

Charlottesville High School

STUDENT ACTIVITIES

HANDBOOK



2025 - 2026

VHSL Activities

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The Charlottesville High School Student Activities Handbook

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

Charlottesville City Schools Administrative Organization

The Charlottesville City School Board is the ruling agency for Charlottesville High School. The School Board is responsible for interpreting the needs of the schools and developing and implementing policies and regulations in accordance with state and local statutes.

Dr. Royal Gurley, the Superintendent of Schools, is responsible for the administration of the City schools according to adopted policies, rules, and regulations.

Justin Malone, Charlottesville High School principal, is the official representative of the school and is directly responsible for the conduct of the athletic affairs at Charlottesville High School. The principal is the official representative of the school in matters dealing with the Jefferson District, Region 4D, and the Virginia High School League, Inc.

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

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

Varsity assistant, junior varsity, and 9th grade coaches are directly responsible to the head varsity coach and perform duties outlined by the head varsity coach. Many of the responsibilities of a head varsity coach are applicable to assistant and junior varsity coaches, as they are an extension of the head varsity coach in the implementation of their respective sports programs.

Code of Parent Conduct

Parents have the right to understand what expectations are placed on their student athlete when they become involved in our program. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

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

Communication expected from parents:

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

Appropriate concerns parents should discuss with the coach:

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

Issues NOT appropriate for parents to discuss with the coach:

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

There are situations that may require a conference between the coach and the parent. If a meeting is necessary, the following procedure should be followed:

- 1) The parent should contact the coach, express their interest in a meeting, and pick a mutually agreeable time to discuss the issue.
 - a. These can be emotional times for both the parent and the coach and we ask that there be a period of 24 hours if there is an incident that requires a meeting. This will allow all parties involved time to address the issue properly.
- 2) If a conference among the Director of Student Activities, coach, and parent is still necessary after the coach and parent have met, the following procedure should be used to help resolve any concerns:
 1. Call to set up an appointment.
 2. The Charlottesville High School telephone number is 245-2410.
 3. The Director of Student Activities's phone number is 245-2621.

Code of Student Conduct

- 1) The athletic department expects student athletes to adhere to all school rules while in and out of competition seasons. The athletic department will use all resources available to identify the needs of our students and positively support them in our quest for academic excellence.

- a. **If a student is identified with unacceptable behavior in school, she/he will be identified and targeted for appropriate behavior intervention in the class in question.**

- i. If the problem persists, there will be a meeting of teachers, parents, coaches and administration where further corrective action will be agreed upon.

- ii. Persistent inappropriate behavior in school can result in the removal of the student from school activities.

- b. **Consistent with VHSL rule 28-1-1 (2), any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his/her school, is not considered in good standing.**

- i. Suspension includes In School Behavior Intervention (ISBI).

- c. **Student-athletes are expected to conduct themselves as ambassadors of the Charlottesville City Schools and to behave with this standard in mind.** Students who show appropriate behavior will not only benefit themselves, but also the school system and the perceptions of our school in the community

- d. **Attendance is expected every day in every class.** Students must be present for 50% of the academic day to be able to participate in school activities.

- e. Legal Misconduct

The admission of facts involving student misconduct, whether on campus or off campus, which constitutes a criminal offense or conviction of a criminal offense, either felony or misdemeanor (excluding minor traffic violations) may result in suspension from athletic or other extracurricular activities for a period of time to be determined by the principal/designee after investigation and consultation with the Division Superintendent/designee.

- i. Disciplinary action may result in denial of participation in athletic competition or other extracurricular events.

- ii. Students who have received out-of-school suspension shall be prohibited from participation in all athletics or other extracurricular or interscholastic practices, events, activities or competitions for the duration of such out-of-school suspension.

- f. Alcohol, Drugs and Tobacco

No student involved in a sport or other extracurricular program shall knowingly possess, distribute, transmit or be under the influence of alcohol, performance enhancing drugs, inhalants, tobacco products, devices or controlled substances of any kind (except as prescribed by a medical professional or as otherwise authorized by this regulation) during the athletic season or other extracurricular program.

- i. The unauthorized possession distribution, transmittal or being under the influence of alcohol, performance enhancing drugs, inhalants, tobacco products, devices or controlled substances of any kind (except as prescribed by a medical professional) by a student during the athletic season or other extracurricular program will subject the student to team/program consequences (in addition to any school disciplinary and/or other applicable sanctions).

- 2) **Academic achievement is an uncompromised expectation for CHS students. Thus, daily attendance, punctuality, and academic accomplishment will be the centerpiece of CHS athletes.**
 - a. Consistent with VHSL rule 28-4-1, students will be required to pass at least five classes in the previous semester to be academically eligible.
 - b. *If a student receives a grade below a C in a class or has excessive absences in a class, she/he will be identified and targeted for appropriate remediation in the content area in question.*
 - i. If the problem persists, there may be further corrective action that will be taken.
- 3) **Sportsmanship is a trademark of CHS athletics.** Any athlete, coach, parent, or spectator in violation of VHSL rule 27-13-1 will be subject to disciplinary action by the school.
 - a. Flagrant violations of this rule, including physical altercations and other violations that result in ejections per VHSL rules, may result in dismissal from CHS athletic teams and events as deemed appropriate by the CHS athletic department and administration.
 - b. Our goal is that members of the CHS athletic community will be modest in victory and gracious in defeat.

