/her normal social circles as far as athletic competition socialization goes.
4. Can the 9th grader in question handle the move to the senior high school level, academically? Competing at the senior high school level normally requires more practice and competition time than is required at the junior high school level.
5. Will the 9th grader in question receive comparable “competition” time at the senior high school level? It is only natural that he/she will receive more practice time, but will he/she also get the opportunity to compete as well?
6. The following procedures must be followed before a 9th grade student can be committed to the senior high level of participation.
7. Ninth (9th) grade students may only begin practicing at the senior high school level after they have been invited to that level by the head coach of the senior high school level.
8. The senior high school head coach must explain the rules to the 9th grade student.
9. The 9th grade student must be clear on the fact that he/she is not required to move up to the senior high school level. He/she should understand the he/she will be moved up to the senior high school level only if he / she desires to do so.
10. The decision to commit the 9th grader to the senior high school level should only be made after the student has practiced at the senior high level for a reasonable period of time (five practices minimum).
11. The senior high school head coach should notify the Athletic Director that he/she is considering a 9th grader for the move to the varsity level in advance.
12. The Athletic Director will keep the Principal informed of the possibility of the 9th grade student being moved to the varsity level.
13. The senior high school head coach must have verbal conversation (preferably in person) with the parent/guardian(s) of the 9th grader he/she is considering moving to the varsity level.
14. The properly signed Bald Eagle Area School District Freshman Eligibility form should be kept on file in the athletic department office (Required signatures from Principal, parent/guardian, & student.).
15. All of the preceding steps should be completed prior to the 9th grader being permitted to compete at the senior high school level.

**OUT-OF-SEASON PROGRAMS**

It is recognized that student athletes need to work at their specific sport off-season in order to be competitive in today’s athletic venues. It is also recognized that there needs to be limitations and controls established to govern off-season programs in order to protect our student athletes’ interests.

The PIAA has established “Season and Out-of-Season” rules and regulations which must be obeyed by all member schools. All Bald Eagle Area School District athletic teams, student athletes and coaches will obey the PIAA established rules.

The PIAA’s “Season and Out-of-Season” rules and regulations are included in the PIAA manual. A copy of this manual can be found in the Athletic Director’s office. The following summary of these rules is provided for your information.

**Guidelines for Out-of-Season Participation**

I. Consistent with the concept that interscholastic athletics are a part of the educational system, and consistent with the established goals of health, safety and sportsmanship, the following guidelines for out-of-season regulations are set forth:

1. The basic responsibility of all administrators and athletic coaches is to provide students, who are participating in interscholastic athletics, with a worthwhile, educational experience.
2. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
3. The student should have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the Pennsylvania Interscholastic Athletic Association (PIAA).
4. Outside of the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, recreational activities, “open gyms”, clinics and camps provided that any participation by coaches and/or students is as private citizens and is voluntary as described below. Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out-of-season period as described below.

Any sports activity outside the jurisdiction of PIAA except as set forth in the immediately preceding paragraph and as follows:

1. The coach or other personnel representing the school shall not require an athlete to participate in a sport or a training program for a sport outside of the PIAA defined sport’s season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary.
2. In order to maintain eligibility to represent a member school in football, a student shall not participate in organized **contact** football camps, clinics, drills, practices, games, scrimmages or similar contact activities outside the PIAA defined football season.
3. The school’s blocking/tackling dummies and blocking / tackling sleds may not be used by schools, community organizations and groups, coaches and students outside the PIAA-defined football season.
4. The school’s name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school’s name, nickname and interscholastic athletic uniforms may not be used by students, however, the Athletic Director may permit students to use the school’s interscholastic athletic equipment and the school’s interscholastic athletic health/first-aid supplies.

III. These additional interpretations may be helpful to the Bald Eagle Area School District student athletes and coaches.

1. Tryouts for interscholastic athletic teams may not be held outside of the PIAA defined season.
2. Attendance of out-of-season programs or camps does not guarantee that a student athlete will make an interscholastic athletic team during the defined season.
3. Failure to attend out-of-season programs or camps may not be held against student athletes who try out for interscholastic athletic teams.
4. Attendances of out-of-season athletic programs or camps are to be purely voluntary in all regards.

**STUDENT ATHLETE BUS TRANSPORTATION GUIDELINES**

I. Student athletes are expected to use whatever transportation the athletic department arranges both to and from athletic contests, scrimmages or events. The two main purposes of the aforementioned expectation are to protect our student athletes from potential harm and to contribute to the building or proper team camaraderie.

1. All school district bus rules and regulations are in effect any time Bald Eagle Area School District students are being transported to or from an athletic contest, scrimmage or event. Infractions or school district rules and regulations will be dealt with in the same manner as the administration deals with school time violations. If the students are being transported by van, the student athletes should follow accepted riding etiquette.

Students are required to be provided with and wear safety belts when traveling by van or private vehicle.

Only coaches or approved individuals may drive when students are to be transported by van or a coach’s’ personal vehicle. Student drivers should never be utilized for transporting students to athletic events.

A coach should always be present on the bus when one of our teams is traveling by bus. It is preferred that the head coach accompany the team on the bus at all times. If the head coach cannot be present, the Athletic Director or Principal should be made aware of the situation in advance.

1. It is recognized that there will be times when extenuating circumstances may make it necessary for a student athlete to travel to or from an athletic event separately from the team.

In the event that a student athlete needs to travel separately from the team, a permission note from the student athlete’s parent or guardian must be presented to the administration in advance for approval (See Approved Form).

The Athletic Director will sign the note and a copy will be filed with the athletic office for future reference. The original will be given to the coach of the team.

Coaches are only permitted to allow student athletes to travel separately from the team if they have in their possession a permission note, which has been signed by a member of the high school administration and the student’s parents/guardian. Parents/guardian may give their permission for their child to ride with another authorized parent/guardian.

Coaches should instruct the student athletes to personally inform them when they are departing from the event. Additionally, the coach must make visual contact with the person who is transporting the student athlete. Students may only leave with an authorized parent or guardian.

The coach may use his/her discretion in the case of an “emergency”. However, he/she should still get a permission note signed by the parent or guardian and make visual identification of the individual before permitting the student athlete to depart separately from the team. The coach should also inform a member of the administration as soon as possible that an “emergency” exception was made for an individual.

1. The athletic department recognizes the right of the parent(s) or guardian(s) to decide on how and with whom their child is transported. However, the privilege to compete in interscholastic athletics for the Bald Eagle Area School District is based on student athletes following the policies, guidelines and procedures which are established by the Bald Eagle Area School District the Bald Eagle Area School District athletic department and the designated coaches of the Bald Eagle Area School District.

**TRANSPORTATION STYLE GUIDELINES**

I. The Athletic Director will arrange all transportation for the Bald Eagle Area School District athletic teams.

1. The “basic” school bus will be the standard style of transportation for all athletic teams.
2. Vans may be used to transport athletic teams when the size of the group and the cost warrants it. (Only coaches are permitted to drive the vans unless the Athletic Director gives permission to another party.)
3. Private vehicles may be used for small groups of athletes in unique situations. Coaches should drive in these situations.
4. “Coach” buses may be used to transport teams if the destination is further than 50 miles one way.

**MEALS AND LODGING GUIDELINES**

It is recognized that during certain post-season athletic competitions, it may be necessary for the athletic department to provide overnight lodging and/or meals for our student athletes. Overnight lodging for teams or student athletes and coaches should only be provided in cases where it is not in the student athletes’ best interest to travel on consecutive days. Examples of these cases include, but are not limited to times when:

A. The student athletes will compete two or more consecutive days at a

location of great distance from the Bald Eagle Area High School.

B. The student athletes will compete rather late one evening and be

required to compete early the next day.

C. The weather makes travel safety a major concern.

1. All overnight athletic trips and the accompanying lodging must have prior approval from the athletic administration unless an unforeseeable condition comes about. (Example: Roads become unsafe due to bad weather conditions.)
2. Meals should only be provided for student athletes when the competition, which they are participating in, is of unusual length or the journey to the athletic event is of extraordinary length, and for all district competitions. Five dollars per meal is the allowance for breakfast and eight dollars for lunch. Ten dollars per meal is allowed for dinner. Examples of these types of situations would include, but not be limited to competitions when:

A. The event is a full day event away from home.

B. When weather dictates that teams must spend the night away from

 home.

1. All school district paid meals must be pre-approved by the Athletic Director. Additionally, the athletic department’s directions and forms for the use of cash and for meal payments must be used. The basic directions are as follows:

**Directions for providing meal money for our student athletes:**

A. Sign for the cash upon receipt from the athletic department. (Count the

 money before you sign.)

B. Make sure that all student athletes, who receive money or a meal, sign the

appropriate form verifying that they received cash or their meal.

C. Keep all receipts connected to the purchase of meals. (The receipts should

be returned to the athletic department along with remaining cash and the

appropriate paperwork.)

 D. Student athletes or student managers should never have anything to do

with the control of the cash or the necessary paperwork.

E. The most appropriate and suggested manner of distribution is for the

players to order directly and have the restaurant run a tab that the coach pays at the end. It is important to inform the players in advance of the maximum amount they are permitted to spend. If they exceed the maximum amount, they should pay the difference to the coach.

 F. You should return all of the signed paperwork and the remaining cash to

the athletic department the first school day following your teams’ return from the road trip.

G. You and the athletic department representative should both sign your acknowledgement of submitting the remaining cash and the paperwork.

*A copy of the cash voucher form can be found in the forms’ section of this manual.*

**BOOSTER CLUB POLICY GUIDE**

Booster Clubs are an integral aspect of school athletic programs. Booster clubs provide a service of financial and team spirit support and enhance athletics in many ways. The Bald Eagle Area School District is very supportive of the booster clubs that serve our young athletes.

The PIAA provides that athletes may accept awards from his / her school, the sponsor of an athletic event, the news media, or a **NON-PROFIT SERVICE ORGANIZATION APPROVED BY HIS / HER SCHOOL PRINCIPAL**. For this reason, the Bald Eagle Area School District, prior to the beginning of the activities, should approve all booster clubs. It should also be understood that any fund raising activity raising money for athletic teams uses the school name in some way and this will require school district approval BEFORE beginning the activity regardless of whether students and/or parents are raising the funds.

I. On the following pages are guidelines and responsibilities booster clubs are expected to follow when supporting Bald Eagle Area District Athletics.

A. Recognized Booster Clubs

At the beginning of each season each booster club will submit a form (included) to the Athletic Director for forwarding to the High School Principal and District Superintendent. The form will include the listing of names of the club officers for the coming season and the phone numbers of all officers, as well as meeting dates and times.

B. Relationship with Coaches

Coaches are encouraged to take advantage of every opportunity to work with the booster clubs in their many fund-raising projects during the course of the school year. The more coaches become involved in booster club projects the more it will strengthen good will between the club and the athletic department. In the event a booster club member asks you about your athletic needs, go ahead and discuss it in general with the member, but remind him/her you will make the request officially through the school district.

C. Concession Stands

Several booster organizations are given permission by the School Board to operate concessions at athletic events. The following conditions exist when operating a concession stand.

