

Risk Management Plan – North Country Union High School

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Risk Management Plan – North Country Union High School

In America's current athletics culture, the proactive risk management role of high schools has never been more prominent. Legal disputes have become a part of everyday sport from the youngest of athletics teams to top professional programs. Athletics personnel such as, coaches, referees, and athletics directors have been targeted in lawsuits for being negligent and insufficiently carrying out their legal duties. Risk management entails taking an intrinsic look at an organization, recognizing areas of potential risk, and then developing strategies to reduce risk. North Country Union High School (NCUHS) will be the subject for this Risk Management Plan (RMP), which will analyze the risk management systems in place in their district and more specifically within their athletics programs. This RMP serves as means to highlight areas of strength and also to evaluate areas of weakness where a potential for legal action is evident. Through the dissection of NCUHS's policies and procedures, recommendations will be included in the RMP in order to aid the athletics department in ways to manage risk.

Chapter I

Organization Description

Overview of the Organization

North Country Union High School (NCUHS) is a regional school, encompassing 13 towns, in the northeast kingdom of Vermont. The student population totals around 1,200 covering grades 9-12. NCUHS is the only high school a part of the North Country Supervisory Union (NSCU). Unique to NCUHS is the North Country Career Center (NCCC), which offers trade programs and adult education. Additional information about NCUHS can be found on their website, <http://ncuhs.ncsuvt.org/>.

The NCUHS athletics department host a philosophy and set of common goals aimed to utilize the athletic experiences as tool in the total development of a student's education. The athletics department's philosophy and common goals and objectives can be seen in Appendix A.

Overview of Services Provided

NCUHS offers 18 varsity sports. Fall sports include boys' soccer, girls' soccer, football, field hockey, and cross-country running. The winter season hosts boys' basketball, girls' basketball, boys' ice hockey, girls' ice hockey, nordic skiing, and snowboarding teams. The spring season offers baseball, softball, boys' golf, girls' golf, track and field, boys' tennis, and girls' tennis. The school's football, field hockey, softball, and baseball programs currently have junior varsity teams. Soccer and basketball are the only programs with freshman and junior varsity teams. All other programs have one varsity team.

Overview of Clientele Served

NCUHS athletics programs are offered to the total student body, grades 9-12. Freshman teams are comprised solely of freshman students. Junior varsity teams can be made up of

students in grades 9-11 and varsity teams can host athletes from all four grades. There is a try-out process for all team sports at NCUHS and cuts are made.

Recommendation.

The athletics department does not require coaches to use athlete evaluation forms during the try-out process. These forms are important because they provide evidence supporting reasons for a student making the team or being cut. An athlete evaluation form should be mandatory to help safeguard the program from distraught parents of cut players.

Organizational Structure

The NCUHS athletics department is led by an athletics director and supported by an assistant athletics director who is also the schools full-time certified athletics trainer. Each program has a varsity coach and a junior varsity and freshman coach if applicable. Assistant coaches are left to the discretion of the head coach of each team, however only one paid assistant coaching position is available for each varsity team. Any other assistant coaches aid the team on a voluntary basis.

Recommendation.

Volunteers should possess the same coaching requirements needed by paid coaches. There is a risk for a program to be found negligent if a volunteer coach does not handle a situation in the manner trained coaches were instructed to through their certification process.

Financial Resources

The finances used to support the athletics programs at NCUHS are correlated with the overall school budget. Each program submits a finance proposal to the athletics director who then works with the schools administrative staff to properly budget the school's athletics programs into to total school budget. It is the coach's responsibility to file a request for purchase

order form based on the needs of their program. This form (Appendix B) is included in the NCUHS Coaches' Handbook. Football and ice hockey are the only programs with additional financial resources in the form of booster clubs. Football, ice hockey, and basketball also are the only programs requiring an admission fee for varsity events. Fundraising serves as a financial resource but is limited to the interest and organization of each program. Teams fundraising use it as an additional financial resource.

Recommendation.

There is some inequality present with regard to the role of booster clubs and admission fees. It is recommended the athletics department develops policies regarding the role of booster clubs. They cannot be limited to specific programs and must have the ability to be present within any program desiring to have one.

Chapter II

Personnel

Hiring Process

All available coaching jobs are displayed on schoolspring.com, the North Country Union High School (NCUHS) athletics webpage, and the North Country Supervisory Union (NCSU) webpage. The athletics director will review all applications and then conduct interviews with candidates. The interview process includes the athletics director and a coach from another team. The principle has the final say in the hiring process and makes his judgment based on the application or an additional meeting with the candidate. Once hired, the head coach is normally responsible for supplying their own assistant, junior varsity, and freshman coaches. They can use schoolspring.com and the athletics webpage to post a coaching job if they need help acquiring coaches for the program. The application and interview process is the same for support coaches.

Recommendation.

Active records must be kept of all applicants. The athletics direct should file all applications and corresponding details regarding the interview process.

Job Descriptions

Full job descriptions including key responsibilities, requirements, and duration are included on the schoolspring.com job posting. The athletics webpage directs people to contact the athletics director for more information.

Recommendation.

The athletics webpage should provide a link to schoolspring.com so interested parties can view the job description and apply online.

Evaluation and Discipline Process

The athletics director is responsible for carrying out the coaches' evaluation process. He meets with each head coach before and after the season. To help the evaluation process NCUHS incorporates postseason parent and athlete feedback forms, which can be found on the schools website. A coach's code of ethics is included in the coaches' handbook (Appendix C) which serves as a resource when undertaking the evaluation process. Head coaches are responsible for evaluating their support coaches and use the aid of the athletics director when necessary. Each coaching contract is one year, and based on the evaluation process coaches will either be invited back for the next season or relieved of their role as coach.

Recommendation.

Head coaches should be required to submit an evaluation of their support coaches to the athletics director. This is currently not necessary, but this type of documentation is critical to have on file.

