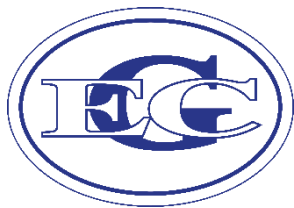


# Lynchburg City Schools High School Student-Athlete Handbook

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS



Revised – September 2020

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## Introduction

This introduction is taken from the Lynchburg City Schools' Athletics Advisory Report, presented to the Lynchburg City School Board on May 17, 2011.

Lynchburg City Schools has maintained a strong, competitive, and vibrant athletics program. Historically, our programs have always been a source of pride for our students as well as the city as a whole. Competitive athletics is an integral and meaningful part of the school experience and contributes in unique and fundamental ways to the educational mission of the division. Our athletics program is aligned with the school division's current Mission Statement: "Every Child, By Name and By Need, to Graduation."

The school division seeks an appropriate balance between academics and athletics. Aspiring for excellence in athletics is not antithetical to aspiring for excellence in the classroom. Indeed, aspirations to achieve greatness in all endeavors—certainly including athletics and academics—are essential to our mission. We do not believe anyone in the community should accept mediocrity in athletics. Certainly, no one will accept mediocrity in the achievement of our students in the classroom. The same is true on the playing field.

Athletics are an essential part of the high school experience. Students benefit from the sense of belonging and commitment that comes through involvement in any extra-curricular activity. The connection to a team is often the critical social link between students and their school. Students are more engaged in school when they are part of a team. Because school is more important to them, these students tend to achieve at higher levels. Due to their commitment to a team, these students also tend to care more about their classmates and their school. Participation in athletics continues to create bridges across racial, socio-economic, and ethnic divides in ways that participation in few other activities seems able to accomplish. Additionally, the importance of physical activity and competitive sports to the full development of young people is universally acknowledged. Vigorous adolescents need physical outlets for their energy and their competitive interests. They also want to continue their search for competence and excellence. High school athletics allows our students to improve their skills in a team context and to test themselves against competitive peers.

The personal lessons and benefits our students derive from practices, conditioning, and contests are well known: teamwork, a sense of belonging, focus, perseverance, accountability, leadership, time management, commitment, spirit, pride and grace in victory, humility and resilience in defeat. In no other extracurricular venues can students learn such a wide and useful variety of life lessons. But sports also confer a number of valuable benefits upon the high school community as a whole. Success in athletics and the availability of outstanding programs influence the choices families make about whether their children will be a part of our public school system. Teams that win and those that play hard even in defeat give not only students but alumni and the local community palpable and appropriate pride. Spectator sports and even so-called "minor" sports with relatively few spectators are capable of binding the community together.

We should never ignore the impact that sports can have on a community. High school sports are an important link to the broader Lynchburg community – providing an inexpensive and alternative form of entertainment for spectators of all ages—from children to retirees. Sports played well and with integrity provide one more public representation of some of the core values of our school system and community—fairness, civility, and excellence.

## Philosophy of the High School Program

Our philosophy of athletics is to offer a variety of competitive sports so that students have an opportunity to participate in athletic contests within the framework of the Virginia High School League and the Lynchburg City School Board. In offering this opportunity, Lynchburg City Schools strives to instill a spirit of both healthy competition and good sportsmanship so that students' participation in athletic contests brings honor to the students, school, family, and community.

A great athletic tradition is worthy of the best efforts of all concerned. The contribution that you make to this athletic tradition will be a satisfying accomplishment to you now and in years ahead.

Lynchburg City Schools' high school athletic program promotes the success of students in meeting the challenges of life and making a positive contribution to society. These goals can be accomplished through participation in a successful, well-rounded athletic program. A properly managed sports program meets the students' needs for self-expression, mental alertness and will further each participant's educational maturity.

# High School Athletic Guidelines

## To the Student Athlete

Lynchburg City Schools provides the opportunity for you to participate on a variety of inter-scholastic teams. The privilege of membership on a team also brings corresponding responsibilities. As a team member, you represent your community, school, teammates, family, and yourself. Your actions as a team member reflect upon each of these aspects of your life. The purpose of high school athletics is to develop life-long habits of fitness, self-discipline, perseverance, personal improvement, sportsmanship, and teamwork.

The student athlete should:

1. Be courteous to visiting teams and officials.
2. 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, or grandstand.
3. Retain his/her composure at all times and never leave the bench or enter the playing field/court to engage in a fight.
4. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
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 game.
8. Understand and observe the rules of the game and the standards of eligibility.
9. Set a high standard of personal cleanliness.
10. Respect the integrity and judgment of officials and accept their decisions without questions.
11. Respect the facilities of host schools and the trust entailed in being a guest.

## Parent Responsibilities of Student Athletes

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child, including well-balanced meals and plenty of sleep.
2. Keep informed of school policies, administrative decisions, and academic requirements of any school program.
3. Discuss work assignments, grades, and report cards with their child.
4. Exhibit self-control and promote sportsmanlike behavior when attending games and practices, whether winning or losing.
5. Realize that he/she represents the school just as definitely as does the member of a team and, therefore, has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
6. Contact the coach to discuss athletic issues.
7. Contact the athletic director as necessary to discuss team-related matters.
8. Read the High School Student Athlete Handbook and sign and return the Eligibility Requirements and Code of Conduct.
9. Ensure their child's compliance with athletic attendance requirements and promptly report and explain absences and tardies to the coaches. Students are expected to arrive promptly and to leave practices and games or school-sponsored functions in a timely manner.

## High School Eligibility Requirements and Code of Conduct for Athletes

The athletic programs at E. C. Glass High School and Heritage High School are designed to produce well-rounded citizens. The programs are intended to develop athletic talent, teamwork, leadership, accountability and responsibility.

Individual coaches of squads will have additional team rules that will be given to the players at the beginning of each season.

### Eligibility Requirements

- 1. Student in Good Standing:** In order to participate on an interscholastic team, the student must be a full-time student in good standing at the school he/she represents. A student is considered a full-time student in good standing if he/she
  - a. is enrolled in grades 9-12;
  - b. enrolled not later than the 15th school day of the semester;
  - c. has not reached his/her 19th birthday on or before August 1 of the current school year;
  - d. must not, after entering 9th grade for the first time, have been enrolled in or been eligible for enrollment in high school more than 8 consecutive semesters;
  - e. is not in violation of Lynchburg City Schools attendance policy;
- 2. Academic Eligibility:** Students must pass 5 subjects the preceding semester. Students must carry a schedule of subjects which, if successfully completed, will render him/her scholastically eligible for VHSL participation in the ensuing semester;
- 3. Up-to-Date Physical:** In order to be eligible to try out for or to participate in any school-sponsored interscholastic athletic program, the student must submit the Virginia High School League's Athletic Participation/Parental Consent/Physical Examination Form. The physical exam must be conducted after May 1 for participation in athletics for the subsequent school year and must be completed before the student will be allowed to participate in any manner.
- 4. Attendance Zone:** A student must legally reside in the school's attendance zone with a parent or legal guardian. Any student obtaining a new guardian within the past 12 months must see the athletic director prior to trying out for the team. All students must be in compliance with the VHSL's attendance



zone eligibility requirements. Any questions about residency must be referred to the school's athletic director. (See VHSL 28A-6, and Lynchburg City Schools Regulation 7-45.)