Duties and Responsibilities of the Director of Student Activities

- 1) Be responsible for the supervision of all VHSL interscholastic programs.
- 2) Secure facilities following all athletic events.
- 3) Provide for the efficient handling of all athletic funds with such safeguards as annual budgets, audits, and proper bookkeeping.
- 4) Obtain bids and make purchases for athletic equipment consistent with the division's procurement procedures.
- 5) Supervise ticket sales, part-time workers, officials, security personnel, and financial expenses for home athletic contests.
- 6) Submit stipends for coaches, sponsors, and support personnel.
- 7) Provide adequate safety provisions in all sports for both participants and spectators and provide a periodic check of all facilities for safety and suitability.
- 8) Provide adequate facilities for visiting teams.
- 9) Be responsible for the maintenance of buildings and grounds in the athletic areas.
- 10) Develop effective relations with outside groups, such as booster associations and others.
- 11) Represent the school at athletic meetings—VHSL, district, region, state, and athletic conferences and workshops.
- 12) Review the master eligibility lists (MEL's) of all interscholastic programs to provide compliance with VHSL eligibility standards.
- 13) Arrange all varsity, junior varsity, and 9th grade team schedules and publicize dates, site, and time of contests.
- 14) Make the necessary arrangements for transporting participants to scheduled athletic events.
- 15) Maintain a system of inventory and accounting for equipment for all sports.

- 16) Establish school rules and policies governing athletic contests in cooperation with the principal and coaching staff members.
- 17) Work cooperatively with the principal to ensure that the coaches of all interscholastic teams know their described duties and responsibilities.
- 18) Assist the principal in recruiting and staffing athletic positions.
- 19) Conduct staff meetings on a regular basis to review policies and procedures.
- 20) Be responsible for evaluating the head and assistant coaching staff.
- 21) Insist that the success of the program be judged on the merits it offers for participants—values of being a team, discipline, cooperation, responsibility, and good sportsmanship.
- 22) Ensure that the ideals of good sportsmanship are practiced at all athletic events.
- 23) Plan for seasonal award banquets.
- 24) Work with the school custodial staff and maintenance staff to provide appropriate coverage for all events.
- 25) Coordinate and supervise fund raising activities for athletic teams.
- 26) Establish a positive means of communicating to parents in the event of game and practice cancellations, and rescheduled dates.
- 27) Be responsible for other duties assigned by the school principal.

Duties and Responsibilities of the Athletic Trainer

The duties and responsibilities of the athletic trainer are as follows:

- 1) Be responsible to and follow the directions and recommendations of the referring physician for the care, treatment, and rehabilitation of all interscholastic participants.
- 2) Aid the Director of Student Activities in providing adequate safety provisions for participants.
- 3) Work cooperatively with the Director of Student Activities and the school administration to carry out school athletic policies.
- 4) Conform to the Virginia High School League, Inc., rules concerning types of legal and illegal protective equipment.
- 5) After conferring with the participant's physician, or in the absence of an attending physician, determine if, when, and to what extent an injured participant can return to practice and competition.
- 6) Offer assistance to the visiting team to the extent they request assistance.
- 7) Maintain the Athletic Training Room and establish and maintain a sports medicine program in a professional manner as determined by the National Athletic Trainer's Association.
- 8) When possible, educate and instruct Athletic Training Student Aides to assist the athletic trainer.
- 9) Strive to educate coaches and athletic personnel in current methods of first aid and proper athletic training techniques.
- 10) Give reasonable paramedical support to all athletic contests.
- 11) Maintain a level of professionalism through constant review of literature and continuing education in the athletic training field.
- 12) Work with the Director of Student Activities to determine the acquisition of goods necessary to maintain an adequate athletic training program.

Duties and Responsibilities of Coaches

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

- 1) Know and enforce Charlottesville School Board policies, Charlottesville High School and athletic department policies, and the rules of the National Federation of State High School Associations and the Virginia High School League, Inc.
- 2) Attend VHSL sponsored coaching rules clinics each year. Coaches should contact the Director of Student Activities and find the dates and location of the appropriate clinic.
- 3) Know the rules of their sport. They should provide students with thorough conditioning and comprehensive fundamentals of the sport to ensure safety for the participants. Coaches are responsible for making athletes aware of appropriate safety equipment at all times when participating in a sport.
- 4) Report all sportsmanship violations and ejections to the Director of Student Activities immediately following the contest in which the action occurred.
- 5) Give due process to all student-athletes. If a student has particular needs, it is the responsibility of each coach to inform the student, parent, and school administration of the issue at hand and help seek an appropriate remedy. There should be consultation with the student, parent, and administrator before a student is dismissed from a team.
- 6) At least ten (10) days prior to the first scheduled contest, provide a roster of team members, including managers, to the athletic admin tech and athletic trainer. This roster should include the name of participants with uniform numbers listed in order by number, grade in school, and position(s) played. Coaches should review and sign the completed Master Eligibility List (MEL) to verify its accuracy. This is an official school document requiring the signature of the principal. Any add-on to the MEL must also be verified by the head coach.
- 7) Obtain completed CHS Emergency Medical Information forms from each team member, including any managers or other students that may be in regular attendance to practices and games with the respective team. Keep the emergency release forms on hand at all times.
- 8) The head coach is expected to be available to participate in the team parent meetings each season.
- 9) Attend all post season meetings pertaining to the selection of District and Region teams.
- 10) Supervise all participants until their departure from CHS after practice or games. No students should be left unsupervised at any time. Student athletes should be dismissed from practice sessions in sufficient time to make the activity buses. Coaches are responsible for their athletes and must supervise them before they leave on the activity bus.
- 11) Be responsible for the cleanliness of the bus after use.
- 12) Assist the Director of Student Activities in the preparation of the playing facility for contests.
- 13) Assist the Director of Student Activities in securing the playing facility after a contest.
- 14) Work with and follow the directions of the athletic trainer for injured athletes.
- 15) Do not provide any medication to participants.
- 16) Be responsible for issuing proper and safe equipment to each participant.
- 17) Coaches should keep an accurate record of equipment issued and make sure that the equipment is returned at the end of a season in an appropriate condition. Along with uniforms and other sport specific equipment, all coaches will be issued a medical kit. These items should be stored during the off season with the other equipment. Each coach is responsible for getting the medical kit to the athletic training room to be restocked as needed.