Complaints

NCUHS has a thorough communication plan in place to deal with complaints. This plan is located on the athletics webpage for parents and players to view as well as in the coaches' handbook. Appendix D provides this plan to deal with complaints and the process communications should follow when dealing with parent or athlete concerns.

Recommendation.

There should always be a third party present when there is a meeting between a coach and player or coach and parent. This is a proactive measure to prevent legal issues revolving around allegations occurring in a one-on-one setting.

Training

The Vermont Principals Association (VPA) requires certain training before an individual is able to coach. Coaches must be First Aid & CPR certified, complete the National Federation Interscholastic Coaching Education Program, or an equivalent program approved by the VPA, and undergo a concussion training program. Coaches also must attend annual coaches meetings, held by the athletics director, to go over department policy.

Recommendation.

Again, it would be prudent of the athletics department to require volunteer coaches to undergo the same training as paid coaches.

Nondiscrimination Policy

NCSU provides a nondiscrimination statement on their website (<http://www.ncsuvt.org/>) declaring, "North Country Supervisory Union (NCSU) provides educational opportunities without regard to race, color, national origin, sex, disability, religion, sexual orientation, gender identity, marital/civil union status, or any other characteristic protected by Federal or State law. NCSU provides equal access to the Boy Scouts and other designated youth groups".

State and Federal Employment Laws

NCSU is responsible for details regarding state and federal employment laws. They communicate significant information to the administrative staff at NCUHS.

Post all Required Notices

There are two public places where notices are posted in the building. The teachers' lounge and administrative offices have bulletin boards for posting required notices. The athletics director's office is on the opposite side of the building and has no method of posing required notices.

Recommendation.

Because not all coaches are teachers, it would be helpful to have an athletics bulletin board near the athletics director's office, being most coaches are familiar with where the office is located. Some coaches may not know where the faculty lounge is.

Compliance with Immigration and Naturalization

The human resources department of the NCSU addresses the details regarding the compliance with immigration and naturalization. The NCSU website offers direction when looking to contact the appropriate staff.

Chapter III

Conduct of Activities

Proper Instruction

Part of the Vermont Principals Association (VPA) requirements for coaches is the completion of a coaching education program. This program introduces coaches to fundamental coaching techniques and provides them with resources to instruct properly. The athletics director also collects practice plans insuring coaches are thoroughly planning practices and focusing on proper instruction. These two methods support the proper instruction of student-athletes.

Warnings and Participation Forms

Located on the school's athletics page is a participation packet (Appendix E). This packet includes all of the necessary documentation required for a student's participation in a sport. The packet must be completed before a student is able to step onto the playing surface. The packet includes a press release form, parent permission to participate disclosure, insurance information form, code of conduct/training rules, a well-exam sports participation clearance form, pre-participation physical evaluation, and a concussion information acknowledgement sign off form. The VPA also outlines warnings corresponding with participation in sport, included in the coaches' handbook.

Mismatch Situation

A formal mismatch policy was not evident in the coaches' handbook or on the athletics webpage. The introductory coaching course required by the VPA touches on the dangers of mismatching players.

Recommendation.

A formal policy should be incorporated into the coaches' handbook reinforcing the need to match players appropriately. This information should also be covered during annual coaches meetings.

Transportation Policy

Student-athletes are required to travel on the transportation provided by the school. This policy is stated in the coaches' handbook. Union busses and bus drivers are used to transport teams. Athletes may seek alternative means of transportation only if their parent or legal guardian files a transportation consent and notification form (Appendix E), which must be signed off on by an administrator.

Recommendation.

Hiring a third party service to transport teams would decrease the liability on the part of NCSU.

Hazing Policy

Both NCUHS and the VPA have a zero tolerance hazing policy. These policies can be found in the coaches' handbook and in the participation packet (Appendix E) that must be completed before participation.

Rules

The VPA determines the rules and regulations all Vermont schools must follow in order to compete within the governing body. These rules and policies are available on the VPA website (www.vaponline.org) and in the coaches' handbook. NCUHS has rules in place athletes must abide by which are included in the code of conduct portion of the participation packet (Appendix E). The coaches' notebook also gives an overview of how to enforce the school rules

and what the consequences are for violating a rule. The athletics department rule's are developed by the athletics director with support from the principle. Coaches' also have the ability to enforce rules specific to their team. These may be standards not covered by the athletics department's guidelines but still of importance to the head coach.

Recommendation.

Coaches should be require to put any additional team rules in writing and submit them to the athletics director for review. If there is a conflict between a school rule and coach's rules the conflict must be fixed to provide consistency.

Chapter IV

General Supervisory Practices

Supervisory Plan

Coaches have the duty to develop a plan to adequately supervise their team. This means the head coaches communicate with assistant coaches informing them of their responsibilities and role throughout the season and on a daily basis. During sporting events it is the athletics director's job to devise a plan to supervise the event. This includes working with security personnel and support staff to schedule and plan the necessities of supervising the event.

Recommendation.

There are no supervisory duties listed in the coaches' handbook. This information should be included in the handbook and gone over in coaches meeting due to its importance, especially on away trips where there are more factors involved in the active supervision of players.

Management of Behavior

Coaches are responsible for the management of their athlete's behavior. They enforce the behavior expectations established by the athletics department. During home games, at least one North Country Union High School (NCUHS) administrator is required to be present at the event. They are responsible for supervising and monitoring the behavior of spectators.

Rules and Regulations for Supervisors

The rules and regulations for participants, spectators, and visitors are outlined in the Vermont Principals Association (VPA) Rules and Regulations document. Within this document is a sportsmanship handbook which provides suggestions for coaches, spectators, and players. This is included in the coaches' handbook. Before a game there is usually an announcement

outlining the desired behaviors by all parties at the event. It is the supervisor's job to enforce these rules and maintain a positive sporting environment.

Recommendation.