5. **Nonresidents:** Nonresident students whose parents/guardians are full-time contracted staff members of the Lynchburg City Schools may be accepted for enrollment tuition free in the Lynchburg City Schools upon authorization by the superintendent or his/her designee (Lynchburg City Schools Policy JEC-R). However, such students must still meet VHSL residency requirements.
6. **Obligations:** No student will be allowed to try out for a team until outstanding obligations/delinquent debts are met and required athletic forms are completed (code of conduct and medical examination/physical).
7. **Falsifying Information:** If a student or his parent(s) or guardian gives false information, written or verbal, that affects his eligibility upon entering and/or during his eight semesters of eligibility, the student shall become ineligible at any VHSL school for a period of one year from the date the information is certified as being false. This policy includes the falsifying of any information on physical examination forms.

## Code of Conduct

1. **24/7:** Participation on an interscholastic team is a privilege, not a right. This privilege can be revoked at any time as the result of the student's improper conduct at school or in the community. Students are accountable for their actions, 7 days per week, 24 hours per day while in their athletic season. In order to participate, students must obey all written rules and policies of the team, Lynchburg City Schools, and Virginia High School League, and they must not violate any local ordinances, or state or federal laws, at school or away from school.

To appeal a coach's revocation of this privilege, the parents or guardians of the student must request in writing that the athletic director review the coach's decision. If the athletic director agrees with the coach's revocation of the privilege to participate, then the parents or guardians of the student may request in writing that the principal review the decision to revoke the privilege to participate. The principal will then decide whether the student will be permitted to participate.

2. **Tobacco/Nicotine/Vape Products:** A student who is observed by a school official smoking, dipping, and/or chewing tobacco products will be ineligible to

compete in the next contest in that sport. This rule also applies to any form of e-cigarette or vape product. A second offense will result in suspension from competition for the two contests immediately after the infraction. A third offense will result in dismissal from the team for the remainder of the athletic season.

3. **Theft:** On the student's first offense, a student who steals while on school grounds or at a school event will be dismissed from the team for the remainder of the athletic season and subject to further disciplinary action.
4. **Sale and/or Distribution of Drugs (including alcohol):** On the first offense, a student who is found to be selling or distributing drugs/alcohol, on school grounds or at a school event during the athletic season, will be ineligible for athletic participation of any kind until officially reinstated in school and academically eligible for athletic participation.
5. **Use/Possession of Drugs (including alcohol):** A student who is observed by a school official, or who is reported to a school official by law enforcement, or who self-reports possessing drugs/alcohol off school grounds during the athletic season will be suspended from participation on any athletic squad for a minimum of 14 calendar days. A second offense will result in suspension from competition for the remainder of the athletic season.
6. **Social Media:** A student whose image is recorded on social media while using or possessing drugs/alcohol, engaging in gang activity, or engaging in any illegal or criminal act during the athletic season will be suspended from participation on any athletic squad for a minimum of 14 calendar days.
7. **Hazing:** Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership on a team regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. If a student engages in hazing that inflicts bodily injury, then the principal must report the incident to the Commonwealth Attorney. A student who initiates hazing or requires students to participate in such rituals will be subject to suspension from the team. Additionally, any student who knowingly and unreasonably fails to report hazing activity will be held responsible as well and will be subject to suspension from the team.
8. **Sportsmanship:** Students ejected by a game official from a contest, scrimmage, jamboree or benefit game for unsportsmanlike conduct are

ineligible for the team's next scheduled contest, and a report must be submitted by the school to the VHSL. Engaging in fighting (including throwing punches as an instigator, in retaliation, or intentionally kicking or stomping an opponent), biting or aggressive physical contact shall result in a student being ineligible for the team's next three scheduled contests. Profanity directed at a game official will result in a two-game suspension. Students who leave the bench area and become actively involved in an altercation will receive a two-game suspension. Students who are assessed two technical fouls are considered to have committed a sportsmanship violation and must sit out the next contest.

The decision by a game official to eject and therefore suspend a student from the next scheduled contest(s) may be appealed by parents, guardians, or the team's coach through a written request to the principal to review the decision to eject. After review, the principal will decide whether to appeal the decision. The principal may terminate the appeal at this point if there is insufficient merit.

9. **School Suspension:** A suspension from school will result in the suspended student being declared ineligible for practice or participation in athletics or in any school function for the duration of the suspension.
  - a. A single suspension of 6-10 days or a second suspension of 3-5 days during one athletic season or activity season would require the suspended student to appear before a committee composed of the principal, athletic director, and coach or sponsor of that team or activity to show just cause as to why the student should be allowed to continue competition in that sport or activity. If sufficient cause is not presented, that student will be declared ineligible for the remainder of that season or activity season.

## Violation of Team Rules

The coach may suspend violators of team rules from practice, games, or the team, or take any other appropriate action necessary. Upon written request from a parent or guardian, a committee composed of the coach, athletic director, and principal can be called on to hear an appeal of a penalty imposed by a coach. The principal retains final judgment in these matters on the school level.

## Insurance Information

For the 2020-21 school year, all LCS secondary student-athletes who compete on an LCS athletic team and are listed on the school's eligibility form (the VHSL Master Eligibility Form for the high schools) are covered by a blanket policy which LCS has purchased. This policy is through Hartford Life and Accident Insurance Company. The policy number is 14-SR-152329. In addition, many families have other types of medical insurance coverage on their child. Athletic directors and coaches will ask parents to provide information about additional insurance coverage when completing the Insurance/Emergency Medical form at the official beginning of each season.

## Catastrophic Insurance

Every high school student athlete needs to appear on the Virginia High School League master eligibility roster for that sport. By being listed on that master eligibility roster, the student is covered by the Virginia High School League catastrophic insurance plan.

## Transportation

1. The parent(s)/guardian(s) must grant written permission, including a signed medical release form for student athletes to participate in athletics. Adult chaperons must also submit an Emergency Medical Form. The signed form must be submitted to the coach or athletic director, and the form must accompany the group on any trip away from the school building, including home events held at off-campus locations.
2. All student athletes are expected to travel with their team to and from away events. It is at the coach's discretion to require the entire team to travel back to the school on the bus.
3. Student athletes may not drive themselves or other athletes to "away" athletic events under any circumstances. Student athletes may not drive home from "away" events unless they have been released by the coach into the custody of their parents/guardians. "Away" athletic contests, regardless of their proximity to the home school, are treated as "away" events except as noted in School Board Policy 5-22. All transportation regulations for "away" athletic trips apply.
4. Privately owned cars may only be used in extenuating circumstances when a parent or guardian must provide transportation for his/her own child to an

athletic event. The parent/guardian must secure prior approval of a building administrator.