- 18) Supervise all participants in the locker room before and after practices and at home and away contests.
- 19) Be responsible for the practice and game facilities to make sure that these areas are kept clean.
- 20) Be friendly and responsive to news media personnel. The head coach is responsible for reporting to local media the home contest results at the conclusion of each event. Athletes, game officials, and opposing teams and coaches should not be degraded in the media at any time. Game results also need to be reported as soon as possible using rSchool..
- 21) Report any unsportsmanlike conduct or game ejection to the Director of Student Activities the night of the event. These events must be reported to the Virginia High School League by the Director of Student Activities within 48 hours.
- 22) Provide the Director of Student Activities with end of the season awards by the predetermined dates.
 - i. There is a maximum of three awards. One must be an MVP. The other two may be determined by the coach. (For example- Most improved, Coaches Award and MVP)
 - ii. Four year varsity letter winners should be indicated as well.

Duties for Coaches: Legal Responsibilities

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

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

Equipment: Distribution and Return

- 1) The head coach will personally check out and check in equipment from his/her players at the beginning and at the end of the season.
 - a. The head coach is responsible for contacting each participant (and his/her parent) who fails to return equipment or uniforms.
 - b. If repeated attempts to notify/collect fail, a list of names and missing equipment will be turned in to the Director of Student Activities. At this point, it will be treated as a discipline referral and handled by the administration.
 - i. Withholding notices can be found in the CHS office and should be submitted to the Director of Student Activities at the end of the season.

- ii. In the spring, withholding notices should be filled out prior to the end of the seniors' last day to ensure the collection of uniforms.
- 2) Head coaches should do the following within 14 days of the last competition date:
- a. Schedule a time to meet with the Director of Student Activities for the post season evaluation.
 - b. Submit a detailed inventory of the team's equipment.
 - c. Submit a list of students that have not turned in equipment.
 - i. This is most important for seniors in the spring. Withholding notices for seniors must be filled out before their obligations are cleared through the school bookkeeper.
 - d. Submit an evaluation form for each assistant coach.
 - f. Athletic equipment and uniforms shall not be used by anyone at any time, other than for in-season scheduled contests and practices.

Finances and Fundraising

Teams are not required to raise funds. However, fundraisers provide an excellent opportunity for team building and the development of critical life skills. All fundraising and purchases must receive prior approval of the school administration and follow specific City guidelines. These guidelines include the following:

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

Hazing

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

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

Hazing is against the law in the state of Virginia (Virginia Code Section 18.2-56 2000) and is prohibited at Charlottesville High School. Hazing can result in lawsuits and criminal prosecution. A coach can be held individually liable for hazing incidents. Students who engage in hazing activities will be removed from school activities and face disciplinary action.

Injuries and the Athletic Training Room

All athletes will be required to have a completed VHSL physical form on file in the athletic office prior to any team tryout period. Unfortunately, injuries are a reality during interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, appropriate safety equipment, and the warnings of possible injury. As a result of this reality, Charlottesville High School provides for a certified Athletic Trainer (AT) to cover practice sessions and interscholastic athletic events. The AT shall have the responsibility of administering care to injured athletes and making the proper recommendations. When the athletic trainer is not available, the coach will assume the responsibility of injured athletes. The coach should have a basic understanding of first aid, but it is the responsibility of the AT to assess injuries. If in doubt, an emergency unit should be called to address the situation at hand.

All teams will be issued a medical kit, which will then be considered part of the equipment for the designated team and does not need to be returned to the athletic training room. Medical kits should be available at all practices and contests. In addition, coaches must carry the CHS Emergency Medical Information Form. Coaches should follow up all injuries by contacting the Director of Student Activities, athletic trainer, and parents of an injured athlete at the earliest possible time. Athletes that have been instructed to not participate in athletics by a physician will need a note from a doctor to return to practice. All medical documentation must be turned in to the athletic trainer.

The athletic training room is open during lunches on designated days (please see posted days on the athletic training room door) as well as after school each day. Athletes reporting to the athletic training room should report immediately after the last bell and sign-in. No athlete is allowed in the athletic training room without the AT or an athletic training student aide.

Sport Medicine Resources:

- http://www.vhsl.org/sports_medicine
- <http://www.nata.org/>

Sports Related Concussion

Please see Appendix A for the policy and regulations adopted by Charlottesville City Schools. Return to play requirements after sustaining a concussion is as follows.