Some type of signage or pamphlet should be present at each sporting event to inform spectators of required behavior and consequences for breaking behavior policy. If spectators are unaware of the repercussions for violating a rule, there may be an issue when that action takes place.

Emergency Care

NCUHS is lucky enough to have a full time athletics trainer at the school every day. She is the main supervisor when dealing with medical emergencies. All coaches must be First Aid and CPR certified so they have the ability to provide immediate care. Radios are used to communicate between the trainer, onsite security, and administrator supervising the game. The coaches' handbook outlines an emergency plan (Appendix F) to aid coaches.

Protection of All

NCUHS employs a full time resource officers who works with school officials to maintain a safe athletics environment. For each home contest, the resource officer or a city police officer is present.

Plan for Succession

In the case of an unseen event causing a head coach to leave the program, the assistant coach would take over the role of head coach. If for some reason the assistant coach cannot take on the role, then the junior varsity coach would be asked to head the varsity program and the junior varsity and freshman team's would be combined and coached by the freshman coach. If

one of the programs only have a varsity team and is unable to fill the head coaching role, then all play must stop. Athletes are forbidden from playing without the supervision of a coach.

Recommendation.

Coaches should be required to submit a plan for their successor to follow, in the case of event causing them to leave the program. This plan would help the coaching transition and provide concrete documentation describing the functions of the program.

Chapter V

Facilities

Facility Description

North Country Union High School (NCUHS) is a brick building comprised of three wings connected with two corridors each. The athletics facilities include a hardwood gymnasium, weight room, boy's and girl's locker rooms, four teams rooms, baseball field, softball field, rubber track, four tennis courts, and three grass fields used for soccer and field hockey. The school's hockey teams travel to practice and play at the Jay Peak Resort Icehouse. The golf program uses Newport Country Club to compete. The snowboard team practices at Jay Peak and Burke Mountain. A cross-country ski course is constructed on the NCUHS campus during the winter. The athletics department has three large storage sheds, one storage closet inside, and a small athletics trainer room.

Pictures of the Facility and Facility Layout

See Appendix G.

Hazardous Conditions

There are a few causes for concern regarding NCUHS facilities. The first is a drainage system located on the junior varsity soccer field. The field slopes quickly in this area leading to a metal drainage cover. The drainage area is located on the outside of the playing field but there is potential for a player to go out of bounds and risk being injured by the slope or drain cover. Another area of concern is the road dividing the two soccer fields. As evident in Appendix G this road is very close to the sidelines of each field. During events both games are played at the same time and this area becomes crowded with spectators. In the past the road has been closed during events but now there are only cones alerting drivers to be conscious of pedestrians.

Recommendation.

The school needs to work with the city to either close the road completely during sporting events or provide a crossing guard at each end of the road. The soccer field with the drainage system on the out skirts of the field should make the field more narrow or provide some type of safety cover over the metal drainage gate.

Equipment

The athletics department continuously replaces equipment as it becomes in disrepair or unsafe. Each year coaches submit a request for new equipment as a part of the request for purchase order. The football program is required to refurbish their helmets each year and have them approved for safety by a national agency. In recent years the school has made major upgrades on its bleachers, track equipment, and soccer goals. Athletes are required to dress themselves with the proper sport specific equipment such as soccer cleats or hockey sticks. Uniforms, football pads, and training equipment is provided by the school.

Recommendation.

It is recommended that high jump and pole vault pads are stored away while not in use as they can be seen as an attractive nuisance. There is risk for injury for unsupervised people jumping on the mats.

Maintenance

Two full time maintenance workers provide the upkeep for the athletics facilities. They are responsible for the day to day operation of maintaining the playing surfaces, lining the fields, and performing simple repairs.

Recommendation.

Currently the athletics department does not use maintenance request forms. Coaches simply ask the staff to fix any problems they see. Maintenance request forms should be required in order to keep active records and to provide documentation of work completed and requested.

Security

Every door at NCUHS is locked except for one central entrance. Visitors must check in through the central entrance before being allowed in the building. The school uses a computerized Cyberkey II system to restrict doors from being open by certain personnel at specific times. A full time resource officer is in the school every day. Security cameras are located on the perimeter of the building and in the parking lots. The perimeter of the school's land is surrounded by fence, which encompasses the athletic fields.

Recommendation.

Security cameras should be extended to reach areas of the outdoor playing fields.

Health Hazards

North County Supervisory Union (NCSU) provides an environmental health policy on their website. This policy is adopted by the athletics director, athletics trainer, and coaches.

Recommendation.

Include the environmental health policy in the coaches' handbook.

Access Control

Access to all the buildings on the NCUHS campus is very strict. With the implementation of the Cyberkey II system the security manager of the school is able to allow or deny faculty and staff entrance to the building based on predetermined policies. For example, employees' keys are programmed to be able to unlock doors during school hours but during non-

school hours their keys will not work. The only way to gain entrance to the building during non-school hours is to submit a request that must be approved by the principle. Coaches also have to take this step into consideration when planning practices and arrangements before and after school.

ADA/OSHA

NCSU heads the management and maintenance of all NCUHS facilities regarding ADA and OSHA standards. State inspections occur to insure that NCUHS is meeting ADA and OSHA requirements. There is no inclusion of ADA or OSHA guidelines in the coaches' handbook or on the school webpage.

Recommendation.

NCSU should hold a meeting informing its athletics director and coaches of ADA and OSHA policies. These should also be included in the coaches' handbook.

Signage

Both the school and athletic facilities host sufficient signage. The baseball and softball fields post signage informing spectators where to stand to stay clear of foul balls. Each score board has the name of the field on it. The layout of the athletics fields is such that each field can be seen from the parking area so directional signs are not needed.

Chapter VI

Crisis Management and Emergency Action Plans

Personal Injuries of Participants, Spectators, Staff and Visitors

The onsite athletics trainer is responsible for the immediate care of any injured persons at a home sporting events or practices. Included in the coaches' handbook is an athletic injury emergency plan (Appendix F).