1. Operations of the concession stands at Football, Baseball, Soccer, Softball Fields require that the organizations operating the concession stands clean the immediate area after the event.
2. Operators of the concession stands at Wrestling, Volleyball, and Basketball events must clean the area used and place all tables or other equipment in proper storage areas. Trash, cans, and litter must be properly sealed and placed in assigned areas for janitors to collect.
3. **No food or drinks are permitted in the gym at any time.**

D. Publicity

It is requested that each booster club, when donating an item to the school district, contact the Athletic Director so a photographer may be contracted to arrange pictures with a coach, booster club officer, and a school official to publicize the donation of the item to the school. It is good public relations as well as letting the public know where the funds they donated are going. The public needs to know how vital booster clubs are to school athletics.

At the end of each season an officer from each booster club should provide a summary of the activities for the past year and services provided to your athletic teams. This summary will be presented to the school board for the recognition the booster club deserves.

It should be understood that items purchased by booster clubs for the athletic teams become the property of the Bald Eagle Area School District.

E. Small Games of Chance

Any game of chance the booster club is conducting requires a Small Game of Chance number. This number is obtained at the Centre County Courthouse and costs $100.00. Games of chance include raffles, including game ball, tickets, etc.

F. Cooperative Purchasing

From time to time booster clubs wish to help with purchase of large items coaches request. Before purchasing such items the Athletic Director should be consulted who will in turn discuss the matter with the Business Manager and District Superintendent who will in turn take the matter to the School Board.

###### G. All uniforms must be purchased by the school district. The booster clubs may purchase other items for the teams.

**FUND RAISING AND ACTIVITY ACCOUNTS**

The Board acknowledges that the solicitation of funds by students must be regulated because compulsory attendance laws make the student a captive donor, and because such solicitation may disrupt the program of the schools. The purpose of this policy is to allow fundraising activities within specific guidelines in order to increase effectiveness and avoid conflicts. Fundraising is any event conducted by a school organization, class, or special interest group designed or intended to raise funds. Fundraising activities conducted by or involving Bald Eagle Area School District students shall be approved by the building principal, and will be carefully monitored by the administration to ensure that the intent of the Board’s policy and the content of the corresponding regulations are carried out.

I. The following groups and organizations are given permission to conduct fundraisers.

A. All classes K – 12

B. School authorized groups (Student Government, SADD, all clubs, sports

teams, etc.)

C. Any organization or special interest considered appropriate by the

Superintendent.

II. In order to carry out the school district policy relating to fundraising activities, which involve the sale or products or services, the following regulations are to be followed:

By August 15 each group or organization must submit a budget to the building principal

for the upcoming year. Anticipated revenue, number of fundraising activities, and

purposes of the fundraising activities must be stated and approved by the building

principal.

The coach or advisor and a student officer of a student group or representative of a school related group must complete the fundraising form and follow the regulations of the policy.

The advisor, officers, or administration shall follow established accounting procedures for the drive that provides accountability and discourages theft. This includes submitting a report on the sales, costs, and profits of each fundraiser within on week following the close of the fundraising activity.

All records of fundraising activities for the school shall be subject to audit as are all other

funds within in the school system.

The building principal’s secretary shall maintain a fundraising calendar and shall confirm dates of approved fundraisers to the coach or advisor making the request. Solicitation periods should be scheduled to minimize overlapping fundraisers.

Advertising for solicitation should be limited and according to other district policy or building rules.

Money raised through fundraisers shall be spent for the general welfare of the students who raise the money.

Sales tax is to be paid according to current state law. Prices of items being sold should be adjusted to provide for the payment of appropriate taxes.

Fundraising items exceeding $1,000.00 must be submitted for quotes as provided by Section 511 of School Code. Specifically, anytime the cost of a fundraiser is anticipated In excess of $1.000.00, three separate price quotes for the item to be used for the fundraiser are required. These quotes will be kept on file and copies are to be submitted with the end of year report of the activity.

Excess revenues earned from the funds deposited in the Activities account will be deposited in General Activities (interest from funds, commission on sales of school photos, etc.)

Financial statements are required from all activities at the end of any month in which money has been raised or expended and must be submitted to the building principal.

Each activity is limited to two fundraisers each season. Full year activities may have four fundraisers per year. No more than two solicitation periods may be scheduled by an activity at one time.

Fundraisers held for extraordinary circumstances or special events will not be included as an activity allotment of fundraisers. One example of this type of circumstance is the raising of funds for the Spanish Club trips.

III. Operation of Activities Fund

A. Each fund must have a student treasurer to sign Invoice Out forms for the

 payment of bills.

B. Separate records must be kept of all receipts, deposits, and expenditures.

These records are the sole responsibility of the advisors and coaches. All

records are turned into the Main Office at the end of each school term.

C. Invoice Out forms may be obtained in the Main Office. When the forms

are submitted, the bill (invoice) **must** be attached. All forms must be

turned into the Athletic Director and processed through the High School

Principal. The Business Office prepares the payments.

D. The General Activities Fund may be used to provide financial aid to

school projects that the High School Principal judges to be worthwhile.

Student Government must approve these expenditures.

IV. Deposit and Expenditures of School Activity Funds

A. All monies for deposits to the Activities Fund are to be remitted daily to

the Attendance Office no later that 12:00 noon. On the day before a

holiday, deposits must be submitted by 10:00 A.M.

B. Duplicate signature cards are required for all persons who sign **Invoice**

**Out** forms.

C. A moneybag and key may be obtained from the Main Office before any event that involves gate receipts. This bag must be dropped in the night

depository at the Omega Bank in Milesburg after each event. People who carry school money home or leave it at school are responsible for it. Arrangements must be made by the advisor to have the moneybag picked up on the next school day. The receiving clerk picks up the moneybag when possible.

D. All activities’ monies collected under the auspices of the School District or its organizations must be deposited and processed through the “Activities Account”.

E. All payments of bills for goods or services used by school activity groups

must be processed through the Activities Fund. Cash payments are prohibited.

F. The High School Principal’s Secretary processes the collection of student project money. Art, Family and Consumer Science, and Industrial Technology teachers provide itemized bills for each student and keep copies of all receipts.

V. Sale of Products

No solicitation for outside charities or organizations is permitted in school or on school

grounds if the sale is not being sponsored or co-sponsored by an organized school

activity.

Any student, club, class, or organization, which uses school facilities must have prior

approval before it can begin a fundraising activity. All fundraising projects must conform to the District Policy on fundraising (Policy #235). This policy is available for review in the Main Office.

**PROPER PROCEDURES FOR ORGANIZING AND OPERATING SCHOOL DANCES**

The following is a list of rules of conduct for school dances and other evening activities:

1. BEAHS students are subject to the disciplinary policy of the school during dances and other after school and evening school activities. Violations of school rules are reported to the Assistant Principal for disciplinary action.
2. Participation in dances is limited to students of the Bald Eagle Area High School and their guests.
3. BEAHS students **must** present their school I.D. card to be admitted to the dance.
4. Each student may invite one guest per dance.
5. Students from other schools must sign in at dances. BEAHS students must sign as sponsors for the guests they invite. BEAHS student aides are to assist in identifying strangers. Sponsors are responsible for the behavior of their guests.
6. Only one door is open for admittance.
7. Persons 20 years old and older who are not current BEAHS students are not admitted to dances.
8. No person is admitted to dances after 9:00 p.m. except when a dance follows another school event. Anyone who leaves the building for any reason may not be readmitted.If you leave and drove to the dance you must leave theschool groundsimmediately. Therefore, if you have no transportation home, you may not leave the dance until your transportation arrives.
9. Each grade level is permitted one class dance per school year. Other organizations may sponsor dances upon the approval of the High School Principal.
10. Dances are to be held on Friday and Saturday nights and are restricted to the following hours:

*Senior High: 7:45 to 10:45 p.m.*

*Junior High: 7:30 to 10:30 p.m.*

1. A decibel meter is available from the Activities Director for monitoring the volume level of music during dances or other activities. Each activity advisor or coach is responsible for monitoring noise levels within the established guidelines. Music should not exceed 85 decibels.
2. Five (5) chaperons are expected at all school dances. Additional chaperons are recommended when a large attendance is expected. At least one chaperon must be stationed in each area used by the activity.
3. Chaperons are in charge and responsible at all dances. A written report must be submitted to the Activities Director on the first day of school following the dance.
4. A sign indicating the rules governing behavior at dances should be obtained from the Activities Director prior to each event and posted at the entrance. Also, a list of people suspended or expelled from dances is available from the Activities Director each week.
5. All bands or disc jockeys must be contracted and approved by the sponsoring organization and approved by theActivities Director. A duplicate contract must be kept on file.
6. Students are not permitted to attend dances when under the influence of drugs or alcohol, or when disorderly.
7. Chaperons are responsible for returning all furniture and equipment to the proper locations.
8. Chaperons and security personnel are required to check the lavatories periodically throughout the activity.
9. Incidents requiring the contacting of an ambulance (911) or the Pennsylvania State Police (355-7545) should be reported to the High School Principal immediately. The protocol for notification is as follows:

(1) Action

(2) Call Pennsylvania State Police

(3) Call 911

(4) Call Parents

(5) Notify Administration

(6) File Complete Report.

1. The custodian on duty opens and locks the doors, controls the lighting, and cleans the restrooms and halls.
2. Organizations sponsoring evening activities must clean up all of their trash in the building before the next school day. A fee is charged to cover costs when clean up of the organizations trash/litter requires the use of custodial services. Future requests for dances or other activities may be denied a sponsoring group if an area is not cleaned following an event. A fee will be assessed for excessive trash.
3. Parents are welcome and encouraged to chaperon activities at school in which their children are involved. Advisors or coaches are required to chaperon at those activities sponsored by the organizations they oversee.
4. The Activities Director arranges the services of police officers for all non-athletic events. These police officers work under the direction of the advisors or coaches sponsoring the event and are paid a fee established by the District Business Office.
5. Students must be off school property within one-half hour following the end of an activity.
6. A security officer is assigned to supervise the outside of the buildingand oneinside the building. The security officers willremain for one-half hour following the end of an activity.
7. Loitering in the school parking lot is prohibited.

AA. Smoking or the use of tobacco is not permitted on school premises

by anyone.

BB. Anyone drinking, using drugs, or fighting at a school activity is

suspended from attending activities: one (1) month for the first

offence; and for one full year for a second offence for fighting or any substance

abuse (drugs or alcohol). Such incidents will also be reported to the police.

CC. All security officers need to be approved by a local authority when necessary or at the beginning of each year.

**Request for Use of Facilities**

When scheduling out-of-season workouts, meet-the-team nights or banquets, a Request for Use of School Facilities form must filled out. The form can be obtained in the Main Office of the high school. When completed the form should be returned to Athletic Director. The Athletic Director will check with the activities director to see if the facility requested is available. When a decision is made a copy of the form will be returned to the coach or booster club.

**Bald Eagle Area School District**

**Concussion Management Plan**

In accordance with recommendations by Law in the State of Pennsylvania, in accordance with Senate Bill 200(SB 200), also known as “Safety in Youth Sports Act, the Bald Eagle Area School District has adopted a policy for its student-athletes participating in interscholastic athletics.

**The Safety in Youth Sports Act, Pennsylvania Senate Bill 200, (Section 1)** Establishes standards in the state of Pennsylvania for managing concussions and traumatic brain injuries to student-athletes.