1. Obtain written clearance from an appropriate healthcare provider.
2. Complete the online follow-up trauma test and have scores return to baseline.
3. Be asymptomatic at rest.
4. Once asymptomatic at rest, begin a 6 day step wise progression back to play.
5. Receive clearance from the Athletic Trainer.

Medications

The handling of medication will follow the CHS procedures. Please refer to the student handbook under Services: Health Services, School Nurse and Medications.

Insurance

Parents are advised to thoroughly research and investigate their insurance plans and the related coverage for school athletics, rescue squad usage, emergency room visits and any other related medical expenses. Health insurance should be provided by the legal guardian through a personal policy. In situations where personal insurance is not carried, information on FAMIS can be found through the school. Students who do not have a valid physical are not covered by the emergency VHSL policy the high school has. Charlottesville High School and the School Board of the City of Charlottesville will not accept responsibility for payment of treatment for injuries resulting from a student involved in interscholastic sports or activities.

Locker Rooms

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

- 1) Valuable items and money should not be kept in the athletic locker rooms. Students should avoid bringing these items to school and practice. It is the responsibility of the individual to secure these items.
 - a. **The school will not be held liable for lost or stolen items.**
- 2) **Rough-housing, throwing of towels or other objects, and hazing of other students is not permitted.**
- 3) All showers should be turned off after use.
- 4) Shoes with spikes or cleats may not be worn inside the school. **Shoes with spikes or cleats should be removed and cleaned before entering the building.**
- 5) No glass objects are allowed in the locker room.
- 6) Equipment should be stored in lockers and locked before leaving the locker room.
 - a. **Equipment is the responsibility of the student to whom it was issued and she/he will be responsible for that equipment until it is turned in to the head coach.**
- 7) Athletes may not share a locker with another student. Students should never leave items lying on the locker room floor or benches.
- 8) Locker rooms should be left orderly at the end of practice. Clothes and equipment should be picked up and stored properly.
- 9) Only team members of in-season activities are permitted to use the locker rooms.
 - a. Students found in the locker rooms without permission will be subject to disciplinary action per school rules.
- 10) Lockers must be cleaned out following the last game of each season.
- 11) Team locker rooms should not be used to store your gym equipment nor as a dressing area for physical education classes.

Practice Information

- 1) All participants must have a current physical on file before they start practice. There are no exceptions to this rule. Coaches and athletes will be strictly held to this standard.
- 2) Practice sessions are scheduled after school and may also be held on Saturdays. Practice sessions may not conflict with the regular academic school day.
- 3) No practice or meetings of any kind may be conducted with student-athletes on Sundays.

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

Team Selection

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

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

It is the responsibility of the coaching staff of an athletic team to choose the members of that team. Junior varsity and 9th grade coaches should take into consideration the policies established by the head varsity coach of the team. Prior to the tryout period, the head coach will provide the following information to all candidates for the team:

- 1) Length of the tryout period,
- 2) Criteria used to select a team,
- 3) Practice commitment if they make the team,
- 4) Game commitment.

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

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

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

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

such cases. Communication will be vital in these rare circumstances. The student should make a formal request to play multiple sports in a single season with the Director of Student Activities.

Transportation

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

- 1) **Only team members on the Master eligibility list, bona fide scorekeepers, managers, and athletic training student aides are permitted on the bus to and from the contest.** No other people may ride the bus with the team.
- 2) Participants should also return to school with the team on the bus unless there are special circumstances in which case a participant may return from an away contest with his/her parents, and no one else. In that event, the parent must directly request such permission from the head coach in person. A participant may not return with any other person, unless written permission is given in the Parental Permission to Ride Form to the head coach.
- 3) Members of athletic teams are not permitted to drive their personal vehicles to an away CHS contest in which they are to participate without written permission from their parents that is signed by the Principal or Director of Student Activities.
- 4) Participants must provide their own transportation from CHS to their residence after games. **Each participant and his/her guardian must make arrangements for transportation home so that the participant leaves the high school property promptly after a home contest and promptly after the team's arrival at CHS after an away contest.**
- 5) Transportation after practice is provided to general home communities each weekday. **The activity buses will leave the high school at 6:35 p.m. or 6:50 p.m. (depending on the season) Monday – Thursday.** There is no transportation provided on Fridays.
- 6) If students do not use the bus, they must leave school grounds promptly. **Students are not permitted to remain on school grounds after practices or games unless they are in a supervised activity.**
 - a. Unsupervised students are subject to disciplinary action per the Student Code of Conduct.

Sexual Harassment

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

- 1) Do not engage in excessively personal conversations.
- 2) Never use sexually explicit language or tell sexually explicit/off color jokes.
- 3) Do not send personal letters, emails, or gifts.
- 4) Do not comment on the physical appearance, including manner of dress and specific physical attributes of athletes or colleagues.
- 5) Avoid to the greatest extent possible physical contact with or touching of another individual. If this is necessary in the course of professional responsibilities, make sure another adult is present and it is done in an open area.
- 6) **Coaches should not give student-athletes rides home alone or even in groups where eventually only one student will remain in the car alone with the adult.**

7) Coaches should not meet off school property with individual student-athletes.