Staff Training

As required by the Vermont Principals Association (VPA) all coaches must be First Aid and CPR certified. This training must be renewed every two years.

Emergency Communications

The athletics department uses radios to communicate between coaches, the athletics trainer, and on site administrator. Emergency communication plans are outlined in the coaches' handbook (Appendix F).

Evacuation Procedures

Available on the North Country Supervisory Union's (NCSU) website are policies related to the evacuation procedures in place in the case of a fire, bomb threat, and other school crises, treats and disruptions. The union also has policies in place for chemical management and environmental health. A faculty handbook is available on the schools website covering how to manage emergency situations. Lock down, fire escape, and evacuation drills are carried out monthly at North Country Union High School (NCUHS). Evacuation details are posted throughout the gymnasium and school.

Recommendation.

It would be prudent of the athletics department to practice evacuation procedures during athletic practices.

Weather-Related Emergencies

Officials for outdoor sporting events manage the game in regard to weather emergencies. They follow the rules in place established by the VPA. They are responsible once a game has started to postpone or cancel it due to a weather related emergencies. The athletics director has the responsibility to insure the weather is appropriate for travel. If a weather emergency arises he will reschedule the game and keep the team off the road.

Recommendation.

Spectators should be informed of the evacuation plan in the case of weather emergencies for an outdoor event.

Dealing with Participants, Family Member of Victim, Lawyers, and the Media

All communication is directed through school and district administrators in relation to a crises or emergencies.

Recommendation.

Emergency communication plan with the media and lawyers should be included in the coaches' handbook and revisited as a part of the athletics department's annual meeting.

Chapter VII

Insurance Coverage

The business department of North Country Supervisory Union (NCSU) is responsible for the management of North County Union High School's (NCUHS) insurance coverage. This department deals with budgeting, human resources, benefits, legal issues, financial reporting, bid documents, contracts, audits, facilities, insurance, and financial planning. The NCSU supplements the athletics department with notices regarding insurance policies. Athletes are required to carry their own insurance in order to participate in a school organized sport. This information is included in the participation packet (Appendix E). Workers compensation is available for full-time employees who are injured as a result of their job. Insurance information is not covered in the NCUHS Coaches' Handbook or present on the high schools website without approval to access the information. Appendix H presents the insurance coverage for the school's work programs and internships through the North Country Career Center.

Appendix A

NCUHS Athletic Department Philosophy

- North Country Union High School recognizes the value athletic activities play in the total development of a student's education. Athletics are an **extension of the educational process**. Students learn from their participation in interscholastic athletics. **Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully** are an integral part of each in our athletic program. Athletics play an important role in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit, provides enjoyment and fun, and helps all students, spectators, and participants develop pride and unity in their school.

Common Goals and Objectives for the NCUHS Athletic Department

1. To develop students' sport specific knowledge base and increase students interest and enjoyment for sport through participation and healthy competition.
2. To bring about the realization in our students that participation and competition is a privilege that carries definite responsibilities.
3. To have students recognize the role that they play in establishing connections to youth athletes and the value of giving back through community service activities.
4. To represent NCUHS in a manner that brings respect for the school.
5. To foster personal development, self-esteem, and for the individual student athlete.
6. To develop a healthy attitude toward competition and opponents, realizing that everyone strives to give their best efforts to emerge victorious.
7. To allow as many individuals as possible the opportunity to participate in an activity while recognizing that some activities and sports are competitive situations where some excel, some succeed, and some will fail; but all can benefit merely by participating.
8. To learn life skills such as discipline, communication, teamwork, etc. that can be of relevance to the student athlete outside of sport.

Appendix C

Coaches Code of Ethics National Federation Interscholastic Coaches Association

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated with individual respect the student athlete's welfare should be of the uppermost importance at all times.

The following guidelines for coaches have been adopted by the NFICA Board of Directors.

- **The coach** should be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students-athletes, officials, athletic directors, school administrators, the high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- **The coach** shall avoid the use of tobacco, alcohol and all other drugs when in contact with players. This also includes out of school functions.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. Not only the team the person coaches.
- **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep clubs sponsors, boosters and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- **The coach** shall not exert pressure on faculty members to give student-athletes special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Appendix D

COMMUNICATION OF ATHLETIC CONCERNS PLAN:

Good communication is critical in athletic situations. A communication plan is in place to assist and to improve communication between parents, coaches and administrators, ultimately for the benefit of the student athlete. Involvement in athletics and activities will allow the students to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go their way or they disagree with a coach. It is important that students and parents realize these difficult situations are as much a part of the learning experience as are the good times. The coaches work hard to do the best they can for all of their athletes, and we ask the students and parents to respect the fact that their decisions are often extremely difficult, and are made based on factors of which students and parents may not be aware. ***The student, not the parent, is strongly encouraged to talk to the coach about any issues or problems that arise during the season.*** This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility.

It is recognized that situations may arise where parents find it necessary to raise a concern with a coach, and it is imperative the parent(s) adhere to the following communication guidelines:

Appropriate Concerns to discuss with coaches:

- 1) The treatment of your child, mentally and physically
- 2) Ways the parent can help the child improve
- 3) Concerns about your child's behavior

Issues not appropriate to discuss with coaches:

- 1) Playing Time
- 2) Play Calling
- 3) Team Strategy
- 4) Other student-athletes

Protocol for registering concerns:

- 1) **Encourage Student** to express their concerns to the coach.
- 2) **Contact the coach after the student and coach have met and if student and coach can not resolve issue.** If you cannot make contact, call the Athletic Director and a meeting will be set up for you.
- 3) If the meeting does not provide satisfactory resolution, call to set up an appointment with the Athletic Director and Coach.