5. Parents/guardians who are non-Lynchburg City Schools' employees may not transport student athletes other than their own child. Parents with extenuating circumstances, who make personal contact with the building principal or designee at least 24 hours preceding the athletic trip, may request an exception for that single event to have their child transported from an away contest by a specified parental designee. This exception request will be considered at the discretion of the building principal or designee and only granted with written documentation of the request for exception verified by the principal or designee.
6. Parents/Guardians who are Lynchburg City School employees but not serving in an official school capacity may not transport athletes other than their own child. Parents/Guardians who are Lynchburg City Schools' employees serving in an official school capacity who will be transporting student athletes other than their own child should refer to Policy 5-22.
7. Teachers/coaches may transport student athletes in a private vehicle to and from athletic events when necessary. Teachers/coaches who transport students to or from athletic events should refer to Policy 5-22.
8. Transportation to and from home events and practices is the responsibility of the student athlete/parent unless the school has provided other transportation. If transportation is provided by the school, student athletes must be transported by the vehicles provided by the school. Principals, athletic directors and coaches have the discretion to determine that any athletic contest held inside the City of Lynchburg can be considered a home athletic contest for transportation purposes. Off-campus home athletic events and practices and away events at a Lynchburg City Schools site shall be treated the same as on-site home athletic events and practices.
9. If, after an event, the coach does not require a student athlete to travel back to the school on the bus, the student athlete may only travel home with their parent.
10. Cleats are not to be worn on Lynchburg City School buses.
11. The local school is responsible for initiating calls for repair of any damage sustained by an athlete as a result of carelessness or vandalism while occupying a Lynchburg City Schools bus. The parent or student athlete is

responsible for the cost of the repairs pursuant to School Board Policy 7-38.

12. After home activities and after the return to school from away events, student athletes must have their own transportation home. A coach or designee should remain with the student athletes until all students have secured a ride and left the campus.
13. Student athletes are expected to abide by the regular school bus behavior regulations while on athletic trips.

### Student-Athlete Concussion Management – Policy 7-45.3

The Concussion Management Policy is described in detail in the Athletic Trainer Handbook, a portion of which is found in this handbook. Your school's athletic trainer is the first point of contact regarding the school division's concussion protocols, including Return to Learn guidelines.

## Virginia High School League

Both high schools are members of the Virginia High School League (VHSL). All interscholastic programs must comply with the rules and regulations set forth by the VHSL. For a complete copy of the VHSL Handbook, please visit <https://www.vhsl.org/>.

### Selected VHSL Handbook Student-Athlete Regulations

#### Participation in Two Sports in One Season

A student athlete may be a member of more than one Virginia High School League sponsored high school athletic team in his/her high school during the season. However, this is allowable only if the student athlete, the athletic director and the head coaches of the sports involved determine a suitable arrangement for practice and game schedules.

#### Sportsmanship Rule 27-13-1

Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are prima facie evidence of failure to abide by this rule are those which are noted below and others of a similar nature which transgress the usually accepted code for good sportsmanship. All incidents of conduct relating to either athletic or academic activities that are violations of the Sportsmanship Rule must be reported to the Virginia High School League. The sportsmanship rules are as follows:

1. 27-13-3 Failure of any team or competitor to stay in a contest until its normal end when the failure to do so is related to dissatisfaction with the officiating of the contest, unless the physical safety of the team or competitor would have been endangered by continuing the contest, is a violation and is to be reported.
2. 27-13-5 Failure of a school to use every means at its disposal to impress upon its faculty, student body, team members, coaching staff and officials the values of sportsmanship in the preparation for, and the conduct and management of interscholastic contests and the importance of observing published or accepted rules governing coaches, competitors or spectators relating to the conduct of competition. School personnel must make every effort to ensure that substitute players and bench personnel do not enter the playing field/court during a verbal or physical altercation and that team personnel do not engage in other excessive unsportsmanlike conduct before, during or after the contest; such action is a violation of the Sportsmanship Rule and is to be reported. A school whose substitute players or bench

personnel enter the playing field/court during a verbal or physical altercation, or whose team personnel engage in excessive unsportsmanlike conduct before, during or after a contest shall be subject to a fine as stated in 30-5-1.

3. 27-13-7 Situations which must be reported to the League are listed but not limited to those below:
  - a. Incidents involving damage to school property, including buses or other vehicles.
  - b. Physical or verbal altercations or other unsportsmanlike conduct between players, coaches, spectators or officials.
  - c. Verbal abuse by players, coaches, or spectators directed toward opposing teams, coaches, or officials.
  - d. Public criticism of officials by coaches in news media.
  - e. Coach ejection from the game.
  - f. Player ejection from the game. All situations which are a violation of the Sportsmanship Rule must be reported to the League. Failure to report violations will result in a fine as stated in 30-5-1.

#### Transfer Rule 28-6-1

The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.

Note: The provisions of the Transfer Rule apply to students transferring from one school to another, including transfers from a private school to a public school as well as transfers from one public school to another. For the purposes of this rule only, the phrase "high school" is defined as a school providing instruction at the ninth, tenth, eleventh, or twelfth grade level(s).

#### Exceptions 28-6-2

1. A student shall become eligible for interscholastic competition after he/she has been enrolled in the school for 365 consecutive calendar days.
2. A student transferring from a school closed by executive or administrative order to the school serving the district in which his/her parent, parents or guardian reside.
3. A student transferring to the high school serving the district in which his/her parents reside upon completion of the highest grade level offered



by the intermediate school, middle school, junior high school or nonpublic high school from which he/she transfers.

4. The first time a student transfers from a nonmember high school to a member school of the attendance area of the student's parents or guardians, he/she shall be eligible immediately provided that he/she has not participated at the school from which he/she transferred in the sport in which he/she wishes to participate during the current school year at the member school to which he/she transfers. For the purpose of this exception only, the student must have been a ward of the guardian for at least one semester prior to his/her transfer.
5. A student entering the eighth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status. A student entering the ninth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status.
6. A foreign exchange student becomes immediately eligible in the high school in which he/she is placed regardless of his/her residence status by meeting the conditions of this exception; however, all other eligibility requirements shall be met. A bona fide foreign exchange student with a J-1 visa may be immediately eligible the first year in residence and is limited to eligibility only during the first year in residence, and only while the student remains enrolled in an established foreign exchange program accepted for listing by the Council on Standards for International Educational Travel (CSIET). The foreign exchange program must comply with all applicable CSIET and federal regulations and there must be no evidence of athletic recruitment resulting in the student's attendance at the school either by school personnel or other outside parties. Once the student no longer is a participant in a foreign exchange program or subsequent to his/her first year of enrollment in such program, he/she must meet all normal requirements of the Transfer Rule and would have to meet 28-6-2 (1), discounting any period while enrolled in the foreign exchange program, at the high school in which the student wishes to be eligible.
7. A school board or division superintendent may transfer a student, by name, within the school division without affecting that student's eligibility by specifically granting a waiver of the Transfer Rule (28-6-1). Such waivers should be considered for the welfare of the student and/or school system and not for athletic and/or activity purposes. The Master Eligibility List of all teams which have students who have been so waived shall

reference the specific school board minutes or written documentation granting the waiver.