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

Weather Related Issues

Inclement weather and game administration

Lightning is the most frequent weather hazard affecting athletic events. Advance planning is the single most important means to achieve lightning safety. Removing individuals from activity in the event of inclement weather is a shared responsibility of the Director of Student Activities, athletic trainer and coaching staff. The following steps are recommended:

1. Before the event, identify a designated weather watcher. Ideally this person should not be a coach, contest official/umpire or other individual who is unable to devote attention required to monitor weather conditions. This individual should have ready access to weather information sources (current weather radar; local weather warnings) for monitoring weather forecasts and current conditions.
2. The designated person will monitor weather and communicate any changes to the Director of Student Activities (DSA)/Athletic Trainer (AT)/or other event manager. This person is responsible and should be able to intervene and stop the contest in the event weather conditions warrant.
3. The athletic training/coaching/athletic staff should be aware of the signs of a nearby thunderstorm. It is important to understand that thunderstorms can become threatening in the matter of half an hour. In addition, lightning can occur even with the absence of rain.
4. The DSA, AT and coaching staff should be aware of the closest safe shelter to their practice or game site and the amount of time it takes to reach the safe shelter. (Safe shelter is defined as: any sturdy building that has metal plumbing or wiring to electrically ground the structure, and in the absence of a sturdy building any vehicle with a hard metal roof (not a golf cart or convertible) with the windows rolled up.) All practices/events that do not occur at the stadium field will seek shelter in the main school building. Any practice/event that occurs at the stadium field will seek shelter in the field-house at the northwest end of the turf field. All spectators should exit the stadium and seek shelter. Visiting teams may seek shelter on their bus.

5. During practices it is the coach's responsibility to watch for lightning and to remove athletes from the field and seek cover inside a building immediately. As a rule, take no risks. If you are in doubt, the team should be taken inside immediately.
6. Lightning can strike outside of the rain area or thunderstorm cloud. In extreme cases "bolts from the blue" can strike many miles from the storm. The greatest distance recorded between lightning strike and a parent storm is 50 miles. Don't wait for rain to take shelter and don't leave shelter just because the rain has let up. Stay away from the tallest trees or lone objects (such as light poles or flagpoles), metal objects (such as metal fences or metal bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field, and DO NOT take shelter under a single, tall tree. Pay much more attention to the lightning threat than to the rain. Lightning can strike far from the rain shaft. If there is no safe shelter within a reasonable distance away, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area, and minimize contact with the ground. DO NOT LIE FLAT!
7. If a person feels his or her hair stand on end, or their skin tingle, immediately crouch, as described above. If someone is struck by lightning immediate medical attention is needed. Activate EMS and retrieve an AED if available. Victims DO NOT carry an electrical charge and can be touched. In many cases, the victim's heart and/or breathing may stop and rescue breathing and/or CPR or an AED may be needed. Monitor the victim until medical help arrives; heart and/or respiratory problems could persist, or the victim could go into shock. If possible, move the victim to a safer place away from the threat of another lightning strike.
8. CHS will follow the 30-minute rule recommendation of the NFHS. After the last flash of lightning is witnessed or the last thunderclap is heard, a 30 minute wait time will be followed before returning to play. Given the average rate of thunderstorm travel, the storm should move 10-12 miles away from the area, reducing the risk of local lightning strikes. Any subsequent lightning strike or thunder after the beginning of the 30-minute count will reset the clock and another count will begin.

Heat and Hydration

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

- 1) You will find some important websites found on the VHSL site related to heat and hydration below. Please visit these sites and familiarize yourself with the most recent information related to this topic. <http://www.vhsl.org/doc/upload/smac-heat-guide-July%202010.pdf>
- 2) VHSL Guidelines to Athletics in High Heat and Humidity.

Environmental factors:

Ambient air temperature and humidity have a direct effect on the ability for a body to cool itself through the evaporation of sweat. When the air temperature is above 90, and/or the relative humidity is high, the body is at a higher risk to not effectively stay cool, which may be compounded by the level of dehydration of the body's fluids. The following chart is a simple method to determine the amount of increased risk with variations of heat and humidity, and subsequent suggestions to modify participation in physical activities. This chart can be used by inputting the temperature and humidity available via local radio stations, Internet locations, etc. Simply cross-reference the apparent temperature (top row) with the humidity (first column) to determine the heat index. Follow guidelines outlined below.

Heat Index	Air Temperature - (Degrees F)										
Relative Humidity	70	75	80	85	90	95	100	105	110	115	120
↓	Apparent Temperatures										
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	130
30%	67	73	78	84	90	96	104	113	123	135	148
40%	68	74	79	86	93	101	110	123	137	151	
50%	69	75	81	88	96	107	120	135	150		
60%	70	76	82	90	100	114	132	149			
70%	70	77	85	93	106	124	144				
80%	71	78	86	97	113	136	157				
90%	71	79	88	102	122	150	170				
100%	72	80	91	108	133	166					

Heat Index VHSL RECOMMENDATION

105° and up: Recommend no outside activities.

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

90° to 94°: Recommend equipment be removed as often as possible (during rest breaks, on sideline, etc).

Careful monitoring of all athletes for signs of heat problems.

Below 89°: Recommend adequate water supply at all practices and competitions with breaks every 20 to 30 minutes for rehydration.