DO NOT ATTEMPT TO CONFRONT A COACH BEFORE, DURING OR AFTER A PRACTICE OR CONTEST. THESE CAN BE EMOTIONAL TIMES FOR BOTH PARTIES. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.

Appendix E



NCUHS Athletic Department Participation Packet



Prior to participating in sports, the following forms and a physical exam must be completed and on file in the health office.

1. Press release and Parent Permission to Participate
 2. Insurance information
 3. Code of Conduct/Training rules
 4. A Well Exam- Sports Participation Clearance Form *completed by physician every 12 months.*
 5. Pre-participation Physical Evaluation- *Must be completed and taken to well exam visit.*
 6. Concussions Information Acknowledgement sign off
- All forms must be completely filled out by the player and parents / guardian and returned to the NCUHS Health Office before any participation can begin.

2014 – 2015 Sports Dates	
Fall	
Football	August 11
All other Fall Sports	August 14
Winter	
Ice Hockey	November 17
All other Winter Sports	December 1
Spring	
Baseball pitchers and catchers	March 16
All other Spring Sports	March 23

**NORTH COUNTRY UNION HIGH SCHOOL
PERMISSION FOR PRESS RELEASE &
SPORTS PARTICIPATION INSURANCE INFORMATION**

Directory Information/Press Release:

I/We give our permission for North Country Union High School to release "Directory Information" concerning our child, including individual statistics to the general public through the media via radio, newspapers, TV, Internet, and game programs.

Player's Signature _____

Parent's/Guardian's Signature _____ **Date** _____

Parent/Guardian's Permission for Participation in Sports:

I/We give our permission for _____ to participate in organized high school athletics, realizing that such activity involves the potential for injury, which is inherent in all sports. I/We acknowledge that even with best coaching, use of the most advanced protective equipment and strict observance of the rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, and/or death.

In the event of an injury or an illness and we, the parents, cannot be contacted I give permission to the school to allow the coach or staff member to make the decision as to the care and transportation of my child to the necessary emergency facility. I certify that he/she is covered by health insurance as listed below.

I/We acknowledge that I/We have read and understand the above information and warning.

Player's Signature _____

Parent's/Guardian's Signature _____ **Date** _____

NORTH COUNTRY UNION HIGH SCHOOL
PERMISSION FOR PRESS RELEASE &
SPORTS PARTICIPATION INSURANCE INFORMATION

All students participating in sports must be insured.

The following options are available:

1. My son/daughter is covered under our own insurance policy:

_____	_____
Name of Company	Policy Number

OR

2. **Commercial Travelers Mutual Insurance** is available for those who do not have insurance coverage or would like additional coverage due to a high deductible with their existing insurance company.

If you wish to purchase the Commercial Travelers Mutual Insurance (**Richard J. Horan Agency**) the Enrollment forms with a complete explanation of the Student Insurance Plans, can be obtained in the NCUHS Health Office.

Payment for the purchase of this coverage must be included with this form.

Football levels of participation fluctuate throughout the season. Therefore it is strongly recommended you purchase the "Football only" package to afford your student athlete full coverage while playing football.

NOTE: The football plan does not include other sports, school time or 24-hour coverage.
It covers injuries incurred only during football activities.



NCUHS ATHLETIC CODE OF CONDUCT



It is the strong belief that representing North Country Union High School on an athletic team is an honor and a privilege not a right. **Any NCUHS athlete who chooses to participate in any sport will be required to abide by the Code of Conduct guidelines outlined in the Student Handbook.**

The following requirements will be adhered to by all athletes:

1. **Alcohol, Drugs, and Tobacco:** Student-athletes should be aware that if they are present at any function where drugs and/or alcohol are being used, they should leave immediately. The use or possession of Alcohol, Drugs, or Tobacco, shall result in immediate dismissal from the team for the remainder of the season in addition to any penalties accessed through the criminal justice system and/or school board policy.

2. **Stealing or vandalism** incidents committed at school or a school activity shall result in restitution and immediate dismissal from the team for the remainder of the season in addition to any penalties accessed through the criminal justice system and/or school board policy. For the purposes of this provision, a person who buys receives, or aids in the concealment of stolen property shall be subject to the penalties herein.

3. **Behavior;** Athletes shall represent North Country Union High School in a responsible and appropriate manner at all times. Examples of inappropriate behavior include but are not limited to, inappropriate language, derogatory remarks to an official, an opponent, coach or teammate, or any acts that are in the discretion of the coach, detrimental to the best interest of the team or North Country Union High School. An athlete may be **benched** and/or **suspended** for any incident at the discretion of the coach, **or dismissed** from the team based upon the severity of the inappropriate behavior after a hearing before the Athletic Director.

4. **Attendance:** Athletes are expected to be in school on time on days of practice and games. The only exceptions are absences or tardies excused by the administration. Athletes are not allowed to sign-out of school unless approved by an administrator. Students tardy to school or who leave campus without Administrative permission will NOT be allowed to participate in any athletic activity that day.

Students suspended out of school will not be allowed to participate in any athletic activities

5. **Academic Eligibility:** To be academically eligible an athlete must maintain a minimum quarterly GPA of a 1.7 or a quarterly numerical average of 70 and have no more than one failing grade. **Fall eligibility** is based on an athlete's 4th quarter grades of the previous year (eligibility may be attained by attending summer school.) **Winter eligibility** depends on 2nd and 3rd quarter grades and **spring eligibility** depends on 3rd and 4th quarter grades. Athletes have 5 days to appeal from issue date of report card.



NCUHS ATHLETIC CODE OF CONDUCT



6. Bullying, Harassment, and Hazing will not be tolerated. See attached for district policy.

DISMISSAL FROM THE TEAM

An athlete shall be immediately dismissed from a team if he/she: Violates provisions #1 & #2 of the Athletic Code of Conduct.

An athlete may be dismissed from a team if he/she: Violates provisions # 3 or #4 of the Athletic Code of Conduct.

