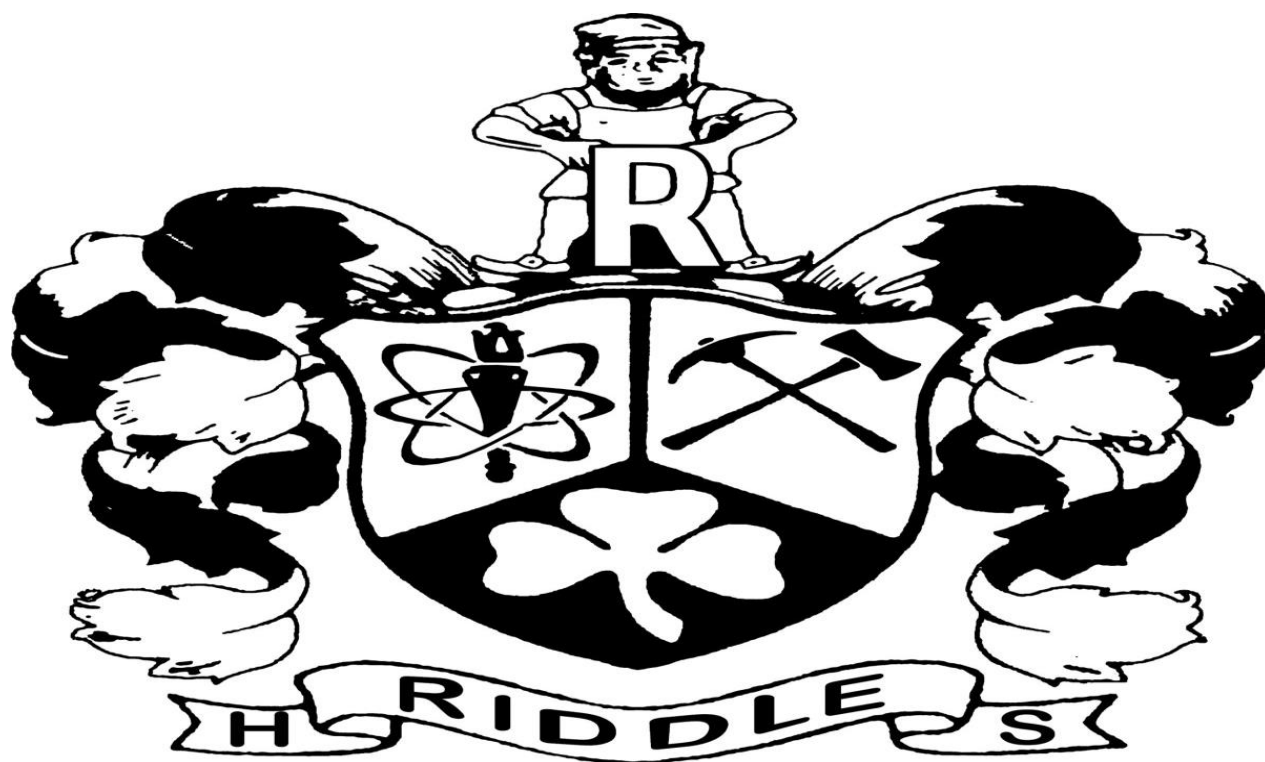


# Riddle Junior/Senior High School



## Coaches'/Athletes'/Parents'/Activities Handbook

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## **PURPOSE OF ATHLETIC PROGRAM**

All Students are encouraged to participate in athletics. Qualities such as fair play, good sportsmanship, ethical conduct and self-discipline can result from this participation. More specifically, athletics is an educational endeavor.

### **THE DISTRICT ATHLETIC PROGRAM SHOULD:**

1. Develop physical fitness and skills: The boy and girl who participate in athletics under proper leadership cannot help but improve their skills. Continued activity will help the athlete improve upon and/or maintain a high degree of physical fitness.
2. Develop mental alertness: If athletics are presented in a truly educational manner, learning must take place. Any sport is a learning situation and an integral part of education. Athletes are often faced with situations in which they must quickly evaluate a problem, and offer what they believe to be the proper solution. In athletics, the individual must make proper decisions under duress---something that is difficult to teach in the classroom.
3. Athletics is one of the areas of the school program in which athletes must exhibit true moral responsibility: Athletes are responsible for their own actions. Another aspect of moral development that the athlete learns is respect for authority. The competitive game situation is like a small scale society, with rules and regulations and with officials to see that they are obeyed. The effect of athletics on moral development is sometimes difficult to observe, because the results of what the athlete has learned may not be obvious until one is well into adult life.
4. Develop social abilities: Many students who shy away from social contacts are greatly helped when they participate in athletics.
5. Develop emotional maturity: In athletics, some learn that if they lack the characteristics of self-control and good sportsmanship, they not only harm themselves, but lessen the chance for success for their team. Athletics are the only large scale emotional lab in the school curriculum. In the gym or on the field, athletes soon learn whether they are able to control their emotions enough to be effective or whether their emotions are going to control them. In athletics, an athlete must apply their learning while under emotional strain---which, after all, is what they will be doing day after day in adult life. In sports we play to win, but the adolescent learns that he/she cannot win all the time. It is important to learn how to lose, for one will rarely be successful in every endeavor in his/her lifetime. Many youngsters take defeat extremely hard, perhaps because they have not been educated in this area. One should learn how to act in a loss. If one gives up, one will probably do the same later in life when things do not go one's way. But if one turns out for practice the following week, determined to learn from mistakes, he/she has learned a valuable lesson.