8. When a local school board requires students within a geographical area, or those who fall within any other category as distinguished from individuals by name, to attend a high school other than the one the students have been attending, such students shall become eligible in the high school to which they are required to transfer at the time the transfer becomes effective.
9. In the case of a school reorganization or consolidation which results in the discontinuance of one or more high schools in which students had been or would be eligible under this rule, these students become eligible in the school designated by the school board to receive pupils from the discontinued school at the time set for the reorganization or consolidation and only in the high school so designated.
10. If the city or county school board redistricts the city or county for high school purposes, students who by this action are required to transfer to another high school are immediately eligible at the school to which they are reassigned.
11. A student under the care and guidance of any department of welfare, any department of corrections or an orphanage who is required to change residence by court order, unless that order was sought to enable the student to participate in extracurricular activities, or who is legally adopted, is eligible to participate in League activities in the school district in which he/she is placed.
12. In cases of court-ordered custody, a copy of the appropriate legal custody document signed by the presiding judge of the appropriate jurisdiction, shall be submitted to the Executive Director for review and approval. Approval is contingent upon the receiving school's principal attesting that there is no evidence that the transfer was for athletic and/or activity purposes. A student, 18 years of age or older, who would be subject to a transfer of custody if he/she were less than 18 years of age may petition the Executive Director through the student's principal for eligibility, and the Executive Director has authority to grant such eligibility immediately.
13. If the district committee of the district in which the student wishes to participate approves such eligibility, a student may, for the first time only, transfer from one school to another as result of a move from one parent to another parent or from a guardian to a parent, when the parents are

residing in different school attendance zones, and become eligible immediately provided the student has not participated during the school year at the school from which he/she transferred in the sport in which he/she wishes to participate at the school to which he/she transfers.

14. The eligibility of students transferring to a Governor's School or a magnet school shall be determined by the policies approved by the respective Governor's School or magnet school's Board of Directors. The eligibility of students transferring from a Governor's School or magnet school back to the home school of the student shall be approved by the home school division superintendent.

## Regulations Governing Athletes

In addition to meeting the foregoing individual eligibility requirements, a student shall meet the following additional requirements to be eligible to represent the school in any VHSL sponsored interscholastic athletic contest:

### Amateur Rule 28-8-1

A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, and social and pleasure benefits derived therefrom.

28-8-2 Exception: Accepting a fee for instructing, supervising or officiating in an organized youth or recreation, playground, or camp activities program shall not jeopardize amateur status.

### 28-8-3 Interpretations:

1. An individual loses amateur status and thus shall not be eligible for interscholastic competition in a particular sport if the individual:
  - a. Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
  - b. Accepts a promise of pay for participation in that sporting event, if such pay is to be received following completion of inter-scholastic athletics participation;
  - c. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, in that sport;

- d. Enters into a professional draft or an agreement with an agent or other entity to negotiate a professional contract in that sport;
  - e. Accepts payment for expenses beyond actual and necessary travel, room and board expenses for practice and competition in that sport;
  - f. Accepts preferential treatment, benefits or services (e.g., loans with deferred pay-back) because of the individual's athletic reputation or skill or pay-back potential as a professional athlete in that sport. An award of a country club or sports club membership is prohibited. Receipt of a benefit by student-athletes or their relatives or friends is not a violation if it is demonstrated that the same benefit is generally available to students or their relatives or friends determined on a basis unrelated to athletics ability;
  - g. Accepts merchandise, prizes or awards having a retail value greater than that permitted by the amateur athletic governing body regulating amateur status in that sport. If that governing body has no limit, the maximum value of merchandise, prizes or awards shall be \$500 per event.
  - h. Receives compensation or benefit, directly or indirectly, for the use of name, picture and/or personal appearance, as an athlete in that sport, or provides endorsement, as an athlete in that sport, in the promotion of a commercial or profit-making event, item, plan or service;
  - i. Plays in any contest (school or non-school) in that sport under a name other than his/her own name.
4. Road Racing - Road racing is essentially the same as cross country or track competition and cannot be separated effectively from those sports for the purposes of this rule. Therefore, a student-athlete who accepts pay in any form for participation in such a race is ineligible for interscholastic cross country or track competition.
5. Institutional Fund - Raising Activities involving the Athletics Ability of Student-athletes Institutional fund-raising activities that involve the use of athletics ability by student-athletes to obtain funds (e.g., "swim-a-thons") are permitted only if:
- a. The total money is contributed to the institution; and
  - b. The student-athletes receive no compensation or prizes for their participation.
    - 1) Scholarships to institutions of higher learning may be accepted provided the amount of the scholarship is paid by the donor(s) directly to the college/institution of choice.

## Due Process Rule 28-14-1

Whenever a principal has information that a student who wants to represent the school in a league-sponsored activity may be ineligible to do so because of failure to qualify under one or more of the individual eligibility regulations in Section 28 of the Handbook, he/she shall promptly conduct an informal hearing within three working days to resolve the question. The student shall be entitled to be present at the hearing and to offer information about his/her eligibility. If, subsequent to the hearing, the principal determines that the student is ineligible, he/she shall inform the student by letter of his/her ineligibility and the specific individual eligibility regulations involved. Excluding those exceptions listed under 28-14-2, the student or parent may appeal the principal's declaration of ineligibility to the district committee by writing to the district chairman. The district committee shall review the case within three working days after receiving notice of the appeal. The student shall be entitled to be present at the district committee hearing and to offer information about his/her eligibility. The district committee may set aside a rule only for these specific cases: Enrollment Rule 28-3-2 (2), Scholarship Rule 28-4-2 (3) and Transfer Rule 28-6-3 (14). All other decisions of the district committee shall be recommendations only. Any decision of the district committee may be appealed by the student, parent, or member school principal to the Executive Director and subsequent levels of appeal in accordance with Section 33 of the Handbook.

Whenever a district committee or an interdistrict committee has information that a student previously certified as eligible by the principal may not be eligible because of failure to qualify under one or more of the individual eligibility regulations in Section 28 of the Handbook, the committee shall promptly, within three working days, conduct an informal hearing to resolve the question. The student and the principal shall be entitled to be present and to offer information about the case, and the district committee shall consult the Executive Director as required in Section 23-3-1 of the Handbook. The district committee may set aside a rule only for these specific cases: Enrollment Rule 28-3-2 (2), Scholarship Rule 28-4-2 (3) and Transfer Rule 28-6-3 (14).

All other decisions of the District Committee shall be recommendations only. If, subsequent to the hearing, the committee determines that the student is ineligible, it shall notify the student and the principal of the ineligibility and the specific individual eligibility regulations involved. The student, parent or member school principal, in keeping with Section 33 of the Handbook, may appeal the committee's decision to the Executive Director and subsequent levels of appeal in accordance with Section 33 of the Handbook.

## NCAA Eligibility Requirements for Division I, Division II, and NAIA

\*Contact your school counselor or Beacon of Hope advisor for assistance with these requirements.\*

### Core Courses

- NCAA Division I requires 16 core courses. NCAA Division II currently requires 14 core courses. Division II will require 16 core courses for students enrolling on or after August 1, 2013. See the list below.
- NCAA Division I will require 10 core courses to be completed prior to the seventh semester (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.
  - Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletic aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but the athlete would not be able to compete.

### Test Scores

- Division I uses a sliding scale to match test scores and core grade-point averages (GPA).
- Division II requires a minimum SAT score of 820 or an ACT sum score of 68. (After August 1, 2018 use sliding scale to match test scores and core GPA)
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- Division I students enrolling full time before August 1, 2016, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.