**This policy also includes** students involved in an athletic contest or competition that is sponsored by, or associated with the Bald Eagle Area School District, including cheerleading, club sponsored sports activities, and sports activities sponsored by the school district’s affiliated organizations. This includes practices, interschool practices, and scrimmages **as outlined in Section 2 under “Athletic Activity”** in accordance with this Act.

**A copy of Pennsylvania Senate Bill 200** is attached with this Concussion Management Plan. **(Document 1)**

1. **Definitions (Section 2)**
2. **Appropriate Medical Professional**
3. **A Licensed Physician** who is trained in the evaluation and management or concussions **or a** *Licensed or Certified Health Care Professional trained in the evaluation and management of concussions and designated by such Licensed Physician.* **The Licensed Athletic Trainer(s) are the Appropriate Health Care Professional(s**) and the Licensed Physician designee, trained to provide concussion evaluation and management under the Standard Operating Procedures.
4. **A Licensed Psychologist** neuropsychological trained in the evaluation and management of concussions or who has post doctoral training in neuropsychology and specific training in the evaluation and management of concussions.
5. **Specific Head Injuries**
6. **Concussion or Mild Traumatic Brain Injury (MTBI)-** A concussion or MTBI is the common result of a blow to the head or body which causes the brain to move rapidly within the skull. This injury causes brain function to change which results in an altered mental state (either temporary or prolonged). Physiologic and/or anatomic disruptions of connections between some nerve cells in the brain occur. Concussions can have serious and long-term health effects, even from a mild bump on the head.

**Symptoms include, but are not limited to:** brief loss of consciousness, headache, amnesia, nausea, dizziness, confusion, blurred vision, ringing in the ears, loss of balance, moodiness, poor concentration or mentally slow, lethargy, photosensitivity, sensitivity to noise, and a change in sleeping patterns. These symptoms may be temporary or long lasting.

1. **Second Impact Syndrome-(SIS)-** Refers to catastrophic events which may occur when a second concussion occurs while the athlete is still symptomatic and healing from a previous concussion. The second injury may occur within days or weeks following the first injury. Loss of consciousness is not required. The second impact is more likely to cause brain swelling with other widespread damage to the brain. This can be fatal. Most often SIS occurs when an athlete returns to activity without being symptom free from the previous concussion.
2. **Appropriate Health Care Plan For The District**
3. The Bald Eagle Area School District provides an appropriate healthcare plan that includes equitable access to athletics healthcare providers for each sport.
4. The Bald Eagle Area School District provides healthcare to all student-athletes participating in interscholastic athletics, cheerleading, and club sponsored sports activities. This healthcare is provided by the Licensed Athletic Trainer(s) that provide coverage for after school practices, scrimmages, and scheduled interscholastic athletic events.
5. The Licensed Athletic Trainer(s) on staff at the Bald Eagle Area School District follow Standard Operating Procedures (SOP), in accordance with the Pennsylvania Board of Medicine and Osteopathic Medicine. This SOP is provided by the Bald Eagle Area School District Team Physician and agreed upon in writing by the district administration.
6. **Educational Materials Related to Concussions and Traumatic Brain injuries (Section 3 (a))**
7. **The Pennsylvania Department of Health and Department of Education**

Shall develop and post on their Internet websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents and their coaches, about the nature and risk of concussion and head injury, including the risks associated with continuing to play or practice after a concussion or head injury. In developing the guidelines and materials, the departments shall utilize existing materials developed by the Centers for Disease Control and Prevention. A copy of the links to specific internet sites, articles, and videos is **attached as Document 2.**

1. **Bald Eagle Area School District policies for Concussion Management Planning In accordance with SB 200 (Section 3 (a)):**
2. **The Bald Eagle Area School District shall require each school year**, that student-athletes participating in or desiring to participate in an athletic activity, and the student’s parent/guardian, prior to participation by the student in an athletic activity, sign and return to the district an acknowledgement of receipt and review of a concussion and traumatic brain injury information sheet developed in accordance with the “Safety in Youth Sports Act”. In signing this information sheet, student-athletes and the parent/guardian accepts the responsibility for reporting their injuries and illnesses to the school district’s medical staff (Staff Licensed Athletic Trainers), including signs and symptoms of concussions. This form is attached as **Document 3.**
3. **PIAA CIPPE Form (Attached with Pre Participation Physical Packet)**

The Bald Eagle Area School District *requires all student-athletes and parent/guardian to review and sign the PIAA Concussion Information Sheet as part of the Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) required by the PIAA.*

1. **ImPact Baseline Testing**

The Bald Eagle Area School District will record a baseline assessment for each student-athlete prior to the first practice in the sports of baseball, basketball, cheerleading, football, soccer, softball, track and field, volleyball, and wrestling, at a minimum. The same baseline assessment tools should be used post-injury at appropriate time intervals.

1. The baseline assessment should be considered one or more of the following areas of assessment:
2. At a minimum, the baseline assessment should consist of the use of a Symptoms Checklist**(Document 4)**, SCAT II Assessment Sheet **(Document 5),** and ImPact Neurocognitive Testing.
3. All students who participate in athletics at Bald Eagle Area are eligible for

and required to complete baseline testing prior to participating in their sports season.

1. Any student athlete who suffers a concussion will be baseline retested before the next academic/athletic year.
2. Additionally, neuropsychological testing (e.g. computerized, standard paper and

 Pencil) has been shown to be effective in the evaluation and management of

concussion. The development and implementation of a neuropsychological testing program should be performed in consultation with a neuropsychologist. Ideally, post injury neuropsychological test data should be interpreted by a neuropsychologist*.*

1. **Informational Meeting on Concussions and Traumatic Brain Injuries**

The Bald Eagle Area School District will hold an informational meeting prior to the start of each athletic season for all student-athletes, parents and/or guardians, and coaches regarding concussions and other head injuries, the importance of proper concussion management and how neurocognitive testing can aid in the evaluation, management and recovery process. All members of the district coaching staff, Head and Assistants, are required to attend these informational meetings each school year. Student-athletes and their parent(s)/guardian(s) are required to attend at least one informational meeting per school year.

***Power Point Presentations will be provided in all informational meetings along with appropriate handouts/information/ and internet links relating to concussions and traumatic brain injuries.***

1. **Removal from Participation in Athletic Activity following Concussions and Traumatic Brain Injuries** **(Section 3 (c))**
2. **Athlete Assessed with Concussion or Traumatic Brain Injury**

A student-athlete who, as determined by a licensed or certified health care provider, whose scope of practice includes the management and evaluation of concussions, coach from the student's team, game official or other official designated by the student's school entity, exhibits signs or symptoms of a concussion or head injury while participating in an athletic activity, shall be removed by the coach from participation at that time. The student shall not return to participation until the student is evaluated and cleared for return to participation in writing by a licensed or certified health care practitioner whose scope of practice includes the management and evaluation of concussions.

1. **The Bald Eagle Area School District shall require the immediate removal of the Student-Athlete from athletic activity after sustaining a concussion or traumatic brain injury.**

 The athlete may not return to activity until they are evaluated and cleared for Return to Participation (RTP) in practice or competition, in writing, by a Licensed or Certified Health Care Provider who is trained in the evaluation and management or concussions **as outlined in Definitions related to SB 200 in Section 2.**

1. The student-athlete will receive serial monitoring for deterioration and will be assessed daily when attending school utilizing a daily symptoms score sheet provided by the Licensed Athletic Trainer(s) on staff. The Symptoms Score Sheet will be continued until symptoms relating to their head injury have resolved.

1. Athletes will be provided with written instructions upon discharge **(Document 6);** preferably with a parent or guardian. A Concussion and Traumatic Brain Injury Information sheet will be provided to the parent/guardian outlining signs and symptoms, further recommendations for care and Licensed Physician Follow up, complications for further injury, removal from play, and return to play guidelines.

1. The student-athlete should be evaluated by a licensed physician as outlined within the concussion management plan if signs and symptoms do not improve or worsen after the initial injury.

1. **Return to Participation in Athletic Activity Post Concussion/Traumatic Brain Injury**

 **(Section 3 (d))**

1. **Student-Athlete Return to Play**

The coach may not return a student-athlete to play in any athletic activity. The student-athlete may not return to play (RTP) until they have been evaluated and cleared for participation in writing by an appropriate medical professional, **as designated in Definitions (A) in Section 1 of SB 200.** The governing body of a school entity may designate a specific person or persons, who must be appropriate medical professionals, to provide written clearance for return to participation. In order to help determine whether a student is ready to return to participation and appropriate medical professional may consult any other licensed or certified medical professionals.

1. **Bald Eagle Area Return to Participation (RTP) Policy for Student-Athletes relating to Concussions and Traumatic Brain Injury**
2. **An Athlete cannot return to participation in their respective sport or physical activity until**:
3. *Symptom Free*
4. *Successfully Complete a 5 Phase Return to Participation Program with the Licensed Athletic Trainer(s) (LAT) on staff with the Bald Eagle Area School District.*
5. *. Return to the level of their Baseline Concussion Testing*
6. *Evaluated and Cleared for RTP in writing, by a Licensed or Certified Health Care Provider.*
7. Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play should follow a medically supervised stepwise process.
8. As part of the Concussion Management Plan, all student-athletes must

Satisfactorily, complete the 5 Phase RTP exertion program with the Licensed Athletic Trainers at Bald Eagle Area before they can return, along with securing a written release by a *Licensed or Certified Health Care Professional trained in the evaluation and management of concussions and traumatic brain injury designated by a Licensed Physician.* **The Licensed Athletic Trainer(s) are the Appropriate Health Care Professional(s**) within the Bald Eagle Area School District and the Licensed Physician designee, trained to provide concussion evaluation and management under the Standard Operating Procedures .

 .

1. Final authority for Return-to-Play of the student-athlete to athletic activity shall reside with the licensed physician or the physician designee, which includes, the Licensed Athletic Trainer(s) on staff within the Bald Eagle Area School District.
2. **Documentation of the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.**
3. All reported injuries, including concussions, are documented with follow-up SOAP notes and kept on file with the individual student-athlete’s records.
4. **Evaluation for Concussion and Mild Traumatic Brain Injury**
5. **Evaluation following the initial injury of the student-athlete will include:**

1. Sports Concussion Assessment Tool 2 (SCAT2)
2. Graded Symptom Checklist (GSC)
3. Sideline Functional & Visual Assessments
4. On-field Cognitive Testing
5. Observe athlete 15-20 minutes and re-evaluate.
6. **Return to Play Criteria(RTP) post initial injury**
7. Student-Athlete does not return to a game or practice if he/she displays and signs or symptoms consistent with a concussion.
8. Physician Referral if level or number of symptoms increase or worsen after the initial injury.
9. Home Instructions will be provided to student-athlete and parent/guardian prior to departure from the school.
10. 5 Phase Return-To-Play Program must be completed with the licensed athletic trainers at Bald Eagle Area School District.
11. ImPact post-injury test 48 hours after injury and/or after symptoms have resolved. Student-athlete must return to normal level of baseline testing before return to play in athletic activity.