An athlete may be dismissed from a team if he/she: Does not maintain minimum academic standards.

SUSPENSION FROM A TEAM

A team member may be suspended from a team if he/she:

1. Is in violation of #3 or #4 of the Athletic Code of Conduct.
2. If the coach believes the athlete's behavior is in conflict with the philosophy and objectives of the Athletic Handbook.

Before the athlete's dismissal or suspension, the Athletic Director will conduct a hearing with appropriate personnel. The Athletic Director's decision may be appealed to the principal. During the appeal process, the athlete will not participate in practices or games.

.....

I have read and understand the Athletes' Code of Conduct and consequences of violating these rules outlined in the Student Handbook.

Name (PRINTED) of Athlete:

Signature of Athlete:

Grade:

Date:

Name (PRINTED) of Parent:

Signature of Parent:

*List ALL sports you plan to play this year:



NCUHS ATHLETIC CODE OF CONDUCT



Bullying, Harassment and Hazing policy

F.49 ANTI BULLYING POLICY

Purpose

The North Country Supervisory Union District (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. Bullying has no place in our schools and no Vermont student should feel threatened while enrolled in a school of North Country Supervisory Union. This policy addresses incident(s) of student on student conduct that constitute bullying as defined in this policy that (1) occur during the school day on school property, on a school bus or at a school-sponsored activity, or before or after the school day on a school bus or a school-sponsored activity OR (2) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access education programs. This policy is designed to comply with the requirements of 16 V.S.A. § 570c.

II. Definitions

A. Bullying: Bullying is dangerous and disrespectful behaviors defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

Is repeated over time;

Is intended to ridicule, humiliate, or intimidate the student; and

(i) Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity.

(ii) Does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.



NCUHS ATHLETIC CODE OF CONDUCT



III. Procedure for Reporting and Responding to Reports of Bullying

Reporting Bullying Incidents

Student Reporting: Any student who believes that s/he has been a **victim of bullying** - or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute **bullying**, should promptly report the conduct to a designated employee or any other school employee.

School employee reporting: Any school employee who witnesses' conduct that s/he reasonably believes might constitute **bullying** shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute **bullying** shall immediately report the information to a designated employee.

IV. Consequences for Violations of This Policy

Discipline/Remediation

If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the **bullying** and prevent any reoccurrence of **bullying**.

To that end violators of the bullying policy shall - based on a consideration of the relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student's overall disciplinary history - be subject to potential discipline and/or remedial action:

Awareness/Education/Counseling;

Acts of restitution;

In school suspension;

Out of school suspension;

Expulsion

B. Alternative Dispute Resolution

At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative



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dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

F.23: POLICY ON PREVENTION OF HARASSMENT OF STUDENTS

I. Purposes

The North Country Supervisory Union is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on the school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Inappropriate use of electronic devices will not be tolerated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the North Country Supervisory Union to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually, each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the North Country Supervisory Union that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

It is the intent of the North Country Supervisory Union to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the



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educational learning process and/or access to educational resources, or create a hostile learning environment.

The North Country Supervisory Union shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

II. Definitions

A. "**Harassment**" means an incident or incidents of verbal, written, visual, or physical conduct including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

(i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or

(ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student

Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs,



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comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

III. Reporting Student Harassment

A. Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee.

Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

C. Other reporting: Any other person who witness conduct that s/he reasonably believes might constitutes student harassment under this policy should promptly report the conduct to a designated employee.

F.39 HAZING

Policy

It is the policy of the North Country Supervisory Union that all its schools provide safe, orderly, civil and positive learning environments. Hazing has



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no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or

Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or

Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or

Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the School Board of the District and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

Organization means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.

Pledging means any action or activity related to becoming a member of an organization.



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Principal means the Principal of a school or the director of a technical center or any person

Student means any person who: (1) is enrolled in any school or program operated by the District, (2) has been accepted for admission into any school or program operated by the District, or (3) intends to enroll in any school or program operated by the District during any of its regular sessions after an official academic break.

Preparticipation Physical Evaluation

HISTORY FORM

DATE OF EXAM _____

Name _____ Sex _____ Age _____ Date of birth _____
 Grade _____ School _____ Sport(s) _____
 Address _____ Phone _____
 Personal physician _____
In case of emergency, contact
 Name _____ Relationship _____ Phone (H) _____ (W) _____

Explain "Yes" answers below.
 Circle questions you don't know the answers to.

- | | Yes | No | | Yes | No |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason? | <input type="checkbox"/> | <input type="checkbox"/> | 24. Do you cough, wheeze, or have difficulty breathing during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have an ongoing medical condition (like diabetes or asthma)? | <input type="checkbox"/> | <input type="checkbox"/> | 25. Is there anyone in your family who has asthma? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you currently taking any prescription or nonprescription (over-the-counter) medicines or pills? | <input type="checkbox"/> | <input type="checkbox"/> | 26. Have you ever used an inhaler or taken asthma medicine? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have allergies to medicines, pollens, foods, or stinging insects? | <input type="checkbox"/> | <input type="checkbox"/> | 27. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever passed out or nearly passed out DURING exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 28. Have you had infectious mononucleosis (mono) within the last month? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever passed out or nearly passed out AFTER exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 29. Do you have any rashes, pressure sores, or other skin problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever had discomfort, pain, or pressure in your chest during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 30. Have you had a herpes skin infection? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does your heart race or skip beats during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | 31. Have you ever had a head injury or concussion? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has a doctor ever told you that you have (check all that apply):
<input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur
<input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection | | | 32. Have you been hit in the head and been confused or lost your memory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Has a doctor ever ordered a test for your heart? (for example, ECG, echocardiogram) | <input type="checkbox"/> | <input type="checkbox"/> | 33. Have you ever had a seizure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has anyone in your family died for no apparent reason? | <input type="checkbox"/> | <input type="checkbox"/> | 34. Do you have headaches with exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does anyone in your family have a heart problem? | <input type="checkbox"/> | <input type="checkbox"/> | 35. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has any family member or relative died of heart problems or of sudden death before age 50? | <input type="checkbox"/> | <input type="checkbox"/> | 36. Have you ever been unable to move your arms or legs after being hit or falling? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Does anyone in your family have Marfan syndrome? | <input type="checkbox"/> | <input type="checkbox"/> | 37. When exercising in the heat, do you have severe muscle cramps or become ill? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever spent the night in a hospital? | <input type="checkbox"/> | <input type="checkbox"/> | 38. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you ever had surgery? | <input type="checkbox"/> | <input type="checkbox"/> | 39. Have you had any problems with your eyes or vision? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have you ever had an injury, like a sprain, muscle or ligament tear or tendonitis, that caused you to miss a practice or game? If yes, circle affected area below: | <input type="checkbox"/> | <input type="checkbox"/> | 40. Do you wear glasses or contact lenses? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you had any broken or fractured bones, or dislocated joints? If yes, circle below: | <input type="checkbox"/> | <input type="checkbox"/> | 41. Do you wear protective eyewear, such as goggles or a face shield? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? If yes, circle below: | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are you happy with your weight? | <input type="checkbox"/> | <input type="checkbox"/> |