### **PRINCIPAL:**

The Principal is the chief executive officer of the school. As such, he has been charged with the responsibility for overseeing all of the operations of that school. He is directly responsible to the Superintendent. The Principal shall concentrate on supervision of instruction, curriculum, buildings, supervision of student conduct in buildings and on the grounds, building services and

direction of the student program. The Principal, Athletic Director and coaches shall work together in close cooperation on all matters pertaining to athletics within the school.

### **ATHLETIC DIRECTOR**

It will be the responsibility of the Athletic Director to assist the Principal and Superintendent in prescribed duties pertaining to the athletic program. The Athletic Director shall be responsible to them for the performance of his/her duties.

#### Athletic Director Duties:

1. To attend or provide administration for all athletic contests.
  - a. Arrange for the availability of equipment necessary for the administration of contests.
  - b. Ensure the preparation of fields and courts for contests.
  - c. Be responsible for obtaining officials, timers, and ticket takers for games and meets.
  - d. Arrange for greeting and providing dressing facilities and towels for teams and officials.
  - e. Coordinate transportation, meals, and reservations for all athletic contests.
  - f. Coordinate practice facilities and practice schedules.
  - g. Publish schedules for the news media.
  - h. Assume responsibility for the eligibility of players in regard to academic standing, physical examinations, insurance coverage, and other requirements such as eligibility reports as set forth by the District and OSAA.
2. To coordinate the preparation of the athletic budget as well as to ensure the athletic budget is not overspent.
3. To organize and direct a public relations program for athletics.
4. To establish and maintain procedures under which all participants in the athletic program will have a proper physical examination.
5. To maintain a total inventory of all athletic equipment within the school.
6. To be responsible for first-aid supplies and budget.
7. To notify the Principal, bus foreman, and official's commission regarding the cancellation of scheduled contests or changes in scheduled contests.
8. To schedule and preside over all coaches meetings.
9. To coordinate the schedules for interscholastic athletic contests in cooperation with the head coach and the building principal.
10. To make recommendations and prepare specifications for the purchase of equipment and supplies relating to the program of interscholastic athletics.
11. To make recommendations to the Principal, after input from the head coaches for changes and improvements in a sports program.
12. To evaluate each head coach's performance at the conclusion of each season according to established criteria and make recommendations to the Principal.
13. To perform such other duties as may from time-to-time be prescribed by the Superintendent or High School Principal.

## THE COACH AT RIDDLE HIGH SCHOOL

The coach is primarily a teacher. The type of teaching differs from the classroom only in the nature of the subject matter, the type of laboratory, and the uniqueness of the teaching aides. A coach will be judged by the effects and contributions made to the lives of the student athlete. While winning is important, it isn't as important as developing each student.

Organizational ability, personal and moral character, skill and adeptness in teaching, loyalty, knowledge of sports and subject matter, and an incentive to coach all important characteristics expected of Riddle High School Coaches. Coaches shall be mindful that participation is the reason students go out for a sport. Every athlete who qualifies should, over the particular sports season, be allowed to participate in quality time. Ten to thirty seconds playing time is not considered to be quality time. Playing time is guided by a continuum; generally there is a move away from approximate equal playing time at the junior high toward more selective playing time at the varsity level. Coaches should not however "guarantee" playing time to an athlete. The coach should take into consideration such factors as the student's attitude, physical condition, skill level, and their attendance at practice. Other considerations are the size of the team, and OSAA participation rules governing each sport. The nature of high school team sports dictates that athletes will not receive the same amount of playing time. However, each coach will attempt to provide a quality experience for each team member in terms of playing time over the course of a season.