 **Note- If in doubt, the student-athlete will be referred to a licensed physician and does not return to play until that physician gives a written release for return to sports and after completion of post injury Impact Testing at Baseline Level followed by the 5 Phase Testing Program for RTP post concussion to be performed under the supervision of the licensed athletic trainer(s) in the Bald Eagle Area School District. Attached Document 7**

1. **5 Phase Return to Play (RTP) Program**
2. **Must be completed with the licensed athletic trainer(s) at the Bald Eagle Area District.**
3. **Activity Progressions**

**1.** Student-athlete must be symptom-free

 2. Light aerobic exercise with no resistance training

3. Sports-specific activity

4. Non-contact training drills with resistance training

5. Full contact training drills (must have physician clearance)

\*\* **Note- Athlete progression continues as long as athlete is asymptomatic at current level. If the athlete experiences any post concussion symptoms, a waiting period of 24 hours is implemented and then begin the progression at the beginning, not the level the symptoms appeared.**

1. **Injury Prevention Strategies to Reduce the incidence of Head Injuries**
2. All Football headgear must be NOCSAE certified.
3. All Football headgear should properly fit the student-athlete.
4. For all sports that require headgear, a coach or appropriate designate with knowledge of equipment fitting should check headgear before use to make sure air bladders work and are appropriately filled. Padding should be checked to make sure they are in proper working condition.
5. Make sure helmets are secured properly at all times.
6. Mouth guards should fit and be used at all times for those sports that they are required.
7. Neuropsychological testing or ImPact Testing on student-athletes that participate in varsity, junior varsity, and junior high interscholastic athletic prior to the start of the season.
8. **Emergency Action Plans (EAP)**

The Bald Eagle Area School District has separate and specific emergency action plans(EAP) for all indoor and outdoor practice and competition event venues. These EAP’s are posted in each Athletic Training Room on the bulletin board and are provided to and reviewed each member of the coaching staff prior to the start of the season. **Attached Document 8**

1. **Training and Educational Course for Concussion Management Training**

**SB 200 Section 3 (e)**

During each school year, a coach shall complete the concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

A coach shall not coach an athletic activity until they complete the training course outlined under this subsection.

1. Penalties for Coaches Violating SB 200 **Section 3 (f)**
2. Any coach found in violation of the requirements under subsection (c), which penalties shall take effect two years following the effective date of this section:
3. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
4. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.

(c) For a third violation, permanent suspension from coaching any athletic activity.

# **BEA**

**Athletic Department**

# **FORMS**

## **Bald Eagle Area School District**

## **Athletic Season Summary Report**

Sport: Year:

1. Participation: (One must be completed for every year in the sport.)

Varsity: JV: Jr. High: (9) (8) (7)

1. Season Record:

Varsity: (overall) Junior Varsity:

Varsity: (division) Junior High: (9)

Varsity: (district) Junior High: (8)

Varsity: (state) Junior High: (7)

1. Individual Honors/Awards (Varsity Only):
2. Program Highlights for the Season:

### **BALD EAGLE AREA SCHOOL DISTRICT**

**FRESHMAN FORM FOR SENIOR HIGH ATHLETICS**

Your son/daughter, , has been selected (as a freshman) to

participate in the sport JV / Varsity, .

According to the Bald Eagle Area School District Athletic Department guidelines for freshman senior high eligibility, you, your child and the high school principal must sign this document in order for your son/daughter to be permitted to compete at the senior high school level (JV/Varsity).

I hereby grant permission for my son/daughter to participate at the senior high school level (JV/Varsity).

*Signature of Parent/ Guardian Date*

I understand that it is my option to compete at the junior high school level or the senior high school level as a freshman. (Except for track and baseball.)

*Signature of Ninth Grade Student Athlete Date*

I hereby grant permission for the above ninth grade student to compete at the senior high school level.

*Signature of High School Principal Date*

#### BALD EAGLE AREA SCHOOL DISTRICT

**PLAYER INFORMATION SHEET**

Last Name:

First Name:

Birth Date:

Age:

Enrollment Date:

Grade: 7 8 9 10 11 12

Have you repeated any grades since 7th grade?

If so, which grade (s)?

Which years have you competed in this sport in school, including this year? (Please circle):

 7 8 9 10 11 12

Sport: Fall

Winter

Spring

Parent (s)/Guardian (s):

Street (line 1):

Street (line 2):

Town/State/Zip:

Home Phone:

Work Phone:

Certified Weight (wrestling only):

**Bald Eagle Area School District**

**WAIVER FORM**

This is to certify that my son/daughter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A student at

the BALD EAGLE AREA SCHOOL DISTRICT, who is participating in the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program at the school, is covered with medical insurance under my

personal policy at my place of employment.

Therefore, I request that he/she be excused from the requirement of the school district carrying

school insurance as a condition of participating in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby waive any claim against the school district from failure of the school district to cover

him/her with such medical insurance, and assume all liability therefore. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parents Signature)

**CERTIFICATE**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of

 *(Student’s Name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is covered with medical insurance for the period

 *(Parents/Guardians Name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(Insurance Agent)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Employer)*

**ALL ATHLETES AND PARENT/GUARDIANS MUST SIGN THIS FORM NO MATTER THE SPORT**

**ACKNOWLEDGEMENT OF RISK**

Athlete’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bald Eagle Area School District employs a Certified Athletic Trainer (A.T.C.) who is qualified to assess, treat and rehabilitate most injuries you may incur while participating in our interscholastic athletic program. The Head Athletic Trainer’s qualifications include: Certification by the National Athletic Trainer’s Association; Certification by the PA State Board of Physical Therapy; Certification in CPR and First Aid; and a minimum of a Bachelor’s Degree in a health related field with an emphasis in Athletic Training / Sports Medicine.

I am aware that with the participation in sports comes the risk of injury and that the risk of head or neck injury (although very rare) increases for the following sports: Baseball, Field Hockey, Football, Soccer, Softball, and Wrestling.

Furthermore, I attest that I am physically fit and have sufficiently trained for this event. I do not have any medical record of history that could be aggravated by my participation in this activity.

I have read the above, agree with it and understand it is my responsibility to follow the physician’s, athletic trainer’s, and/or coach’s instructions in order to reduce the possibility of serious injury.

*Student Signature Date*

I have read and understand the above acknowledgement of risk and agree with its terms. I acknowledge and accept the risks inherent in my son’s / daughter’s sport and with the travel involved. This acknowledgement will be valid for participation in all interscholastic sports during the current school year. With this knowledge in mind, I grant permission for my child to participate in his / her selected sport.

*Parent/Guardian Signature Date*

***FOOTBALL ONLY***

I understand that football is the highest risk sport for injury on the high school level. Due to the nature of the physical violence and collisions that are a part of the game and sport of football. I understand that the risk of serious physical injury, including catastrophic injury resulting in permanent paralysis, brain injury or death does exist. I am aware that there is a warning label on all Football Helmets. This label is typically a N.O.C.S.A.E. warning label. It states that a football helmet is not intended to use for spearing or butting an opponent. It also states that a football helmet will not prevent brain damage and head or neck injury. I knowingly assume responsibility for any and all such risks and any and all resulting injuries, including death. I promise to accept and assume responsibility and risk for injury, death, illness, disease, or damage to property arising from travels to, participation in, or returning from this activity. I do hereby voluntarily choose to participate in this event in spite of the risks.

**BALD EAGLE AREA SCHOOL DISTRICT**

**ATHLETIC DEPARTMENT**

**POSITION REVIEW - ASSISTANT COACH**

Coach’s Name: Sport: Level:

Season: Conference Date:

1. Fulfillment of obligations: yes no

2. Accepted assignment responsibilities: yes no

3. Assistant’s concerns:

1. Assistant’s program recommendations:
2. Assistant’s budget suggestions:
3. Assistant’s personal coaching objectives for the season just completed:
4. Those accomplished:
5. Those not accomplished:
6. Does the assistant want to return next season? yes no

8. Assistant’s personal coaching objectives for next season:

1. Head Coach’s comments regarding the assistant:
2. Strengths:
3. Suggestions:
4. The head coach recommends the continued employment of the assistant: yes / no

(If no, please give rationale)

**BALD EAGLE AREA ATHLETIC DEPARTMENT**

**BALD EAGLE AREA SCHOOL DISTRICT**

751 S. Eagle Valley Road

Wingate, PA 16823

Doug Dyke, Athletic Director

**B.E.A. ATHLETIC DEPARTMENT CASH VOUCHER**

Date:

Name of Group:

Coach/Sponsor:

Event:

Total amount of cash:

Cash breakdown:

***NAME AMOUNT RECEIVED***

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PERSON DISTRIBUTING CASH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name Date*

SIGNATURE OF PERSON RECEIVING CASH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name Date*

**BALD EAGLE AREA SCHOOL DISTRICT AHLETIC DEPARTMENT**

**“CODE OF CONDUCT” & TEAM RULES VERIFICATION FORM**

We acknowledge that we have received and understand the **Code of Conduct for**

**The Bald Eagle Area School District Students participating in the Athletic**

**Program** and the coach’s team rules and regulations for the sport of

 for the Bald Eagle Area School

 *Sport name* *Year*

Coach’s Team Rules for Specific Sport:

Signature of Parent / Guardian Date

Signature of Student athlete Date

 Coach’s Initials

#### CODE OF CONDUCT FOR BALD EAGLE AREA SCHOOL DISTRICT

#### STUDENTS PARTICIPATING IN THE ATHLETIC PROGRAM

###### I. Athletic activities are an extension of the educational experience that a school may choose to offer. Therefore, participation is voluntary and is a privilege. Those who choose or are chosen, as a matter of due process, must be aware of the Code of Conduct for the Bald Eagle Area School District athletic programs and each participant is expected to operate within the framework of these rules and regulations.

II. The following conduct shall constitute grounds for exclusion from practices and

participation in interscholastic competition during that particular season when such

occurs on or off school property.

A. The use of violence, force, coercion, threat, intimidation, or similar

conduct in a manner that constitutes a substantial interference with school

purposes.

B. Willfully causing or attempting to cause damage to school property, stealing or attempting to steal private or school property.

C. Causing or attempting to cause physical injury to a school employee or to any students. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief it was necessary to protect some other person shall not constitute a violation of this clause.

D. Threatening or intimidating a student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

E. Carrying dangerous weapons including, but not limited to, firearms, knives, razors, slingshots, metal knuckles or dangerous instruments within the confines of a school building or on school property or outside school premises in the course of a school sponsored activity and/or explosives including, but not limited to, fireworks within the confines of a school building or on school property or outside the school premises in the course of a school sponsored activity.

F. Any violation of the Bald Eagle Area School District Drug Awareness Policy:

The policy of the Bald Eagle School District prohibits any student to possess, use, sell, deliver, or to give to another person, or to have consumed any narcotic, dangerous drug, marijuana, alcoholic beverage, or any pill, capsule powder, liquid, inhalant, facsimile, drug paraphernalia, or other substance of whatever form or texture, which may adversely affect the health, safety, or welfare of any student, including but not limited to stimulants or depressants, during school or after school hours and on or off school property. **This policy also covers attending any underage parties where any of the above mentioned items are present even if there is no use** **of the above mentioned items.** Any student who violates the above Bald Eagle Area District Policy and/or state policy shall be subject to disciplinary action in accordance with the procedures in the Student Handbook and/or the Athletic Handbook.