Virginia High School League Information**Coaching Rules Clinics**

Coaches have the responsibility to attend the VHSL sponsored coaching clinics for your sport if one is offered. Clinics are offered for the following sports and activities: baseball, basketball, cheerleading, field hockey, football, lacrosse, soccer, softball, track, volleyball, wrestling, theatre, forensics, and debate. Please contact the Director of Student Activities or http://www.vhsl.org/officials_and_judges for the dates of these clinics. The penalties for failure to attend are the head coach shall take a written rules examination; and the school shall be fined \$50. The \$50 will be paid by the coach if the coach fails to notify the Director of Student Activities that she/he is unable to attend one week before the date.

Eligibility Requirements

Charlottesville High School is a member of the Virginia High School League, (VHSL), a nonprofit organization created in 1913 that is composed of public high schools throughout Virginia. The VHSL seeks to encourage student participation in sanctioned interscholastic activities. **CHS strictly adheres to all VHSL rules and regulations establishing a codified set of rules that guide the interscholastic athletics and activities. To participate for CHS, students will demonstrate appropriate behavior in and out of the classroom, and meet the VHSL requirements listed below.**

- 1) 28-1-1 Bona Fide Student Rule: The student shall be a regular bona fide student in good standing of the school which he/she represents.
- 2) 28-2-1 Grade Rule: The student shall be enrolled in the last four years of high school eighth-grade students who passed five 8th grade subjects the past school year and reached the age of fifteen on or before the first day of August may compete on the varsity level.
- 3) 28-3-1 Enrollment Rule: The student shall have been regularly enrolled in the school which he/she represents no later than the fifteenth school day of the semester.
- 4) 28-4-1: Scholarship Rule: The student shall:
 - a. For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year of the immediately preceding semester for schools that certify credit on a semester basis.
 - b. For the second semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.
- 5) 28-5-1 Age Rule: The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.
- 6) 28-6-1 Transfer Rule: The student shall not enroll in one high school and subsequently transfer to and enroll in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.
- 7) 28-7-1 Semester Rule: The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.
- 8) 28-9-1 Athletic Participation/Parental Consent/Physical Examination Rule: The student shall have submitted to the principal of his/her school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents' consent to his/her participation.
- 9) 28-10-1 Awards Rule: The student shall not have accepted nor accept from any source whatsoever, in recognition of or as a reward for his/her athletic skill, any award other than letters, medals, charms, cups, plaques, letter sweaters, or similar trophies, or any award of value other than intrinsic value. These listed awards may be accepted only when presented or approved by his/her school, or when earned in VHSL sanctioned meets or tournaments.
- 10) 28-11-1 Independent Team Rule: During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports, become a member of or participate with an organized team in the same sport which is independent of the school's control as long as such participation does not conflict with the scheduled activities of the school squad or team.
- 11) 27-13-1 Sportsmanship Rule: Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are prima facie evidence of failure to abide by this rule as those which are noted below and others of a similar nature which transgress the usually accepted code for good sportsmanship.
- 12) 27-13-4 harassment of game officials.
- 13) 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.

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

27-11-6 Ejection of Player and/or Coach-Players and coaches who are ejected from a contest, scrimmage, jamboree or Benefit Game for unsportsmanlike conduct and are ineligible for the team's next scheduled contest must be reported to the VHSL office on the form provided on the VHSL website. For 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 suspension from contests totaling a minimum of 30% of the total contest limitations for that sport (a player shall be ineligible for the team's scheduled contests until the suspension is completed) and a coach from contests totaling a minimum of 30% of the contest limitations. Profanity directed at a game official will result in a suspension from contests totaling a minimum of 20% of the total contest limitations for that sport. Student/athletes who leave the bench area and become actively involved in an altercation will result in a suspension from contests totaling a minimum of 20% of the total contest limitations for that sport. Coaches ejected for unsportsmanlike conduct will not be physically present or communicate in any way with the team at that next scheduled contest.

Appendix A

STUDENT-ATHLETE CONCUSSION DURING EXTRACURRICULAR ACTIVITIES

Most athletes who experience a concussion can recover completely as long as they do not return to play prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If an athlete sustains a second concussion during this period, the risk of complications and/or permanent brain injury increases significantly. The consequences of a seemingly mild second concussion can be very severe, and even result in death (i.e., Second Impact Syndrome). In an effort to ensure the proper diagnosis and care for concussions among student-athletes, Charlottesville City Schools (CCS) has developed the following comprehensive regulations and procedures.

Definitions

Concussion – a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by direct or indirect traumatic forces to the head. This brain injury is related to metabolic dysfunction, rather than structural injury, and is typically associated with normal neuroimaging findings (i.e., CT scan, MRI). 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.

Second Impact Syndrome – Is a condition in which a second concussion occurs before a first concussion has properly healed, causing rapid and severe brain swelling and often catastrophic results. Second impact syndrome can result from even a very mild concussion that occurs days or weeks after the initial concussion. This injury is seen more often in adolescent athletes perhaps due to lack of reporting the initial injury, but also perhaps due to neurodevelopmental vulnerability.

Appropriate Licensed Health Care Provider – Is a physician, physician assistant, osteopath, or certified 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.

Education

There is no such thing as just “got your bell rung”; any brain trauma is a serious injury. Concussions are difficult to see with the untrained eye. Therefore it is necessary that coaches, parents, teachers, student-athletes, school medical personnel and administrators are educated about the injury and become familiar with the common signs and symptoms associated with a concussion.