FEMALES ONLY

47. Have you ever had a menstrual period?
48. How old were you when you had your first menstrual period? _____
49. How many periods have you had in the last year? _____

Head	Neck	Shoulder	Upper arm	Elbow	Forearm	Hand/fingers	Chest
Upper back	Lower back	Hip	Thigh	Knee	Calf/shin	Ankle	Foot/toes

20. Have you ever had a stress fracture?
21. Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability?
22. Do you regularly use a brace or assistive device?
23. Has a doctor ever told you that you have asthma or allergies?

Explain "Yes" answers here:

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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NCUHS
Well Exam – Sports Participation Clearance Form

Student's Name _____

Age _____ Date of Birth _____ Grade _____

This Athlete is:

Cleared without restrictions

Cleared with restrictions

Not cleared for:

All sports

Certain sports: _____

Reason: -

Relevant Medical Information for Coaches and Athletic Department:

Allergies: _____ . EpiPen Necessary No Yes

Asthma: No Yes Emergency Medications:

Diabetes: No Yes Emergency Medications:

Seizure Disorder: No Yes Emergency Medications:

Well Exam using ICD-9-CM:

99383 or 99393

99384 or 99394

99385 or 99395

5-11 years

12-17 years

18-39 years

Note: Clearance form is not valid unless one of these Well Exam codes is checked by clinician

Comments:

Name of Clinician: (print/type) _____ . Phone # _____

Signature of Clinician _____ Date of Exam: _____

North Country Union High School Falcon Athletic Department

Athletic Director-Ian M Dinzeo

North Country Union High School

Newport, VT 05855

(802) 334-7921 ext. 3025

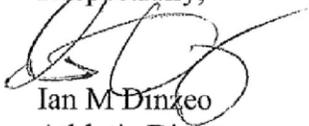
Wednesday, July 30, 2014

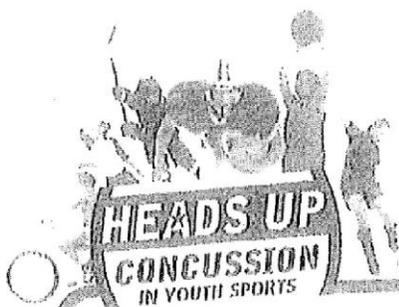
To: All NCUHS athletes and their parents

Please note; the Vermont Legislature has enacted mandates regarding concussions in athletic participation. Part of the statute requires NCUHS supply an informational packet regarding concussions. Another part of the statute requires NCUHS receive a signed acknowledgement by both the parent/guardian and the student-athlete received and read the included information regarding concussions.

This signed form must be received before any athletic participation is allowed.

Respectfully,


Ian M Dinzeo
Athletic Director
North Country Union High School
Newport, VT 05855
(802) 334-7921 x3025
ian.dinzeo@ncsuvt.org



WHAT YOU NEED TO KNOW AS A PARENT

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

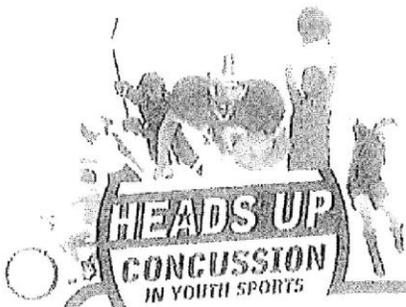
Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon while the brain is still healing - risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It's better to miss one game than the whole season.



A 100% sport for ATHLETES

WHAT IS A CONCUSSION?

- A concussion is a brain injury that:
 - Is caused by a bump or blow to the head
 - Can change the way your brain normally works
 - Can occur during practices or games in any sport
 - Can happen even if you haven't been knocked out
 - Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

Get a medical check up. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- The right equipment for the game, position, or activity
- Worn correctly and fit well
- Used every time you play

It's better to miss one game than the whole season.

Gradual Return to Play Following a Concussive Injury

- This return to play plan should start only when you have been without any symptoms for 24 hours.
- It is important to wait for 24 hours between steps because symptoms may develop several hours after completing a step.
- Do not take any pain medications while moving through this plan (no ibuprofen, aspirin, Aleve, or Tylenol).
- Make a follow up appointment with your provider if symptoms develop during this progression.
- Intensity levels: 1 = very easy; 10 = very hard.

Step 1: Aerobic conditioning - Walking, swimming, or stationary cycling.

- Intensity: 4 out of 10.
- Duration: no more than 30 minutes.
- If symptoms return, wait until you are symptom free for 24 hours then repeat Step 1.
- No symptoms for 24 hours, move to Step 2.

Step 2: Sports specific drills – skating drills in hockey, running drills in soccer/basketball.