G. The carrying, smoking or use of tobacco in school buildings, on buses, in

bus loading areas, on school owned/leased property or in the course of any school sponsored activity.

H. The use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics. Bodybuilding, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability are not valid medical purposes. Use of anabolic steroids shall be addressed specifically in Article V.

I. Use of prescription or non-prescription medications in violation of the

Bald Eagle Area School District Policy on medication.

J. Continual abusive language, or obscene gestures, or willful indecent exposure.

K. All other reasonable rules or regulations adopted by the coach shall be

followed. All student athletes will be notified of such rules along with the

“Code of Conduct” from the Athletic Handbook in writing. A copy of the

coach’s rules and regulations along with a copy of the “Code of Conduct”

will be presented to the student athletes and their parents/guardians. The

parents/guardians and the student athletes will be required to sign an

acknowledgement form. The signed acknowledgement form will be kept

on file in the athletic office. Student athletes shall not be permitted to

practice of compete for an athletic team until this signed document is on

file. The Athletic Director and Principal must approve the coach’s

rules and regulations before being presented to the participants and

their parents/guardians. A copy will be kept on file in the athletic

office.

III. The consequences are as follows for Violations of Section II items F and G:

1. At the discretion of the varsity head coach, the first offense of any of these items may result in the student athlete being suspended from participation (competition) for a period of fifty percent (50%) of the contests based on the regular season of that activity. If there is not fifty percent (50%) of that season remaining, the percentage of the suspension not served shall be recalculated and applied towards the next season or activity in which the student participates. Additionally, the student **must** participate in the BEST program. The student may be required to participate in drug/ alcohol program with a certified drug and alcohol instructor. Failure to comply with the instructor’s recommendations could result in a dismissal from the activity. The varsity head coach may also use his discretion to remove a player from his team. In all cases the parents/guardian will be notified with due process provided.

B. The second offense of any of these items will result in the student athlete

being suspended from participation (competition) for a period of fifty

percent (50%) of the contests based on the regular season of the activity. If there is not fifty percent (50%) of that reason remaining, the percentage of the suspension not served shall be recalculated and applied toward the next season or activity in which the student participates. The student will be required to participate in a drug/alcohol program with a certified drug and alcohol instructor. Failure to comply with the instructor’s recommendations could result in a dismissal from the activity. The varsity head coach may also use his/her discretion to remove the athlete from his/her team. In all cases the parents/guardian will be notified with due process provided.

C. The third offense of these items would result in the student athlete being suspended from participation, practice, and competition in all athletics for one (1) calendar year from the date of the last offense. The student must also participate in the BEST program and in a drug/alcohol program with a certified drug and alcohol instructor the same as after the second offense. In all cases the parents/guardian will be notified with due process provided.

D. The fourth offense of these items will result in the student athlete being barred from all athletic participation, practice, and competition for a period of two (2) years in the Bald Eagle Area School District. In all cases the parents/guardian will be notified with due process provided.

IV. **Any student who is assigned to serve detention will be ineligible to participate in any athletic or extracurricular activities on the day of the detention. Any student who receives a suspension (of any type) will be ineligible to play or practice in any scheduled athletic or extracurricular activities for the timeframe reflected in the punishment. In the case of suspension from school, the student will not be permitted to attend any district event until the expiration of the suspension**.

*Understanding the Appeal Process:*

The appeal process is a process in which allows a person to appeal the action being taken against his/her. The most important item of the appeal process is making sure that you follow the correct steps in your appeal process. Most appeals should be settled at the lowest possible step in the appeal process if possible. The following is a flow chart to follow beginning with the student athlete. If you are not a student athlete, go to the next step in the appeal process. Please see that you meet with these people in order to try and resolve any issues before going to the next person in the appeal process. By following this order you will insure that each person has the opportunity to resolve the issue at hand at the lowest possible point in the appeal process.

 Varsity Head Coach

 Athletic Director

 Principal

 Superintendent

 Board of School Directors

V. In case of alleged infraction of the rules and regulations, the participant may be suspended from practices and participation in interscholastic competition. In these cases, the due process procedures will be followed.

A. If an alleged infraction/violation occurs, the coach should notify the Athletic Director and/or Principal (in absence of the Athletic Director) and conduct a prompt and thorough investigation of the alleged conduct or violation and determine if a suspension is necessary.

B. If after the above investigation, a determination is made to suspend the participant, the suspension shall take place immediately. The varsity head coach shall give written notice to the athlete, stating the reasons for the suspension to the participant and the athlete’s parents/guardian and the Athletic Director. The Athletic Director will notify the Principal of the suspension. If logistically possible, after a period of one calendar week, an athlete must be reinstated or removed from the team. At this time, the varsity head coach should notify both the Athletic Director and the student’s parents/guardian of his action to remove or return the athlete from the team.

C. If the varsity head coach feels the action warrants removal from the team, he/she will meet with the Principal and Athletic Director to review the reasons for the recommended removal. During this period of time, the student shall continue to be suspended from practices and competition.

Before, any removal shall take effect, the participant and his parents/ guardians shall be given written notice of the charges and recommended action. The parents/guardian and student will be afforded the opportunity to request meeting with the Athletic Director. The request for a meeting with the Athletic Director must be made within five (5) days after receiving the written notification of the removal.

D. If the Athletic Director’s decision is not satisfactory to the participant and

the parents/guardian, a meeting may be requested before the Principal. The Principal, after being notified that a meeting has been requested with him/her, will notify the student, the student’s parents/guardian, and the head coach of the time and date of the meeting.

E. If the Principal’s decision is not satisfactory to the participant and the parents/guardian, a meeting request may be sent to the Superintendent of Schools. A meeting shall be held within ten days of the request and a notice of the time and place of the meeting will be given to the student, the parents/guardian, and the appropriate staff members within five days of receiving the request.

F. If the Superintendent’s decision is not satisfactory, a participant and the parents/guardian may request to meet with the School Board.

G. Once the removal process has been initiated, the athlete will not be permitted any participation in that sport unless the recommendation for removal is revised at some level.

H. **Any student who is assigned to serve detention will be ineligible to participate in any athletic or extracurricular activities on the day of the detention. Any student who receives a suspension (of any type) will be ineligible to play or practice in any scheduled athletic or extracurricular activities for the timeframe reflected in the punishment. In the case of suspension from school, the student will not be permitted to attend any district event until the expiration of the suspension.**

VI. Consequences for use of Anabolic Steroids.

Athletes caught using anabolic steroids will incur the following disciplinary action under state regulations:

 *1st  violation* – Suspension from athletics for the remainder of the season.

*2nd violation* – Suspension from school athletics for the remainder of the

 season and for the following season.

*3rd violation* – Permanent suspension from school athletics.

**BALD EAGLE AREA SCHOOL DISTRICT**

**SPIRIT ACTIVITIES / FUND RAISING FORM**

**SCHOOL / SCHOOL-RELATED ORGANIZATIONS**

(Type or print. Secure all necessary signatures before submission.)

School: Organization:

President/Chairperson/Sponsor: Date:

1. Product to be sold:

2. Cost per item: Profit:

**(Organizations should select only vendors who guarantee a profit amount or percent.)**

3. Approximate period of time for fundraiser. Start date: End date:

4. Financial goal of fundraiser:

5. Purpose (expenditure) of funds?

6. Will students be involved in fund raising project? Yes No

7. What will happen to funds if goal is not achieved?

8. Name of insurance carrier and date of liability insurance for this raiser.

9. Is there any other fundraisers in progress for your organization? Yes No

If yes, explain:

Signature *of Sponsor Date*

*Principal’s Signature/Approval Date*

*Principal’s Signature/Rejection Date*

*Comments/Reason for Rejection*

The signed original and gold copy will be returned to the organization sponsor.

White – Original/Organization Sponsor Yellow - Principal

Blue – Administration Office Gold - Organization Sponsor

This is a **SAMPLE COPY**. Official Copies can be picked up in the Athletic Director’s Office.

(See Fund Raising Policy starting on Page 39 of the Athletic Handbook.)

**BEA**

**EAGLES**

**PARENTAL TRANSPORTATION REQUEST**

The Bald Eagle Area School District provides transportation to athletic contests for those student-athletes participating in scheduled athletic events. All participating students shall use the transportation so provided.

Provisions are available, however, to have students excused from school-provided transportation for a scheduled event. Under the revisions, students may be excused from the provided transportation only with the permission of the coach responsible for the scheduled activity and only with the written permission of the parents. Such students shall only be released to the PARENT(s) or GUARDIAN(s) of the students.

**BALD EAGLE ATHLETICS**

I assume responsibility for transporting my daughter/son home and release the Bald Eagle Area School District of all liability and legal responsibility associated with the transportation, which I as a parent or guardian provide.

(Location)

(Student-athlete’s name)

(Date)

(Parent or guardian’s signature)

**Bald Eagle Area**

**Booster Club Activity Form**

**Booster Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year: \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_**

Following are activities & services provided for the Bald Eagle Area School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ team.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Bald Eagle Area**

**Booster Club Activity Form**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Year Sport Date**

 **OFFICERS ADDRESSES PHONE#**

|  |  |  |
| --- | --- | --- |
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**BALD EAGLE AREA SCHOOL DISTRICT**

**HEAD INJURY: PARENT INFORMATION**

**The following are potential signs & symptoms of a concussion.** It is not a comprehensive list and should not take the place of a proper evaluation by your certified athletic trainers or a licensed physician:

1. Increased drowsiness/foggy feeling 9. Convulsions/seizures

2. Vomiting/Nausea 10. Change in sleep patterns

3. Increased headaches 11. Slowing of pulse

4. Stiffness of the neck 12. Weakness of arms or legs

5. Discharge of blood or 13. Confusion/difficulty concentrating

 clear fluid from nose, 14. Dizziness ears or mouth

6. Decrease in appetite 15. Trouble w/speech or swallowing

7. Sensitivity to light/noise 16. Blurred or double vision

8. Difficulty maintaining proper balance 17. Fatigue or no energy

 18. Amnesia

**Also be aware if your athlete becomes**:

1. Unsure of events of game/practice, score, or opponent

2. Can’t recall events from before the injury

3. Can’t recall events after the injury

4. Shows behavior or personality changes

**Further Recommendations**

No Tylenol, Advil, Aleve, Aspirin, etc for headaches, this may mask symptoms or decrease the body’s ability to coagulate blood, body’s ability to clot, if there is bleeding in the brain.

Sometimes signs & symptoms of a concussion do not appear until 8-12 hours after the injury occurs.

For this reason, we suggest waking the athlete every 2 hours during the night to monitor their symptoms.

**\*If any of the above symptoms worsen follow-up with a licensed physician**, *remembering to secure a release with a diagnosis*. Please remember that post-injury IMPACT testing is available for every athlete.

The baseline IMPACT test results, along with the post-injury SAC test results, can be sent with your athlete to the physician’s office to assist the physician in return-to-play.

**\*Athlete should refrain from**: playing video games, texting, watching tv, and computer use. The brain needs an opportunity to rest, just like any other injured body part.

\*Academic accommodations can be arranged if the physician feels it is medically necessary. This should be included in the release from the physician.