- Division I GPA required to receive athletic aid and practice on or after August 1, 2016, is 2.000.
- Division I GPA required to be eligible for competition on or after August 1, 2016, is 2.300
- The Division II core GPA requirement is a minimum of 2.000. After August 1, 2018, core GPA required minimum 2.2 GPA.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

#### Division I - 16 Core Courses

- 4 years of English
- 3 years of Mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered by your high school)
- 1 year of additional English, mathematics, or natural/physical science
- 2 years of social science
- 4 years of additional courses (from any area above, foreign language, or comparative religion/philosophy)

#### Division II - 16 Core Courses

- 3 years of English
- 2 years of Mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered by your high school)
- 3 years of additional English, mathematics, or natural/physical science
- 2 years of social science
- 4 years of additional courses (from any area above, foreign language, or comparative religion/philosophy)

#### NAIA

- Graduate from high school and also meet two of the following three requirements:
  - Achieve a minimum of 18 on the ACT or 860 on the SAT
  - Achieve a minimum GPA of 2.0 for all courses
  - Graduate in the top half of the senior class

#### Other Important Information

- Students enrolling at an NCAA Division I or II institution for the first time need to complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment. For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). You can also visit the Eligibility Center Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

## School Contact Information

### **E. C. Glass High School**

Athletic Director                      Elizabeth Masencup  
Principal                                      Rose Flaugher

Athletic Office Telephone: (434) 515-5376  
Athletic Office Fax: (434) 522-3793

Web Site for Schedules: [www.lcsedu.net/schools/ecg/athletics](http://www.lcsedu.net/schools/ecg/athletics)

### **Heritage High School**

Athletic Director                      Dennis Knight  
Principal                                      Tim Beatty

Athletic Office Telephone: (434) 515-5400, ext. 5  
Athletic Office Fax: (434) 582-1185

Web Site for Athletic Schedules: [www.lcsedu.net/schools/hhs/athletics](http://www.lcsedu.net/schools/hhs/athletics)



## Sports by Season

Fall	Winter	Spring
Football – Varsity Football - JV Volleyball Varsity Volleyball – JV Cheerleading Cross Country Golf	Boys' Basketball - Varsity Boys' Basketball - JV Girls' Basketball - Varsity Girls Basketball - JV Cheerleading Indoor Track Swimming Wrestling	Boys' Soccer - Varsity Boys' Soccer - JV Girls' Soccer - Varsity Girls' Soccer – JV Boys' Tennis Girls' Tennis Baseball – Varsity Baseball - JV Softball - -Varsity Softball - JV Outdoor Track
<u>E. C. Glass Only</u> Field Hockey		<u>E. C. Glass Only</u> Boys' Lacrosse - Varsity Boys' Lacrosse - JV Girls' Lacrosse - Varsity Girls' Lacrosse - JV

# Insurance and Medical Information Form

## INSURANCE INFORMATION Parent Please Complete

For the 2020-21 school year, all LCS secondary student-athletes who compete on an LCS athletic team and are listed on the school's eligibility form (the VHSL Master Eligibility Form for the high schools) are covered by a blanket policy which LCS has purchased. This policy is through Hartford Life and Accident Insurance Company. The policy number is 14-SR-152329. However, we also need to know if you have any other type of medical insurance coverage on your son or daughter. Please complete the information below as it applies to health insurance coverage for your student-athlete.

Please check the appropriate box. If you checked box number 2, then complete all requested information.

1. Other than the blanket policy which LCS is providing, my son/daughter is not covered by any other form of health insurance.

2. Private Insurance

Name of Company \_\_\_\_\_

Policy number \_\_\_\_\_

Phone number of Insurance Co. \_\_\_\_\_

*(The phone number of the insurance company must be supplied so that the health provider can verify insurance coverage.)*

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### EMERGENCY AND MEDICAL INFORMATION

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Work-Mother) \_\_\_\_\_ (Work-Father) \_\_\_\_\_

(Other) \_\_\_\_\_

Two persons we can call in the event you cannot be reached: 1. \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Phone: \_\_\_\_\_

Major Illness? \_\_\_\_\_ Medication? \_\_\_\_\_

Allergies? \_\_\_\_\_ Previous head or neck injury? \_\_\_\_\_

Prior head-related problems? \_\_\_\_\_ Wears contact lenses while playing \_\_\_\_\_

Braces or retainers? \_\_\_\_\_ Last Tetanus shot? \_\_\_\_\_

Are pupils unequal in size \_\_\_\_\_ If unequal, which is larger? \_\_\_\_\_ L \_\_\_\_\_ R

Preference of Physicians: 1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

If neither physician is available, do we have your permission to take your child to a hospital or available physician?  
\_\_\_\_\_

I hereby give my permission to the team physician(s) to provide medical services to my child.

Parent/Guardian Signature \_\_\_\_\_  
*(Required)*

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**ATHLETIC TRAINER**  
**(School Use Only)**

Date of valid physical \_\_\_\_\_

Comments \_\_\_\_\_

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### TIME LOSS INJURY RECORD

DATE	DIAGNOSIS	TIME LOSS
_____	_____	_____
_____	_____	_____

# Eligibility and Code of Conduct Form

## HIGH SCHOOL ELIGIBILITY REQUIREMENTS AND CODE OF CONDUCT FOR ATHLETES OF LYNCHBURG CITY SCHOOLS

The athletic programs at E. C. Glass High School and Heritage High School are designed to produce well-rounded citizens who can take their places in a community and democratic society. The programs are intended to develop athletic talent, the value of teamwork, leadership skills, a sense of accountability and responsibility, and sportsmanship attitudes.

### ELIGIBILITY REQUIREMENTS

- 1. Student in Good Standing:** In order to participate on an interscholastic team, the student must be a full-time student in good standing at the school he/she represents. A student is considered a full-time student in good standing if he/she
  - a. is enrolled in grades 9-12;
  - b. enrolled not later than the 15<sup>th</sup> school day of the semester (VHSL Handbook, 28-3-1);
  - c. has not reached his/her 19<sup>th</sup> birthday on or before August 1 of the current school year (VHSL Handbook, 28-5-1);
  - d. must not, after entering 9<sup>th</sup> grade for the first time, have been enrolled in or been eligible for enrollment in high school more than 8 consecutive semesters (VHSL Handbook, 28-7-1);
  - e. is not in violation of Lynchburg City Schools attendance policy;
- 2. Academic Eligibility:** Students must pass 5 subjects the preceding semester. Students must carry a schedule of subjects which, if successfully completed, will render him/her scholastically eligible for VHSL participation in the ensuing semester;
- 3. Up-to-Date Physical:** In order to be eligible to try out for or to participate in any school-sponsored interscholastic athletic program, the student must submit the Virginia High School League's Athletic Participation/Parental Consent/Physical Examination Form. The physical exam must be conducted after May 1 for participation in athletics for the subsequent school year and must be completed before the student will be allowed to participate in any manner.
- 4. Attendance Zone:** A student must legally reside in the school's attendance zone with a parent or legal guardian. Any student obtaining a new guardian within the past 12 months must see the athletic director prior to trying out for the team. All students must be in compliance with the VHSL's attendance zone eligibility requirements. Any questions about residency must be referred to the school's athletic director. (See VHSL 28A-6, and Lynchburg City Schools Regulation 7-45.)
- 5. Nonresidents:** Nonresident students whose parents/guardians are full-time contracted staff members of the Lynchburg City Schools may be accepted for enrollment tuition free in the Lynchburg City Schools upon authorization by the superintendent or his/her designee (Lynchburg City Schools Policy JEC-R). However, such students must still meet VHSL residency requirements.
- 6. Obligations:** No student will be allowed to try out for a team until outstanding obligations/delinquent debts are met and required athletic forms are completed (code of conduct and medical examination/physical).
- 7. Falsifying Information:** If a student or his parent(s) or guardian gives false information, written or verbal, that affects his eligibility upon entering and/or during his eight semesters of eligibility, the student shall become ineligible at any VHSL school for a period of one year from the date the information is certified as being false. This policy includes the falsifying of any information on physical examination forms.