In working with students and other coaches, the following guidelines should be followed:

1. Remember that you are handling adolescents. Students should not be expected to react as adults. They are not professional athletes; rather, they participate in athletics because they enjoy doing so.
2. Maintain friendly relations with fellow coaches. If you cannot say anything good about fellow workers, don't say anything.
3. The important thing we want in our athletic program is opportunity for participation in a variety of sports. Use discretion when discussing with an athlete his/her options in choosing one sport over another.
4. The attitude of the coach is reflected by his/her athletes. Be careful of your attitude as expressed before the athletes. Make sure that your approach is both positive and professional at all times.
5. Do not infringe upon another coach's season. If a boy or girl approaches you about how he/she might improve, you may indicate several methods; however, make sure this does not impose on the other coach's program.
6. There will be no cutting of students from athletic programs.
7. **Refer to APPENDIX and see NFHS.**

### **Head Coach:**

All coaches are approved by the board after recommendations from the Superintendent and Principal. As defined, the head varsity coach is the "head" coach for his/her sport. All other coaches are assistants. The coaches are responsible for adhering to policies of the Board of Education and the regulations of the school administration. Coaching contracts are for one year and must be reviewed annually.

Duties of a “head” coach:

1. To be responsible for the conduct, safety, and welfare of athletes, managers and others involved in that team at practice, games and during the transportation to and from games.
2. To organize, institute and supervise a system for his/her particular sport, to be installed in grades 7 through 12. This involves organizing the coaching staff so that each coach has specific duties and an understanding of what is expected of him/her.
3. To be responsible for the care of equipment (issuing, cleaning, repair, and marking), supplies, and physical properties used in his/her sport.
4. To promote his/her sports in the community by cooperating with individuals, organizations, and the news media.
5. To be responsible for the ordering of all equipment for his/her sport, after consultation with the Athletic Director and approval by the principal.
6. To be responsible for the orderliness, neatness and cleanliness of the equipment room and locker room.
7. To prepare, in consultation with the Athletic Director and Principal, budget requests for his/her particular sport.
8. To be responsible for scheduling of practice sessions with due consideration to the coaching staff, welfare of participants, and school district guidelines. Also, all non-school-day practices must be scheduled through the Athletic Director.
9. To encourage, display and promote good sportsmanship, fair play, good scholarship and desirable pupil-teacher relationships.
10. To be prompt in turning in to the Athletic Director the following:
  - a. The OSAA Secretary’s report within two weeks of the first practice. Additions during the sports season must be reported immediately.
  - b. A squad roster, with all necessary personnel data at least one week before the first contest (number, height, weight, position).
  - c. A typed alphabetical list of award winners immediately following the season.
  - d. Completed inventory immediately following the completion of the season along with a list of athletes who lettered and a list of those who are held responsible for lost equipment.
11. To make recommendations to the Athletic Director for changes and improvements in his/her sports program.

Duties of “assistant” coach(s):

1. To carry out the program planned by the head coach; to be of whatever assistance is required and to perform delegated duties set forth by the head coach of that sport.
2. When given separate assignments, to follow a common system of play as determined in conferences with the head coach. The assistant coach will have the same responsibilities as listed for the head coach, when applicable.
3. To carry out all athletic policies and take initiative in making proposals for any improvements to the Athletic Director and head coach.
4. To keep records as required by the head coach.

### Duties of a “team parent”

1. You will be considered a role model for 10-15 (depends on season) young athletes assigned to your team; therefore sportsmanship, fair play, and full participation are mandatory.
2. Communicate w/ your team as to practice times, game times, picture times and snack. If any schedule changes, you need notify the families.
3. Encourage the involvement of the parents in the sport.
4. Provide a safe and fun environment for the young athlete.
5. Learn and follow all league rules, policies, and procedures.
6. Attend all team functions and participate in team activities.
7. Work closely with coaching staff to ensure policies are being observed.

### **General Duties/Rules pertaining to all Coaches:**

1. Practice Supervision: Supervise the practice areas and dressing rooms until all squad members and managers have left. Care should be given to making sure doors are locked, windows are secured, lights are out, and the locker room is picked up. Also, students should not be allowed to wear cleats in the locker room or the gym.
2. Communication of Rules: Inform team members of the athletic policies and procedures which pertain to eligibility, training team membership, and personal conduct.
3. Eligibility: To enforce the eligibility rules of the school.
4. Team Practices:
  - a. Coaches are required to be present at all times during practice sessions unless otherwise cleared through the Athletic Director or Principal.
  - b. There should be no team meetings or practices on Sunday. Saturday and holiday practices should be kept to a minimum. Such practices will never be mandatory. This also applies to games or meets held during holidays.
  - c. Any use of weights or other school equipment must be supervised by a coach.
  - d. The locker rooms should be locked at all times.
  - e. Permission from a physician is required before a player may return to practice after an injury or severe sickness.
  - f. The whirlpool may be used only under the supervision and direction of a coach.
5. Meetings: Coaches meetings will be conducted by the Athletic Director as needed. All coaches should be in attendance unless cleared through the Athletic Director or Principal.
6. Dress: Coaches should remember that they are representing Riddle High School and their programs when they coach. Coaching attire should reflect that representation. Clothing that has school colors and/or logo is recommended.