- Intensity: 5 or 6 out of 10.
- Duration: no more than 60 minutes.
- No head impact activities. No scrimmages/potential for contact.
- If symptoms return, wait until you are symptom free for 24 hours then repeat Step 1.
- No symptoms for 24 hours, move to Step 3.

Step 3: Non-contact training drills – include more complex training drills (passing in soccer/ice hockey/basketball, Running specific pattern plays, etc).

- No head contact, or potential for body impact.
- OK to begin resistance training.
- Intensity: 7 out of 10.
- Duration: no more than 90 minutes.
- If symptoms return, wait until you are symptom free for 24 hours then repeat Step 2.
- No symptoms for 24 hours, move to Step 4.

Step 4: Full contact practice.

- Only after medical clearance!
- No intensity/duration restrictions.
- If symptoms return, wait until you are symptom free for 24 hours and repeat Step 3.
- No symptoms for 24 hours, move to Step 5

Step 5: Full clearance for return to play.



NCUHS Athletic Department
 Acknowledgement of Receipt and Reading of Information Regarding Concussions
 Pursuant to 16 VSA 1431



Acknowledgement of Receipt and Reading of Information
 Regarding Concussions Pursuant to
 16 VSA 1431

I _____ the parent/guardian of _____
 (Please print parent guardian name) (Print Student-athlete name)

hereby acknowledge that we have received and read the information in a packet provided by North Country Union High School regarding the nature and risks of concussions and other head injuries, the risks of premature participation in athletic activities after receiving a concussion or other head injury, the importance of obtaining a medical evaluation of a suspected concussion or other head injury and receiving treatment when necessary. We further acknowledge that North Country Union High School reserves the right to make all final determinations on return to play after medical clearance is received.

Date: _____

 Parent/Guardian signature

 Student signature



North Country Union High School Falcon Athletic Department



North Country Union High School Transportation Consent and Notification Form

I/We, _____ give permission for our
daughter/son _____ to be transported by private vehicle.

North Country Union High School District does not investigate or make any representations regarding the suitability of driving record of any operator of a private vehicle.

Event: _____

Date: _____

Time: _____

Driver: _____

Parent Signature _____ Date _____

Administrator Signature _____ Date _____

NOTES: _____

Appendix F

Athletic Injury Emergency Plan

Home Event Emergencies

1. **If the Athletic Trainer, when present,** will be notified by the coach or designee. The Trainer will have the responsibility of administering to all injuries and making proper recommendations.

2. **If the Athletic Trainer is NOT present** the coach will assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injured athletes to the proper medical personnel.
 - **No member of the coaching staff should exceed his/her capability or scope of responsibility. When there is any question as to the extent, seriousness or nature of the injury, seek professional medical help immediately.**

3. The Emergency Squad should be called for all Emergencies:
 - **The coach** should stay with the injured athlete and will send someone else to call the Emergency Squad.

Examples

- Unconscious athlete or coach
- An athlete who is having difficulty breathing (an asthma attack that lasts more than 3 min.)
- Profuse bleeding
- Possible back or neck injury
- Possible fracture
- Loss of sensory/motor nerve function
- Etc...*error on the side of safety*

Person calling the ambulance should go to the nearest phone (cell phone) and provide the following information:

- Their name
 - The school
 - The nature of the injury
 - The location of the injured athlete
 - Stay on the phone until the dispatcher hangs up
4. The person calling the ambulance should check back with the coach or Trainer to let them know the ambulance has been activated

5. If the parents are not present, a member of the coaching staff should go to the hospital with the injured athlete...The *Emergency Treatment Card* must go with the injured athlete.
6. The coach or trainer must *notify the injured athlete's parents immediately*.
7. An accident report must be filed to the NCUHS Health office within 48 hours.

Away Event Emergencies

8. Check with coach or athletic director as to accessibility of an Athletic Trainer or medical staff on site. If there is no staff on site the coach will follow the at home protocol.
9. Always carry the team's *Emergency Treatment Cards* in your med-kit.

Individual Team Emergency Plans

Each team may have unique situations...be prepared.

Prepare an Emergency Plan and file with the Athletic Director

- Always have your med-kit at practices and games
- Always carry your team's Emergency Medical Treatment Cards
- Determine **who** will stay with the athlete and who will make the call.
- Designate someone to be with the team...usually best to move the team away from serious situations
- Fall and spring coaches; know where you will move your team if a sudden lightning storm strikes.
- Rehearse your plan with your team.
- If a coach is injured, determine the protocol.
- Know where the nearest phone is (cell phone.)

Appendix G

NCUHS Satellite Image



Appendix H



October 8, 2014

To: North Country Supervisory Union

From: Tim Vincent, Vermont School Boards Insurance Trust

Subject: Coverage for School to Work Programs

Dear VSBIT Member:

Recently we have had a number of inquiries regarding the Multi-Line Program's coverage for School to Work and similar programs. I hope following information helps clarify our position regarding these important initiatives.

1. The Program's General Liability policy provides medical payments coverage, up to \$25,000, for students while participating in a supervised apprenticeship, work-study program, field work experience, or internship program in fulfillment of requirements of his or her educational program.
2. In addition, our Program extends liability coverage to students by amending the "who is a member" definition to include the following:
"Any student while participating in a supervised apprenticeship, work-study program, field work experience, or internship program in fulfillment of requirements of his or her educational program, but only while acting within the scope of their duties or obligations in such supervised apprenticeship, work-study program, field work experience, or internship program."
3. VSBIT also carries Catastrophic Accidental Medical Coverage with a \$5,000,000 limit and a \$25,000 deductible. The policy will respond for accidental injuries to a student participating in a school sponsored activity on or off school premises. The policy will pay for covered medical expenses above the \$25,000 deductible and any other collectible insurance or similar benefit program available to the student.

Regards,

Timothy Vincent

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