## CODE OF CONDUCT

1. **24/7:** Participation on an interscholastic team is a privilege, not a right. This privilege can be revoked at any time as the result of the student's improper conduct at school or in the community. Students are accountable for their actions, 7 days per week, 24 hours per day while in their athletic season. In order to participate, students must obey all written rules and policies of the team, Lynchburg City Schools, and Virginia High School League, and they must not violate any local ordinances, or state or federal laws, at school or away from school.
2. To appeal a coach's revocation of this privilege, the parents or guardians of the student must request in writing that the athletic director review the coach's decision. If the athletic director agrees with the coach's revocation of the privilege to participate, then the parents or guardians of the student may request in writing that the principal review the decision to revoke the privilege to participate. The principal will then decide whether the student will be permitted to participate.
3. **Tobacco/Nicotine/Vape Products:** A student who is observed by a school official smoking, dipping, and/or chewing tobacco/nicotine products will be ineligible to compete in the next contest in that sport. This rule also applies to any form of e-cigarette or vape product. A second offense will result in suspension from competition for the two contests immediately after the infraction. A third offense will result in dismissal from the team for the remainder of the athletic season.
4. **Theft:** On the student's first offense, a student who steals while on school grounds or at a school event will be dismissed from the team for the remainder of the athletic season and subject to further disciplinary action.
5. **Sale and/or Distribution of Drugs (including alcohol):** On the first offense, a student who is found to be selling or distributing drugs/alcohol, on school grounds or at a school event during the athletic season, will be ineligible for athletic participation of any kind until officially reinstated in school and academically eligible for athletic participation.
6. **Use/Possession of Drugs (including alcohol):** A student who is observed by a school official, or who is reported to a school official by law enforcement, or who self-reports possessing drugs/alcohol off school grounds during the athletic season will be suspended from participation on any athletic squad for a minimum of 14 calendar days. A second offense will result in suspension from competition for the remainder of the athletic season.
7. **Social Media:** A student whose image is recorded on social media while using or possessing drugs/alcohol, engaging in gang activity, or engaging in any illegal or criminal act during the athletic season will be suspended from participation on any athletic squad for a minimum of 14 calendar days.
8. **Hazing:** Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership on a team regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. If a student engages in hazing that inflicts bodily injury, then the principal must report the incident to the Commonwealth Attorney. A student who initiates hazing or requires students to participate in such rituals will be subject to suspension from the team. Additionally, any student who knowingly and unreasonably fails to report hazing activity will be held responsible as well and will be subject to suspension from the team.
9. **Sportsmanship:** Students ejected by a game official from a contest, scrimmage, jamboree or Benefit Game for unsportsmanlike conduct are ineligible for the team's next scheduled contest, and a report must be submitted by the school to the VHSL. Engaging in fighting (including throwing punches as an instigator, in retaliation, or intentionally kicking or stomping an opponent), biting or aggressive physical contact shall result in a student being ineligible for the team's next three scheduled contests. Profanity directed at a game official will result in a two-game suspension. Students who leave the bench area and become actively involved in an altercation will receive a two-game suspension. Students who are assessed two technical fouls are considered to have committed a sportsmanship violation and must sit out the next contest.
10. The decision by a game official to eject and therefore suspend a student from the next scheduled contest(s) may be appealed by parents, guardians, or the team's coach through a written request to the principal to review the decision to eject. After review, the principal will decide whether to appeal the decision. The principal may terminate the appeal at this point if there is insufficient merit.
11. **School Suspension:** A suspension from school will result in the suspended student being declared ineligible for practice or participation in athletics or in any school function for the duration of the suspension.
  - A single suspension of 6-10 days or a second suspension of 3-5 days during one athletic season or activity season would require the suspended student to appear before a committee composed of the principal, athletic director, and coach or sponsor of that team or activity to show just cause as to why the student should be allowed to continue competition in that sport or activity. If sufficient cause is not presented, that student will be declared ineligible for the remainder of that season or activity season.

My signature verifies that the Eligibility Requirements and Code of Conduct for Lynchburg City Schools' student athletes, including any additional team rules for the sports listed below, have been explained to me by a coach of the team. I understand and accept the Eligibility Requirements and the Code of Conduct for Athletes of Lynchburg City Schools as prerequisites to being allowed to participate on an athletic squad. If I am unclear about any policies, it is my responsibility to contact my coach or athletic director.

<b>SPORT</b>	<b>PARENT SIGNATURE</b>	<b>DATE</b>	<b>STUDENT SIGNATURE</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Athletic Trainer Handbook

The following excerpts are from the Athletic Trainer Handbook. Contact your school's Athletic Trainer for more information.

### Emergency Action Plan

Administrators and coaches are aware of the athletic training emergency action plan. The plan delegates roles in the event of an emergency. Reasonable attention to all possible preventive measures will not eliminate sports injuries. Each scheduled practice or contest of an institution-sponsored interscholastic athletics event should have the following:

- the presence or availability of a person qualified and delegated to render emergency care to a stricken participant;
- planned access to a medical facility-including a plan for communication and transportation between the athletics site and medical facility-for prompt medical services, when warranted; and
- a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures involved.

### Universal Precautions for All Athletic Personnel

All employees of the Athletic Department, especially employees in sports medicine either as student athletic trainers or full-time athletic trainers, are faced with the occupational exposure to blood and other body fluids. Employees in these areas must anticipate having skin, eye, mucous membrane or parenteral (direct inoculation through the skin) contact with human blood and other potentially infectious material during the performance of their duties. Employees are expected to follow universal precautions that mandates all body fluids be treated as if they were infected.

All employees (including student athletic trainers) should take universal precautions during all exposure incidences. These precautions include the use of personal protective equipment, such as gloves, gowns, and masks. In accordance with OSHA standards, complete biohazard kits will be located at the school. In addition, biohazard waste containers and sharp instrument containers will be located in the nurse's office as well as in sports medicine.

All employees should follow universal precautions:

1. Routine use of barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids is anticipated. Gloves should be worn for touching blood, body fluids, mucous membranes or non-intact skin (e.g., abrasions, dermatitis) of all athletes, for handling items soiled with blood or body fluids. Gloves should be changed after contact with each student-athlete. Masks and protective eyewear should be worn during procedures that are likely to generate droplets of blood and other body fluids to prevent exposure of mucous membranes of the mouth, nose or eyes.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Surfaces contaminated with blood should be cleaned with a solution made from one-to-ten (1:10) dilution of household bleach or a chemical cleaning agent. (i.e., Matt clean, Isoquin, Envirocide)
4. Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. To prevent needle stick injuries, needles should not be recapped or removed from disposable syringes.
5. Although saliva has not been implicated in all viral transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
6. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care until condition resolves.
7. Soiled linen should be bagged and washed in hot water with detergent.
8. In the athletic environment, universal guidelines should be considered when trying to control bleeding and when handling bloody dressings, mouth guards and other articles containing bodily fluids.