1. Coaches and School Medical Personnel

All coaches and school medical staff will be required to complete the online training for concussions through the National Federation of High Schools. This training will be done on an annual basis with the coaches completing it within the first week of practice for their respective sport and medical personnel completing it within the first month of each academic school year.

Information including signs and symptoms associated with concussions, effects of a concussion on the student-athlete, CCS concussion management protocol and return to activity guidelines will be included in the coaches' athletic handbook.

2. Administrators and Faculty

All administrators and faculty will receive annually, information including signs and symptoms associated with concussions, effects of a concussion on the student-athlete, cognitive (Appendix IV) and athletic performance, and CCS concussion management protocol. This information will be included in the faculty handbook.

3. Parent/Guardian and Student-Athlete

In order to participate in any athletic activity, the student-athlete and their parent/guardian must attend the first parent meeting of the season and view an informational video about concussions.

During this same meeting each parent/guardian will receive written information including signs and symptoms associated with concussions, effects of a concussion on the student-athlete, outline of CCS concussion management protocol and return to play guidelines (See Appendix I).

The parent/guardian will acknowledge receipt, review and understanding of this information with a signature that should be returned to the athletic trainer (AT) or AD prior to participation.

Each student-athlete will receive the same information in his/her athletic handbook.

During the parent meeting the student-athlete and parent/guardian will also have the opportunity to hear a healthcare provider with expertise in concussion management speak about the risk involved with concussion.

Computerized Neurocognitive Exam

It has been known for some time that the neurocognitive effects of a concussion last much longer than the subjectively reported symptoms. Computerized neurocognitive tests allows a more accurate determination of how the brain is healing than relying solely on reported symptoms. This testing is typically administered when the athlete reports being symptom free after a suspected concussion to assess for lingering, and/or subtle cognitive deficits, although it may be given prior to that time to track recovery.

1. Initial baseline testing will involve all athletes in the contact and collision sports listed below.
2. After the first year of testing is complete subsequent years will test only 9th grade athletes and 11th grade athletes, as well as any athlete that has not obtained an initial baseline.
3. In the pre-season, the student-athlete will take a 25-minute baseline neurocognitive test on an internet-connected computer. The test measures reaction time, memory, and other neurocognitive functions.
4. If the student-athlete sustains a concussion or suspected concussion at a later date, the student-athlete takes a post-trauma test, and the results of that test are statistically compared with the athlete's own baseline.
5. Results of the comparison are immediately available with details regarding the trauma, and evidence of lingering neurologic and neurocognitive symptoms of a concussion. Follow-up tests and reports are available to monitor resolution of neurocognitive and other post-concussive symptoms.

Football	Volleyball	Field Hockey
Cheerleading	Basketball	Wrestling
Diving	Lacrosse	Soccer
Softball	Baseball	

Management of a Concussion

Each person reacts differently to a brain injury, therefore each student-athlete and each concussion should be treated with individual care. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

- Any athlete who has symptoms of a concussion, and who is not stable (condition is worsening)
- Any athlete who exhibits any of the following signs or symptoms:
 - Deterioration of neurological function
 - Decreasing level of consciousness
 - Decrease or irregularity in respirations
 - Unequal, dilated, or unreactive pupils
 - Cranial nerve deficits, such as dilated or unequal pupils, loss of consciousness, vomiting, slurred speech or any seizure activity
 - Any signs or symptoms of a spine injury, skull fracture, or bleeding of the brain
 - Deterioration of mental status; lethargy, difficulty staying awake, confusion or agitation
 - Any seizure activity

If, in the opinion of the AT, a student-athlete has a concussion but does not present with the above signs or symptoms, it is required that the parent/guardian obtain a second opinion from another authorized health care provider with some specialty in concussion diagnosis and treatment at their earliest convenience.

The student-athlete's own health care provider is appropriate if he/she can certify to be aware of the current medical guidance on concussion evaluation and management.

In the event that the student-athlete is seen by a health care provider that does not have specialty training in concussion management and/or the AT is not satisfied with the guidelines provided, it may be required that the student-athlete obtain a third opinion from a health care provider with specialty training in concussion diagnosis and management (i.e. neurologist or neuropsychologist).

Guideline for coaches and/or other related school personnel

If the AT is not available, the coach is responsible for recognizing and providing appropriate care for a suspected concussion. Any student-athlete suspected of sustaining a concussion while under the supervision of a CCS coach should be removed from activity and shall not return to play that day nor until,

- (i) evaluated by an appropriate licensed health care provider as determined by the CCS concussion management team and
- (ii) written clearance has been received from such licensed health care provider.

Appropriate guidelines for referral should be followed (see Management of a Concussion).

If the athlete requires immediate referral, EMS should be activated, parent/guardian should be contacted, and the designated coach should accompany the athlete to the hospital.

If immediate referral is not suggested the coach is responsible for notifying the parent/guardian of the injury, providing at home care instructions.

The parent/guardian should provide transportation home, either themselves or another responsible adult.

Athletes with a suspected concussion should not be allowed to drive themselves home.

If the parent/guardian can not be reached, the coach should ensure that the athlete will be in the care of a responsible adult, who is capable of monitoring the athlete and understanding home instructions. Efforts to reach the parent/guardian should continue.

If the injury occurs at an away event, the coach is encouraged to seek the assistance of the host AT.

In the absence of an AT the coach will have access to the Pocket Sport Concussion Assessment Tool (SCAT) II (see Appendix III) for sideline evaluation of a suspected concussion. The coach should notify

and report all signs and symptoms of the injury, as well as all knowledge of the mechanism of injury to the CCS AT.