**What happens if your athlete continues to play with a concussion or returns too soon?**

*Athletes with signs/symptoms of a concussion should be removed from play immediately*. Continuing to play while experiencing signs or symptoms of a concussion leaves the athlete especially vulnerable to greater injury.

There is increased risk of significant brain 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 know that teenage athletes will underreport symptoms of injuries-concussions are no different.

 We urge parents to be especially vigilant and watchful, as they know their athlete best, and are able to notice changes in the athlete that may result from a concussion.

**If you think your athlete has suffered a concussion**

If you notice signs or symptoms of a concussion in your athlete, seek medical attention right away from a licensed physician trained in the evaluation and management of concussions, or your hospital’s emergency department.

 **Any athlete suspected of suffering a concussion** must be removed from a Game or

Practice immediately. The athlete may not return to activity until they are evaluated and cleared for Return to Participation (RTP), in writing, by a Licensed or Certified Health Care Practitioner. The scope of practice of the Licensed or Certified Health Care Practitioner **must include** the management and evaluation of concussions. This only includes Physicians (MD or DO) or Licensed Athletic Trainers (ATC, LAT), Nurse Practitioners (CRNP), and Physician Assistants (PA-C).

**Return to Participation (RTP)**

**An Athlete cannot return to participation in their respective sport or physical activity until**:

*1. Symptom Free*

*2. Successfully Complete a 5 Phase Return to Participation Program with the*

 *Licensed Athletic Trainer (ATC, LAT) on staff with the Bald Eagle Area School*

 *District.*

*3. Return to the level of their Baseline Concussion Testing*

*4. Evaluated and Cleared for RTP in writing, by a Licensed or Certified Health Care*

 *Practitioner.*

\*\* This information has been provided in accordance with SB 200 known as the Safety in Youth Sports Act enacted into law in the State of Pennsylvania on November 9, 2011.

If you have any questions or concerns, please contact:

Scott A. Devore M.A., ATC, LAT (814) 574-1524

Licensed Athletic Trainer, Bald Eagle Area School District

**DRAYER PHYSICAL THERAPY INSTITUTE**

 **5 PHASE TESTING PROGRAM**

**RETURN TO PARTICIPATION POST CONCUSSION**

* Patient must be one week symptom free to begin Phase I and only continues to the next phase if symptom-free. If symptoms ***reoccur during any*** of the following Phases the must start over again at Phase I following 24 hours symptom-free to continue progression.

**Student-Athlete Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.I.: \_\_\_/\_\_\_/\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Phase 1***  No Strenuous Concentration tasks, Target Heart Rate (THR) 30-40%, No ImPACT testing, Stationary Bike, Lower or Upper Extremity Exercise, Lower Extremity Stretching, Rhomberg or single leg Balance (beginning)

**Activity/Exercise Duration/Time Sets/Reps Side (B/R/L) Pass/Fail Errors/Concerns**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stationary Bike | 10-15 Min |  |  |  |  |
| SLR for Time | 3x:30 | Count Reps |  B |  |  |
| 3-Way Hamstring Stretch | 15 Sec  |  5x |  B |  |  |
| Incline Calf Stretch | 15 Sec |  5x |  B |  |  |
| Side lying Quad Stretch | 15 Sec |  5x |  B |  |  |
| Single Leg Stance EO/EC | 15 Sec |  3x |  R/L |  |  |
| Tandem Stance EO/EC | 15 Sec |  3x |  R/L |  |  |
|   |  |  |  |  |  |

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Successful Completion of Phase 1: Y N Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Phase 2*** Mild Concentration Skills, THR 40-60%, Closed Chain Exercises, Stationary Bike, Dynamic Stretching, Proprioception with head movement and multi tasking.

**Activity/Exercise Duration/Time Sets/Reps Side (B/R/L) Pass/Fail Errors/Concerns**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stationary Bike | 20-30 Min |  |  |  |  |
| Quick Squats/Star Taps | 30 Sec |  4x Each |  B |  |  |
| Push Ups/Crunches |  |  2x 20 Reps |  |  |  |
| High Knees / Butt Kickers |  |  3 Laps Each |  |  |  |
| Lunge Walks |  |  3 Laps Each |  B |  |  |
| Lower Extremity Stretching | 15 Sec |  5 x Each |  B |  |  |
| Single Leg Stance/ Green | 20 Sec |  5 x Each |  B |  |  |
| SLS Eye Tracking/ w Head Mvmt S to S, U & D | 20 Sec |  3x Each |  B |  |  |

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Successful Completion of Phase 2: Y N Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phase 3** More Concentration including Video Games, THR 60-80%, Integrated Strength and Conditioning, Normal Exercise Environment, Stationary Bike, Agility Exercises, High level Balancing while Multi-Tasking.

**Activity/Exercise Duration/Time Sets/Reps Side (B/R/L) Pass/Fail Errors/Concerns**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stationary Bike | 20-30 Min |  |  |  |  |
| Video Games | 10-15 Min |  |  |  |  |
| Quick Squats | 30 Sec |  4 Sets |  B |  |  |
| Step Ups For Time Fwd/Lat | 2 Min Each |  |  R/L |  |  |
| Ladder Drills |  |  5 Laps Each |  B |  |  |
| SLS on Mini Tramp w Ball Toss w/wo Jumping | 30 Sec |  5x Each |  R/L |  |  |
| Eye Tracking Exercise w Head Mvmnt | 30 Sec |  4x Each |  R/L |  |  |
| BOSU Paper pick up/Cone Reach | 30 Sec |  4x Each |  R/L |  |  |

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Successful Completion of Phase 3: Y N Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phase 4** Sports Performance Training, THR 80%, Non Contact in Sports, Normal Practice in Sport Conditions, Elevated and Graded Interval Training, Basic Plyometric Training, Sport Specific Skill Patterns, Aggressive Strength Program.

**Activity/Exercise Duration/Time Sets/Reps Side (B/R/L) Pass/Fail Errors/Concerns**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stationary Bike | 20-30 Min |  |  |  |  |
| Step Ups for Time Fwd/Lat | 2 Min |  2x Each |  R/L |  |  |
| Box Jumps Fwd/Lat |  |  20x Each |  R/L |  |  |
| Ladder Drills | 2 Min |  2x Each |  |  |  |
| Sports Specific Skills | 2 Min |  1x Each |  |  |  |
| Functional Agilities/Cone Drills | 2 Min |  1x Each |  |  |  |
| Light Practice Activity (Non Contact) |  |  |  |  |  |
| Weight Training Team Workout |  |  |  |  |  |

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Successful Completion of Phase 4: Y N Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phase 5** Sports Performance Training, THR at Full Exertion, Initiate Contact or Return to Full Contact Practice, Full Practice and Intensity, Return to Full Participation to games after cleared by Licensed Healthcare Provider Trained in the Management of Concussions. ***Phase 5 cannot be completed until Patient successfully completes and is at normal baseline ImPACT testing levels.***

**Post Concussion ImPACT Testing: Pass Fail (Circle one) Date of Testing: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

***Physician Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (For Clearance to Return to Activity/Sport/Work and school on: Date of Appointment: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_***

***Licensed Healthcare Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Successful Completion of 5 Phase RTP)***

***\*\* Patient is able to return to full participation (RTFP) in Activity/Sport/Work and school on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_***

**Resources on Interscholastic Sports Related**

**Concussions/Head Injuries**

Centers for Disease Control and Prevention-Concussion Toolkit

[www.cdc.gov/concussion/headsup/physicians\_tool\_kit.html](http://www.cdc.gov/concussion/headsup/physicians_tool_kit.html)

[www.cdc.gov/concussion/headsup/pdf/ACE\_a.pdf](http://www.cdc.gov/concussion/headsup/pdf/ACE_a.pdf)

[www.cdc.gov/concussion/headsup/pdf/ACE\_care\_plan\_school\_version\_a.pdf](http://www.cdc.gov/concussion/headsup/pdf/ACE_care_plan_school_version_a.pdf)

[www.cdc.gov/concussion/headsup/concussion\_in\_sports\_palm\_card-a.pdf](http://www.cdc.gov/concussion/headsup/concussion_in_sports_palm_card-a.pdf)

National Federation of State High Schools Association (NFSHS)

[www.NFHS.org](http://www.nfhs.org/) Concussion in Sports Training Program

Brain Injury Association of PA (BIAPA) [www.biapa.org](http://www.biapa.org/)

Pennsylvania Athletic Trainers Society (PATS) [www.gopats.org](http://www.gopats.org/)

National Collegiate Athletic Association (NCAA) [www.ncaa.org](http://www.ncaa.org/)

Pennsylvania Interscholastic Athletic Association [www.PIAA.org](http://www.piaa.org/)

Pennsylvania Physical Therapy Association (PPTA) [www.ppta.org](http://www.ppta.org/)

**Date Submitted**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bald Eagle Area School District

**Concussion and Mild Traumatic Brain Injury Information Sheet**

A concussion is a brain injury and all brain injuries are serious. Concussions are often caused by an impact to the head, or to another part of the body, with the force transmitted to the head. Concussions disrupt the way the brain normally works, and vary greatly in severity.

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.** You can’t see a concussion, and most sports concussions occur without loss of consciousness. Signs and symptoms may show up right away, or can take hours or days to fully appear. Seek medical attention immediately if you suspect your child has suffered a concussion.

**Signs observed by teammates, parents, or coaches may include that the athlete:**

1. Appears dazed or confused.
2. Has a vacant facial expression (“blank stare”)
3. Is unsure of events of game, score, and opponent.
4. Confused about assignment, moves clumsily/appears uncoordinated.
5. Can’t recall events from before the injury.
6. Has slurred speech, answers questions slowly, or can’t answer.
7. Can’t recall events from after the injury.
8. Loss of Consciousness, has seizures or convulsions, shows behavior or personality changes.

**Symptoms may include one or more of the following:**

1. Headaches/Pressure Clear fluid from ears/nose
2. Nausea/vomiting
3. Neck pain
4. Balance problems or dizziness.
5. Blurred, double vision, or sensitive to light or noise.
6. Drowsiness, Amnesia, feels sluggish or slowed down.
7. Feeling foggy or groggy
8. Changes in sleep patterns Fatigue/no energy
9. Sadness Mood/emotional changes
10. Nervousness or anxiety
11. Concentration problems Memory problems
12. Confusion Repeats same question/comments

**What happens if my child keeps playing with a concussion or returns too soon?**

**Athletes with signs/symptoms** of a concussion should be removed from play immediately. Continuing to play while experiencing signs or symptoms of a concussion leaves the athlete especially vulnerable to greater injury.

**There is increased risk of significant brain 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 teenage athletes will often underreport symptoms of injuries** – concussions are no different. We urge parents to be especially vigilant and watchful, as they know their child best, and are best able to notice changes in the child that may result from a concussion.

 **All suspected concussions should be reported to the Licensed Athletic Trainers as soon**

**as possible.**

**If you think your child has suffered a concussion**

1. If you notice signs or symptoms of a concussion in your child, seek immediate medical attention right away from a licensed physician trained in the evaluation and management of concussions,

2. **Any athlete suspected of suffering a concussion must be removed from the game or practice immediately.** *The athlete may not return to activity until they are evaluated and cleare*d for Return to Participation (RTP), in writing, by a Licensed or Certified Health Care Practitioner. The scope of practice of the Licensed or Certified Health Care Practitioner **must include** the management and evaluation of concussions. This only includes Physicians (MD or DO), Licensed Athletic Trainers (ATC), Nurse Practitioners (CRNP), and Physician Assistants (PA-C).