### Athletic Injury Reports

1. The athletic trainer or the athletic training student covering the game/practice at the time of injury will complete an injury report.
2. The head athletic trainer will receive any new injury reports within 24 hours of the injury.

### Emergency Medical Information Sheet

1. The student-athlete and parent or guardian must complete the emergency information before the student-athlete will be permitted to participate.
2. These forms contain the athlete's insurance information and consent of treatment statement.
3. All forms are kept by the coach and travel with the team at all times.

4. In the event of an emergency or referral, this form is sent with the athlete to the medical facility.

## Sports-related Concussion Protocols

If an athlete is suspected of having sustained a concussion or MTBI (Mild Traumatic Brain Injury), he or she will be removed from competition immediately and will not be released back into his/her respective sport until cleared by a physician. The entire healthcare professional team involved in the evaluative and rehabilitative process must consult with one another and make a sound clinical judgment regarding the athlete's return to play status.

Lynchburg City Schools desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury but particularly after a concussion. The goal of this policy is to ensure (i) that coaches, school staff, volunteers, student-athletes, and their parents or guardian are aware of the short-term and long term effects of concussions; (ii) that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.

### Definitions

**Concussion:** a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

**Licensed Health Care Provider:** a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

**Return to Play:** to participate in a non-medically supervised practice, game, or athletic competition.

## Lynchburg City Schools Concussion Management Team

### I. Purpose of the CMT

- a. The Lynchburg City Schools Concussion Management Team (CMT) shall be appointed by the Superintendent and shall consist of a school



administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.

- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.
  - c. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, and management protocols.
- II. Required Concussion Training for School Personnel and Volunteers:
- a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.
  - b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.
- III. Distribution of Training Materials for Student-Athletes and Parent/Guardian:
- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
  - b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.
- IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete, coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual shall evaluate the student-athlete at the time of removal by utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).
- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.
- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

#### V. Return To Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion at rest or with exertion; and (iii) the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities even after the production of written medical release from the student-athlete's licensed health care

provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

#### VI. Return to Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.
- b. School personnel shall accommodate the gradual return to full participation in academic activities by a student-athlete who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student-athlete's licensed health care provider as to the appropriate amount of time that such student-athlete needs to be away from the classroom.

### Sport-related Concussion Rehabilitation Protocol

ImPACT neurocognitive post-injury testing will be performed following head trauma. The student athlete will progress sequentially through each rehabilitation phase and may not progress to the next phase until asymptomatic for 24 hours.

- Step 1:
  - Post injury (ImPact follow-up test #1)
  - If scores are within the normal reliable change index and athlete is symptom free, then the athlete may begin graduated return to play protocol with physician approval.
  - If scores are not within normal limits, continued rest and monitoring of symptoms
  - Appointment with physician when necessary
    - Return to Learn accommodations as per physician orders
- Step 2:
  - Graduated Return to Play Protocol
- Step 3:
  - Medical clearance to return to participation
  - Repeat ImPACT test prior to full participation

## Graduated Return to Play Guidelines

<b>Rehabilitation stage</b>	<b>Functional exercise at each stage of rehabilitation</b>	<b>Objective of each stage</b>
No Activity	Complete physical and cognitive rest	Recovery
Light Aerobic Exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum predicted heart rate No Resistance training	Increased Heart Rate
Sport Specific Exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities	Add Movement
Non-Contact Training Drills	Progression to more complex training drills, Such as passing drills in football and ice hockey May start progressive resistance training	Exercise, coordination, and cognitive load
Full Contact Practice	Following medical clearance: Participate in normal training activities	Restore confidence and assess functional skills by coaching staff
Return to Play	Normal game play	

As the baseline step of the Return to Play Progression, the athlete needs to have completed physical and cognitive rest and not be experiencing concussion symptoms for a minimum of 24 hours. Keep in mind, the younger the athlete, the more conservative the treatment.

It is important to monitor symptoms and cognitive function carefully during each increase of exertion. Athletes should only progress to the next level of exertion if they are not experiencing symptoms at the current level. If symptoms return at any step, an athlete should stop these activities as this may be a sign the athlete is pushing too hard. Only after additional rest, when the athlete is once again not experiencing symptoms for a minimum of 24 hours, should he or she start again at the previous step during which symptoms were experienced.

The Return to Play Progression process is best conducted through a team approach and by a health professional who knows the athlete's physical abilities and endurance. By gauging the athlete's performance on each individual step, a health care

professional will be able to determine how far to progress the athlete on a given day. In some cases, the athlete may be able to work through one step in a single day, while in other cases it may take several days to work through an individual step. It may take several weeks to months to work through the entire progression.

## Return to Learn Protocol

- I. A student recovering from a brain injury shall gradually increase cognitive activities progressing through some or all of the following phases. Some students may need total rest with a gradual return to school, while others will be able to continue doing academic work with minimal instructional modifications. The decision to progress from one phase to another should reflect the absence of any relevant signs or symptoms, and should be based on the recommendation of the student's appropriate licensed health care provider in collaboration with school staff, including teachers, school counselors, school administrators, psychologists, nurses, clinic aides, or others as determined by local school division concussion policy.
  - a. Home: Rest
    - i. Phase 1: Cognitive and physical rest may include
      1. minimal cognitive activities – limit reading, computer use, texting, television, and/or video games;
        - a. no homework;
        - b. no driving; and
        - c. minimal physical activity.
      - ii. Phase 2: Light cognitive mental activity may include
        1. up to 30 minutes of sustained cognitive exertion;
        2. no prolonged concentration;
        3. no driving; and
        4. limited physical activity.
          - a. Student will progress to part-time school attendance when able to tolerate a minimum of 30 minutes of sustained cognitive exertion without exacerbation of symptoms or reemergence of previously resolved symptoms.
    - b. School: Part-time
      - i. Phase 3: Maximum instructional modifications including, but not limited to
        1. shortened days with built-in breaks;
        2. modified environment (e.g., limiting time in hallway, identifying quiet and/or dark spaces);
        3. established learning priorities;
        4. exclusion from standardized and classroom testing;
        5. extra time, extra assistance, and/or modified assignments;
        6. rest and recovery once out of school; and

7. elimination or reduction of homework. Student will progress to the moderate instructional modification phase when able to tolerate part-time return with moderate instructional modifications without exacerbation of symptoms or re-emergence of previously resolved symptoms.
  - ii. Phase 4: Moderate instructional modifications including, but not limited to
    1. established priorities for learning;
    2. limited homework;
    3. alternative grading strategies;
    4. built-in breaks;
    5. modified and/or limited classroom testing, exclusion from standardized testing; and
    6. reduction of extra time, assistance, and/or modification of assignments as needed.
  - c. School: Full-time
    - i. Phase 5: Student will progress to the minimal instructional modification phase when able to tolerate full-time school attendance without exacerbation of existing symptoms or reemergence of previously resolved symptoms.
      1. Minimal instructional modification instructional strategies may include, but are not limited to
        - a. built-in breaks;
        - b. limited formative and summative testing, exclusion from standardized testing;
        - c. reduction of extra time, assistance, and modification of assignments; and
        - d. continuation of instructional modification and supports in academically challenging subjects that require cognitive overexertion and stress. Student will progress to non-modified school participation when able to handle sustained cognitive exertion without exacerbation of symptoms or re-emergence of previously resolved symptoms.
    - ii. Phase 6: Attends all classes; maintains full academic load/homework; requires no instructional modifications.
- II. Progression by the student through these phases shall be governed by the presence or resolution of symptoms resulting from a concussion including, but not limited to
- a. difficulty with attention, concentration, organization, long-term and short-term memory, reasoning, planning, and problem solving;
  - b. fatigue, drowsiness, difficulties handling a stimulating school environment (e.g., sensitivity to light and sound);