Guidelines for the AT

The AT should assess the injury and follow appropriate guidelines for referral.

If no immediate referral is indicated the AT should perform serial assessments using the SCAT II (see Appendix III).

The AT will notify the student-athlete's parent/guardian and provide at home care instructions.

The parent/guardian should provide transportation home, either themselves or another responsible adult.

Athletes with a suspected concussion should not be allowed to drive themselves home.

If the parent/guardian can not be reached, the AT should insure that the athlete will be in the care of a responsible adult, who is capable of monitoring the athlete and understanding home instructions.

Efforts to reach the parent/guardian should continue.

The AT should notify the appropriate coach and/or other appropriate school personnel, including but not limited to the school nurse, and the student-athlete's teachers, of the suspected concussion.

Appropriate documentation regarding assessment, management and progression of the injury will be maintained by the AT.

Upon receipt of appropriate written medical release the AT will determine when the student-athlete may return to full physical activity based on successful completion of the step-wise progression back to participation program (see Return to Play).

Guidelines for the School Nurse

In the event that an athlete presents to the nurse with signs and/or symptoms of a concussion the nurse should assess the injury to determine if a medical emergency exists as described above in "Management of a Concussion." If an emergency referral is necessary the nurse should follow the appropriate guidelines for off campus referral.

If no immediate off-campus referral is indicated, the school nurse should contact the AT and release the student-athlete to his/her care.

Transfer of care will be documented by a release of care form signed by both the school nurse and the AT. A photocopy of this document will be considered valid.

In the event the AT is not on-campus or is unable to be reached, the school nurse should care for the student-athlete as appropriate, including but not limited to contacting the student-athletes parent/guardian and ensuring the release to a responsible adult if necessary.

At home care instructions should be given to the parent/guardian or other designated adult responsible for the care of the student-athlete.

Return to Play

A signed Against Medical Advice form will not be accepted to allow an athlete with signs or symptoms of a concussion to return to play before the following protocol is achieved.

Following a suspected concussion, the student-athlete will follow the stepwise progression back to participation listed below.

Progression to the next stage should begin with successful completion of the previous stage.

Each stage should take 24 hours to complete.

If a new stage provokes symptoms, the student-athlete should return to the previous stage for at least 24 hours.

Athletes must be off any medications that are specifically being used to treat acute symptoms to be considered symptom free.

At minimum the student athlete will not return to full participation for 6 days.

1. No activity. Complete physical rest until asymptomatic.
2. Low levels of physical exertion as tolerated (symptoms do not get worse or return during or after activity). This can include walking, light jogging, or light stationary bike.
3. Moderate levels of physical exertion as tolerated. This involves increasing the intensity of aforementioned aerobic activities.
4. Noncontact sport specific drills including full-court drills in basketball, or passing drills in football. May also begin progressive weight training.
5. Full contact practice.
6. Normal game play.

Return to Academics

The need for student-athletes with a suspected concussion to have physical rest has been well known for years. However, in the past several years it has become more evident that cognitive rest is also important. Just as physical exertion can exacerbate and prolong symptoms of a concussion, cognitive exercise can have the same effect.

Following a concussion, student-athletes may have difficulty in school, which could last from days to months.

If the AT suspects that an athlete has sustained a concussion, the athlete will be allowed excused absences for the next three school days without written notification from an off-campus healthcare provider.

The AT will notify teachers of all known concussions that affect a student-athlete in their class. With this notification it is expected that the teachers will provide appropriate accommodations for the student-athlete according to Appendix IV.

Because concussion symptoms usually worsen with the increased cognitive strain of school, returning to school is not recommended until the symptoms are mild or absent at rest.

Return to school should be done as a progression of gradually increasing periods of time. When necessary, accommodations should be made to assist the student athlete in completing homework, test, and/or projects (see Appendix IV).

The student-athlete may require rest periods if symptoms become worse throughout the day.

Avoidance of areas or times of extreme noise or overstimulation should be encouraged, including noisy hallways or cafeterias as well as group socializing.

Because the concussed individual appears normal, it is important that all school faculty understand the effects of a concussion as well as the management concerns. Typically teachers are the first to notice behavioral changes, therefore are a vital part of the progression back to normal daily activity (see Appendix IV).

If any of the indications are evident, the teacher should notify the AT and/or school nurse and the student-athlete's parent/guardian. Information on concussions will be distributed to all faculty members each academic year.

Resources

<http://www.nata.org/statements/position/concussion.pdf>

http://www.cdc.gov/concussion/headsup/high_school.html

Video: Outside The Lines on ESPN <http://espn.go.com/video/clip?id=3094263>

<http://www.sportconcussions.com/html/Zurich%20Statement.pdf>

<http://www.sportsmedicineconcepts.com/index.asp>

<https://www.csms.org/upload/files/sportsmed/smsprg2008.pdf>

http://www.atsnj.org/documents/pdf/2010_concussion_in_the_adolescent_athlete.pdf

A Parent's Guide to Concussion in Sports, <http://www.nfhs.org/>

<http://www.headminder.com/site/cr/home.html>

http://bjsm.bmj.com/content/43/Suppl_1/i76.full

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Legal Reference: Code of Virginia, 1950, as amended Section 22.1-271.5