3. **Return to Participation (RTP)**

**An Athlete cannot return to participation in their respective sport or physical activity until**:

*1. Symptom Free*

*2. Successfully Complete a 5 Phase Return to Participation Program with the*

 *Licensed Athletic Trainer (ATC, LAT) on staff with the Bald Eagle Area School District.*

*3. Return to the level of their Baseline Concussion Testing*

*4. Evaluated and Cleared for RTP in writing, by a Licensed or Certified Health Care*

 *Practitioner.*

\*\*. Please keep a copy of this sheet for your reference at home. Please sign this sheet, indicating you have read and understand the information it contains, and return it to the Bald Eagle Area High School’s Athletic Training office.

\*\* This information has been provided in accordance with SB 200 known as the Safety in Youth Sports Act enacted into law in the State of Pennsylvania on November 9, 2011.

More information about concussions is available at [www.cdc.gov/ConcussionInYouthSports/](http://www.cdc.gov/ConcussionInYouthSports/).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student-Athlete Name (Please Print) Student-Athlete Signature Date

Parent/Guardian Name (Please Print) Parent/Guardian Signature Date

1. **Students sustaining a concussion or traumatic brain injury, as a result of an injury sustained while attending school, may not return to activity or school until they are evaluated and cleared, in writing, by a Licensed or Certified Health Care Provider who is trained in the evaluation and management of concussions.**

Scott Devore M.A., ATC, LAT

Bald Eagle Area School District

Cell (814) 574-1524 High School (814) 355-5721

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Physician:

During participation in athletics, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ received an apparent concussion and has been referred to you for follow-up care. There are a few steps that need to be taken in order for the athlete to safely return to participation, under your directions.

First, every student-athlete was administered a baseline neuro-cognitive ImPact prior to the start of the sports season.before participation in sports activities. Areas that are assessed include memorization (both immediate and delayed), concentration, orientation, exertional level changes, balance, reaction time, and an upper and lower muscle screening. In the event that an athlete later suffers a concussion, the athlete is given a second version of the ImPact tests (post-concussion testing). The resulting scores of the post-test are then compared to the baseline score (copies of the tests will be included for your records). This post-test is only administered after complete resolution of symptoms, including somatic complaints, cognitive deficiencies, physiological issues and other general symptoms associated with concussions.

The intent of using neurocognitive-testing is to ultimately reduce the chance of Second Impact Syndrome associated with mild traumatic brain injuries (TBIs). Secondly, all athletes diagnosed with a concussion must complete a Return to Play (RTP) program. The Bald Eagle Area School District has implemented a 5-phase program in which the athlete increases

concentration tasks, exertional levels, and performs sports-specific activities through a progression in a minimum of 5 days. The athlete progresses to the next phase as long as no symptoms are present after completing the previous phase.

Please refer to the attached 5 Phase RTP program. Please sign and date the enclosed form and provide a date in which the athlete is released for full participation including contact, usually after successfully completing Phase 5. If you are an institution that implements your own version of exertional testing, please be aware that the Bald Eagle Area School District 5 Phase RTP program (that is enclosed) must also be completed, in addition to your program, before

the athlete may return to participation. Return to play testing can only be administered under the supervision of the Bald Eagle Area staff licensed athletic trainers.

The Bald Eagle Area School District adopted these policies in accordance with the Pennsylvania Law in the form of SB 200, also known as the Safety in Sports Act.

Lastly, if you have any questions or concerns regarding the management of your patient’s concussion, please contact us at (814) 574-1524 or scotdevo@gmail.com. Thank You.

Sincerely,

Scott Devore M.A. ATC, LAT Athletic Trainer, Bald Eagle Area School District

***Bald Eagle Area***

***Emergency Action Plan***

***Venue***: Alumni Stadium Complex

***Emergency Personnel***: Scott Devore MA, ATC

 Mandy Biddle ATC

 Douglas Dyke, AD

 ATS from Lock Haven University/Penn State University

 High School Student Trainers and Security Officers (Home Varsity Only)

***Emergency Communication***: Scott Devore Cell # (814) 574-1524

 Home (814) 383-4796

 Mandy Biddle Cell# (814) 571-0042

 Doug Dyke Cell # (814) 308-4650 AD (814) 355-5721

 Medical Personnel and Security Officers can contact Ems

 If necessary.

***Emergency Equipment***: The Certified Athletic Trainer (ATC) will have the following

 Items on site for all home events, practices, and provide a

 Medical bag for each team traveling for away contests:

 Medical Kit, AED, Vacuum Splint Bag, Sam Splints, Crutches,

 And Ice Cooler for emergency care if necessary.

***Role of the First Responder***: 1. Immediate Care of the Injured Athlete.

 2. Notify On-site ATC via cell phone for immediate

 access and response to care for the athlete.

 3. Activate EMS via land line phone or cell phone

 if necessary.

 a. When contacting EMS via phone, provide the Dispatcher:

 Your name, phone number, number of individuals

 Injured, injury condition, treatment provided, and

 Directions to the site of the injured athlete.

 Never hang up first!

 4. Retrieve emergency equipment available on site

 Including Medical bag, crutches, splints, Ice, etc.

 5. Direction of EMS to the scene

 a. Each coach should assign a staff member to direct

 EMS to the scene of the injured athlete. These

 Procedures should be discussed with all emergency

 Personnel prior to each sports season. The

 Appropriate and doors should be unlocked for

 Easy EMS access to the site.

***Venue Directions****:* ***Alumni Stadium***

* After entering the main entrance to the high school, via Route 220, follow the road to the right and around to the rear of the high school. Alumni Field is located on the right. You can enter the complex through the main gate. The Ambulance may enter the main gate and park adjacent to the concession stand inside the gate at home Football and Soccer events. The ATC and EMS Personnel will transport the injured athlete via the Gator to the ambulance in the event of an emergency.

**Lightning Shelter**: 1. High School Rear Entrance- below restroom sign at the back of school.

 2. Red Brick Building- Located inside stadium adjacent to concession stand.

 3. Weight Room- Adjacent to the rear entrance of the school.

***Venue Map***: See Drawing of the map of Indoor/Outdoor Complex

***Bald Eagle Area***

***Emergency Action Plan***

***Venue***: Legion Baseball Fields

***Emergency Personnel***: Scott Devore MA, ATC

 Mandy Biddle ATC

 Douglas Dyke, AD

 ATS from Lock Haven University/Penn State University

 High School Student Trainers and Security Officers (Home Varsity Only)

***Emergency Communication***: Scott Devore Cell # (814) 574-1524

 Home (814) 383-4796

 Mandy Biddle Cell# (814) 571-0042

 Doug Dyke Cell # (814) 308-4650 AD (814) 355-5721

 Medical Personnel and Security Officers can contact Ems

 If necessary.

***Emergency Equipment***: The Certified Athletic Trainer (ATC) will have the following

 Items on site for all home events, practices, and provide a

 Medical bag for each team traveling for away contests:

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 And Ice Cooler for emergency care if necessary.

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 2. Notify On-site ATC via cell phone for immediate

 access and response to care for the athlete.

 3. Activate EMS via land line phone or cell phone

 if necessary.

 a. When contacting EMS via phone, provide the Dispatcher:

 Your name, phone number, number of individuals

 Injured, injury condition, treatment provided, and

 Directions to the site of the injured athlete.

 Never hang up first!

 4. Retrieve emergency equipment available on site

 Including Medical bag, crutches, splints, Ice, etc.

 5. Direction of EMS to the scene

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 Procedures should be discussed with all emergency

 Personnel prior to each sports season. The

 Appropriate and doors should be unlocked for

 Easy EMS access to the site.

***Venue Directions****: Baseball Legion Field*

* Legion Field is located adjacent to the Milesburg Exit off Route 220. From State College/Bellefonte, follow though the town of Milesburg on Main Street until you get to the Fishers Market in Milesburg. Make a Left past the Church and follow road approximately ¼ mile. The Legion Fields complex is on the right side. Enter one of two entrances to the facility on the right for emergency access. Entrance A for the Baseball Field on the right, and Entrance B for the Soccer Fields and playground area on the right.

**Lightning Shelter**: Pavilion located between and around the fields is the only

lightning shelters at the complex.

***Venue Map***: None.

***Bald Eagle Area***

***Emergency Action Plan***

***Venue***: Milesburg Little League Complex

***Emergency Personnel***: Scott Devore MA, ATC

 Mandy Biddle ATC

 Douglas Dyke, AD

 ATS from Lock Haven University/Penn State University

 High School Student Trainers and Security Officers (Home Varsity Only)

***Emergency Communication***: Scott Devore Cell # (814) 574-1524

 Home (814) 383-4796

 Mandy Biddle Cell# (814) 571-0042

 Doug Dyke Cell # (814) 308-4650 AD (814) 355-5721

 Medical Personnel and Security Officers can contact Ems

 If necessary.

***Emergency Equipment***: The Certified Athletic Trainer (ATC) will have the following

 Items on site for all home events, practices, and provide a

 Medical bag for each team traveling for away contests:

 Medical Kit, AED, Vacuum Splint Bag, Sam Splints, Crutches,

 And Ice Cooler for emergency care if necessary.

***Role of the First Responder***: 1. Immediate Care of the Injured Athlete.

 2. Notify On-site ATC via cell phone for immediate

 access and response to care for the athlete.

 3. Activate EMS via land line phone or cell phone

 if necessary.

 a. When contacting EMS via phone, provide the Dispatcher:

 Your name, phone number, number of individuals

 Injured, injury condition, treatment provided, and

 Directions to the site of the injured athlete.

 Never hang up first!

 4. Retrieve emergency equipment available on site

 Including Medical bag, crutches, splints, Ice, etc.

 5. Direction of EMS to the scene

 a. Each coach should assign a staff member to direct

 EMS to the scene of the injured athlete. These

 Procedures should be discussed with all emergency

 Personnel prior to each sports season. The

 Appropriate and doors should be unlocked for

 Easy EMS access to the site.

***Venue Directions****: Milesburg Little League Complex*

* Both Softball Fields and JV Baseball Field are located adjacent to one another near the Milesburg Exit off Route 220. From State College/Bellefonte, follow though the town of Milesburg on Main Street until you cross over the bridge adjacent to the Uni Mart in Milesburg. After crossing the bridge, make a right and the complex is on the right side. Enter one of two entrances to the facility. Entrance A for the JV Softball Field on the right, and Entrance B for the Varsity Softball Field and JV Baseball Field on the left.