- c. inappropriate or impulsive behavior during class, greater irritability, less able to cope with stress, more emotional than usual; and
  - d. physical symptoms (e.g., headache, nausea, dizziness).
- III. Progression through gradually increasing cognitive demands should adhere to the following guidelines:
- a. increase the amount of time in school;
  - b. increase the nature and amount of work, the length of time spent on the work, or the type or difficulty of work (change only one of these variables at a time);
  - c. if symptoms do not worsen, demands may continue to be gradually increased;
  - d. if symptoms do worsen, the activity should be discontinued for at least 20 minutes and the student allowed to rest
    - i. if the symptoms are relieved with rest, the student may reattempt the activity at or below the level that produced symptoms; and
    - ii. if the symptoms are not relieved with rest, the student should discontinue the current activity for the day and reattempt when symptoms have lessened or resolved (such as the next day).
- IV. If symptoms persist or fail to improve over time, additional in-school support may be required with consideration for further evaluation. If the student is three to four weeks post injury without significant evidence of improvement, a 504 plan should be considered.
- V. A student-athlete shall progress to a stage where he or she no longer requires instructional modifications or other support before being cleared to return to full athletic participation (return-to-play).

The American Academy of Pediatrics (AAP) Return to Learn Following a Concussion Guidelines (October 2013), and the American Medical Society for Sports Medicine (AMSSM) Position Statement (2013), are available online to assist health care providers, student-athletes, their families, and school divisions, as needed.

## Lightning Policy

Lightning is one of the most consistent causes of weather-related deaths and injury in the U.S. According to the National Severe Storms Laboratory, there are approximately 100 lightning-related deaths and over 1,000 injuries yearly. Risk is present whenever lightning can be seen or thunder can be heard. As soon as lightning is seen or thunder is heard, practice and competition should be suspended immediately.

The following guidelines are provided by the NFHS and VHSL.

Monitoring - Lightning will be monitored by the athletic director, administrators, athletic trainer, and officials.

Suspension and resumption of play - When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.

Thirty-minute rule - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.

Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.

## VHSL Heat Guidelines

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

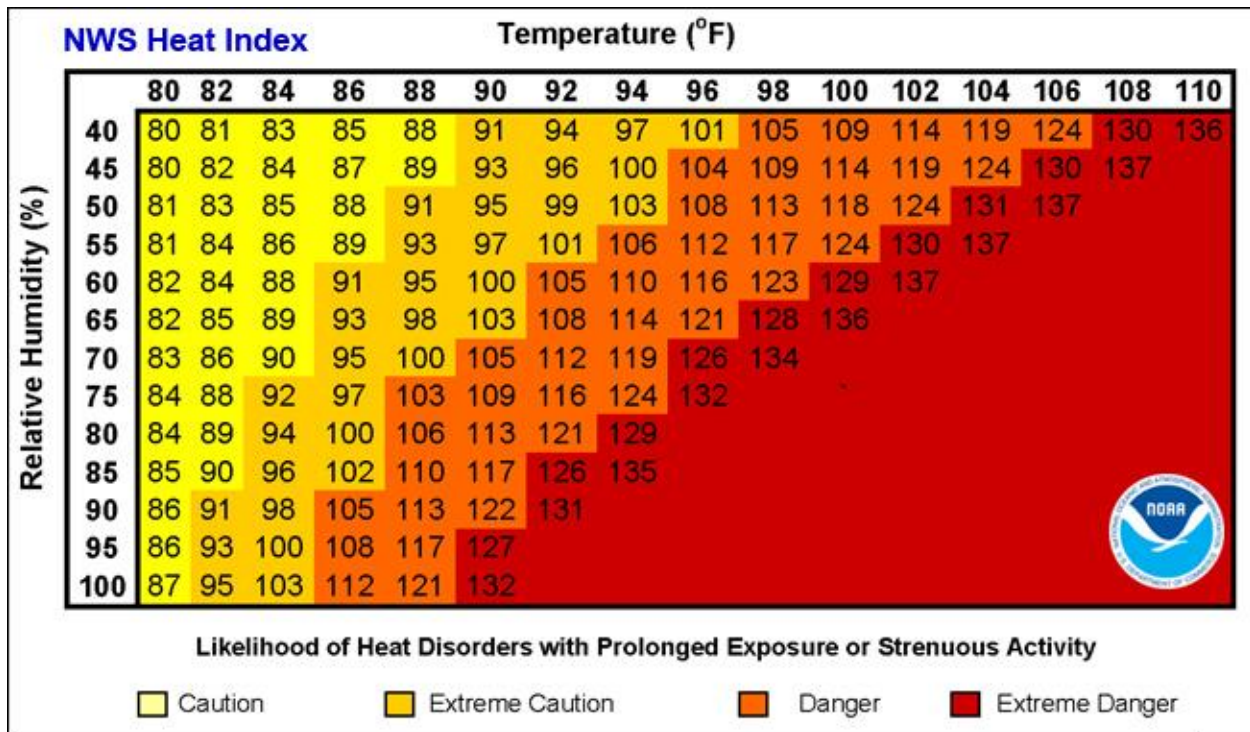
Recommendations:

1. Light colored, loose clothing is suggested during activity in hot weather.
2. Athletes are encouraged to wear sunscreen on exposed skin during hot, sunny conditions.
3. Adequate fluid supply should be readily available at all times during activity in hot weather.
4. Individuals poorly acclimatized, or poorly conditioned are at increased risk for heat related illness/injury and should be monitored closely or placed on a modified participation schedule.
5. Athletes having a pre-existing dehydrated state (recent fever or gastro-intestinal illness) or pre-existing heat injury are at a much higher risk for heat related illness/injury and should be monitored closely or placed on a modified participation schedule.
6. Medications including diuretics, antihistamines, beta blockers and anti-cholinergics increase the risk of heat illness/injury.
7. Overweight athletes are at increased risk for heat illness/injury and should be monitored closely.

Energy, ergogenic, and dietary supplements such as creatine may cause an increase in dehydration and heat-related illness and/or injury. Fluid replacement should be at a rate of 24 oz. for every pound of body weight lost after exercise.



## VHSL Heat Index Participation Recommendations



HUMITURE      VHSL RECOMMENDATION

105 and up:      No outside activities.

95 to 104:      No equipment (helmets, pads, etc.) be used during activity.

90 to 94:      Equipment removed as often as possible (during rest breaks, on sideline, etc.). Careful monitoring of all athletes for signs of heat illness.

Below 89:      Unrestricted access to water during all practices and competitions; breaks every 20 to 30 minutes.

**See the VHSL handout on Wet Bulb Temperature (WBT) and Wet Bulb Globe Temperature (WBGT) Participation Recommendations at <https://www.vhsl.org/sports-medicine/heat-hydration/>**