**Lightning Shelter**: Game Field Dugouts, Concession Stands, and a Pavilion located between

 both softball fields, serve as the only available lightning shelters at

 the complex

***Venue Map***: See Drawing of the map of Milesburg Little League Complex.

***Bald Eagle Area***

***Emergency Action Plan***

***Venue***: High School Gymnasium/High School Athletic Training Room

***Emergency Personnel***: Scott Devore MA, ATC

 Mandy Biddle ATC

 Douglas Dyke, AD

 ATS from Lock Haven University/Penn State University

 High School Student Trainers and Security Officers (Home Varsity Only)

***Emergency Communication***: Scott Devore Cell # (814) 574-1524

 Home (814) 383-4796

 Mandy Biddle Cell# (814) 571-0042

 Doug Dyke Cell # (814) 308-4650 AD (814) 355-5721

 Medical Personnel and Security Officers can contact Ems

 If necessary.

***Emergency Equipment***: The Certified Athletic Trainer (ATC) will have the following

 Items on site for all home events, practices, and provide a

 Medical bag for each team traveling for away contests:

 Medical Kit, AED, Vacuum Splint Bag, Sam Splints, Crutches,

 And Ice Cooler for emergency care if necessary.

***Role of the First Responder***: 1. Immediate Care of the Injured Athlete.

 2. Notify On-site ATC via cell phone for immediate

 access and response to care for the athlete.

 3. Activate EMS via land line phone or cell phone

 if necessary.

 a. When contacting EMS via phone, provide the Dispatcher:

 Your name, phone number, number of individuals

 Injured, injury condition, treatment provided, and

 Directions to the site of the injured athlete.

 Never hang up first!

 4. Retrieve emergency equipment available on site

 Including Medical bag, crutches, splints, Ice, etc.

 5. Direction of EMS to the scene

 a. Each coach should assign a staff member to direct

 EMS to the scene of the injured athlete. These

 Procedures should be discussed with all emergency

 Personnel prior to each sports season. The

 Appropriate and doors should be unlocked for

 Easy EMS access to the site.

***Venue Directions****:*

*High School Gymnasium/High School Athletic Training Room*

* *Emergency Access by entering main entrance to the High School and follow to the left after entering the main doors to the Lobby Area. The Boys and Girls Locker Rooms are located in the rear Hallway through the double doors at each end of the High School Gymnasium and down the hall through the Lobby to the left. Both locker rooms are located on the right side of the hallway. The High School Athletic Training room is located at the end of the locker room hallway through the double doors and to the left past the fitness room. This Athletic Training Room can also be accessed through the door adjacent to the fitness room and the Wingate Elementary School Entrance.*

**Lightning Shelter**: Not Applicable

***Venue Map***: See Drawing of the map of Indoor/Outdoor Complex

***Bald Eagle Area***

*Emergency Action Plan*

***Venue***: BEA Jr/Sr High School Indoor Sports Facilities/ Athletic Training Rooms/ Wingate Gym

***Emergency Personnel***: Scott Devore MA, ATC

 Mandy Biddle ATC

 Douglas Dyke, AD

 ATS from Lock Haven University/Penn State University

 High School Student Trainers and Security Officers (Home Varsity Only)

***Emergency Communication***: Scott Devore Cell # (814) 574-1524

 Home (814) 383-4796

 Mandy Biddle Cell# (814) 571-0042

 Doug Dyke Cell # (814) 308-4650 AD (814) 355-5721

 Medical Personnel and Security Officers can contact Ems

 If necessary.

***Emergency Equipment***: The Certified Athletic Trainer (ATC) will have the following

 Items on site for all home events, practices, and provide a

 Medical bag for each team traveling for away contests:

 Medical Kit, AED, Vacuum Splint Bag, Sam Splints, Crutches,

 And Ice Cooler for emergency care if necessary.

***Role of the First Responder***: 1. Immediate Care of the Injured Athlete.

 2. Notify On-site ATC via cell phone for immediate

 access and response to care for the athlete.

 3. Activate EMS via land line phone or cell phone

 if necessary.

 a. When contacting EMS via phone, provide the Dispatcher:

 Your name, phone number, number of individuals

 Injured, injury condition, treatment provided, and

 Directions to the site of the injured athlete.

 Never hang up first!

 4. Retrieve emergency equipment available on site

 Including Medical bag, crutches, splints, Ice, etc.

 5. Direction of EMS to the scene

 a. Each coach should assign a staff member to direct

 EMS to the scene of the injured athlete. These

 Procedures should be discussed with all emergency

 Personnel prior to each sports season. The

 Appropriate and doors should be unlocked for

 Easy EMS access to the site.

***Venue Directions****:*

***Main Gym/Lobby Area/Girls Locker Room***

* *Emergency Access through Main entrance to the High School. Lobby is to the left and Main Gymnasium is to the right upon entering the doors. Girls Locker room entrance is right inside main entrance to the right.*

***Front Athletic Training Room/Wrestling Room/ Boys Locker Roo****m*

* *Emergency access through side door, located to the right of main entrance of the high school . The wrestling room is to the right upon entering the school at this entrance. The Boys Locker Room is the second door on the right after passing the Wrestling Room up the stairs. The Front Athletic Training Room is down an adjacent hallway to the Boys Locker Room on the Right.*

***Auxiliary Gym/ Fall Sports Athletic Training Room/Boys Locker Room/ Girls Locker Room***

* *Emergency Access by entering main entrance to the school and follow around to rear of high school. The Auxiliary Gym is located at the rear entrance to the school with restroom signs above the doors. The Gym is located at the second door on the right after entering the rear entrance. The Fall Sports Athletic Training room is located in the Auxiliary Gym on the Left. The Boys Locker Room is on the Right at the First Door upon entering the rear entrance. The Girls Locker Room is Located on the Left of the Gymnasium.*

**Lightning Shelter**: Not Applicable

***Venue Map***: See Drawing of the map of Indoor/Outdoor Complex

***Bald Eagle Area***

***Emergency Action Plan***

***Venue***: Wingate Field, High School Outdoor Practice Fields, Varsity Baseball Field

***Emergency Personnel***: Scott Devore MA, ATC

 Mandy Biddle ATC

 Douglas Dyke, AD

 ATS from Lock Haven University/Penn State University

 High School Student Trainers and Security Officers (Home Varsity Only)

***Emergency Communication***: Scott Devore Cell # (814) 574-1524

 Home (814) 383-4796

 Mandy Biddle Cell# (814) 571-0042

 Doug Dyke Cell # (814) 308-4650 AD (814) 355-5721

 Medical Personnel and Security Officers can contact Ems

 If necessary.

***Emergency Equipment***: The Certified Athletic Trainer (ATC) will have the following

 Items on site for all home events, practices, and provide a

 Medical bag for each team traveling for away contests:

 Medical Kit, AED, Vacuum Splint Bag, Sam Splints, Crutches,

 And Ice Cooler for emergency care if necessary.

***Role of the First Responder***: 1. Immediate Care of the Injured Athlete.

 2. Notify On-site ATC via cell phone for immediate

 access and response to care for the athlete.

 3. Activate EMS via land line phone or cell phone

 if necessary.

 a. When contacting EMS via phone, provide the Dispatcher:

 Your name, phone number, number of individuals

 Injured, injury condition, treatment provided, and

 Directions to the site of the injured athlete.

 Never hang up first!

 4. Retrieve emergency equipment available on site

 Including Medical bag, crutches, splints, Ice, etc.

 5. Direction of EMS to the scene

 a. Each coach should assign a staff member to direct

 EMS to the scene of the injured athlete. These

 Procedures should be discussed with all emergency

 Personnel prior to each sports season. The

 Appropriate and doors should be unlocked for

 Easy EMS access to the site.

***Venue Directions****:*

 **Outdoor Practice Fields**

* After entering the main entrance to the high school, via Route 220, follow the road to the right and around to the rear of the high school. The Soccer Practice Fields, Tennis Courts, JR High Softball practice fields, and JV Baseball Practice Fields are located on the right in front of the school and adjacent to Alumni Stadium . The Varsity Football and JR High Football Practice Fields are located behind the Weight Room Facility and on the hill above the Auxillary Gym/Fall Sports Athletic Training Room Entrance. The ATC and EMS Personnel will transport the injured athlete via the Gator to the ambulance in the event of an emergency.

**Wingate Field**

* Enter the Main entrance to Wingate Elementary school and follow around to the rear of the school near the playground. The field is located next to the JR High Softball Practice field behind the Wingate elementary school.

**Varsity Baseball Field**

* Enter the Main entrance to the high school and follow around to the rear of the school. Take the Gravel roadway between Alumni Stadium and the Outdoor Practice Fields. Follow Gravel Road to the end and make a left on gravel road and follow to Baseball field on the right.

**Lightning Shelter**:

  **Outdoor Practice Fields**

 1. High School Rear Entrance- below restroom sign at the back of school.

 2. Red Brick Building- Located inside stadium adjacent to concession stand.

 **Wingate Field**

 1. Wingate Elementary School or Outdoor pavilion between high school and

 the elementary school.

 2. Weight Room- Adjacent to the rear entrance of the school.

 **Varsity Baseball Field**

 1. Visitor and home dugouts

 2. Red Brick Building- Located inside stadium adjacent to concession stand.

***Venue Map***: See Drawing of the map of Indoor/Outdoor Complex

**Bald Eagle Area School District RTP Document**

 **Student-Athlete Requirements for Return to Participation from Injury**

**Any Student-Athlete participating and individuals coaching school sponsored activities must adhere to these policies:**

**\*Student-Athletes injured in Practice and Competition**

* All injuries occurring during Bald Eagle Area sponsored activities, practice, and home and away events should be reported to the Licensed Athletic Trainer(s) at the Bald Eagle Area School District.
* Failure to report injuries delays proper referral to a physician and in providing the necessary follow up, care, and treatment for the injury.
* It can also delay the proper return of the athlete to participation, delay proper treatment of the injury or condition, and inconveniences the parents and athletes.
* Failure to report also creates liability for the school district, its employees, the licensed athletic trainer(s), and the coaching staff.
* Failure to report Head Injuries, sustained by a student-athlete in practice or competition, is in direct violation of SB 200 known as the Safety in Youth Sports Act. This law makes certain requirements of Pennsylvania Schools and the personnel who supervise the student-athletes who represent these schools, as well as the medical personnel who support them when there is an injury.

**Return to Participation Criteria**

**Following a complete physical assessment for an injury**, the Licensed Athletic Trainer(s) (ATC, LAT) in the Bald Eagle Area School District, may, at his or her discretion, return a student-athlete to practice or competition. Return to participation is a progression that will be determined by the ATC, LAT and the attending Physician (If the athlete has been seen by a Licensed Physician for Evaluation and Clearance for the injury). If a student-athlete is not being seen by a licensed physician for a specific injury or pathology, the Bald Eagle Area Licensed Athletic Trainer(s) will determine when the athlete returns to practice or competition.

**Student-Athletes seen by an approved licensed medical professional** must secure a written release to return to athletic participation. This is the policy set forth in the Standard Operating Procedures from the Bald Eagle Area Team Physician.

**Approved Licensed Medical Professionals that could return an athlete to activity after being seen for an injury include:**

Medical Doctor (MD,DO)- May include any specialist with the credentials MD or DO

Dentist (DMD, Podiatrist (DPM)

**Pennsylvania Law requires** Licensed Athletic Trainers to work under the direction of a Licensed Physician, and therefore must secure a written release from a licensed physician if an athlete has been restricted from participation in athletic and physical activity.

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 Signature of Parent/Guardian Date

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Signature of Head/Assistant Coach Date