### **Finance:**

1. Each sport operates under a budget. Coaches must know their budget allotment and stay within its limits.
2. Each sport's budget is prepared with the cooperation of the head coach, Athletic Director and Principal prior to being presented to the Superintendent for inclusion in the District budget.
3. Junior High athletic fee is \$25.00 per sport. High School athletic fee is \$ 50.00 per sport. There is a \$150.00 family cap per year.
4. All athletic fees must be paid before participating in first contest.
5. Irish Pride Club will not pay for a player's fees unless approved in writing from the Principal.
6. Coaches who promise to pay a fee for a student must do so before the first contest.

### **Purchasing Equipment and Supplies:**

1. All general fund purchases require a payment order signed by the Principal and approved by the Superintendent. All student body fund purchases are to be cleared through the Principal before an order is finalized. No coach is to order directly from a salesperson, nor are purchases to be made over the phone.
2. Ordering of athletic equipment and supplies is done by the coach of each sport in close cooperation with the head coach, Athletic Director, and subject to the approval of the Principal.
3. Purchases of athletic equipment and supplies without a purchase order (general fund expenditures) or a student body request form (student body from expenditures) are not considered a financial responsibility of the Athletic Department or the District.

### **Athletic Equipment:**

1. A complete equipment inventory must be submitted by the head coach of each sport to the Athletic Director with **one week** of the conclusion of the season.
2. The coach shall see to the numbering of all sports equipment where it is appropriate.
3. No students are permitted in the equipment or first aid rooms unless a coach, trainer, or someone cleared through the Athletic Director is present.
4. Equipment lost by an athlete will be paid for by that individual at the replacement cost of the lost item.
5. Each coach should cooperate in attempting to eliminate the stealing of athletic equipment.
6. No one will be allowed to wear athletic equipment outside of the sport for which it was issued (this includes gym classes) without approval of the Athletic Director.
7. When athletic equipment becomes worthless or obsolete, it will be removed from the inventory by bringing it to the attention of the Athletic Director and Principal.
8. All equipment must be stored in a designated equipment storage area.
9. An athlete who fails to turn in his or her sports equipment and uniform will not be permitted to go out for another sport and will not letter or be recognized for any sports awards.
10. Coaches will not be paid their last check until they have adequately stored, inventoried, and budgeted for all uniforms and equipment.



**Facilities:**

Scheduling the use of the gymnasiums, track, fields, and other athletic facilities is the responsibility of the Principal through the Athletic Director.

**Publicity:**

1. The head coach of any team is responsible for reporting any pertinent information about his/her squad, especially game results in the media.
2. Information of a general nature such as schedules, rosters, tickets, policies and news items are released through the Athletic Director.

**Tickets:**

Admission prices will be determined by the Athletic Director and Principal, according to guidelines established by the Mountain View Conference. Such prices are subject to Board of Education approval.

**Communication to Parents:**

A copy of any written communication to athletes or their parents must be submitted to the principal prior to distribution.

**Keys:**

Keys are not to be loaned except to team managers. Keys will be issued to coaches at the beginning of the sports season. All keys must be turned into the district office after the completion of the sports season and after the coaches have fulfilled other required duties such as inventory of equipment. Coaches who wish to keep their keys must have the permission of the Principal.

**Dispensing Medicine:**

Coaches may not dispense nor recommend that athletes take any internal medication without the express written permission of a physician and parent except as a reasonable and prudent part of an emergency first aid treatment.

**Injury Policy:**

Injuries while participating in competitive sports are inevitable. Fortunately, most of these injuries are not severe and can be treated easily with the appropriate care. However, injuries can and do occur that requires a physician or other health care provider's exam. The policy and procedures outlined below exist to insure that athletes and their injuries are followed appropriately and to enhance communication between providers, parents and coaches.

**THE POLICY OUTLINED BELOW IS ADHERED TO WITHOUT EXCEPTION**

1. An injured student-athlete should talk to their coach as their first step in having their injury assessed and cared for.
2. Parents and athletes may elect to see a physician at any time. If you choose to see a physician for an injury, please be sure to provide a note that indicates the following:
  - a. The date the athlete was seen by the physician.
  - b. A brief description of the problem or the diagnosis of the problem.
  - c. If indicated, a specific date the athlete may return to activity.
  - d. If the physician has treatment suggestions please have them include this in the note.
3. This policy also applies to injuries that happen off-campus when that injury prevents the athlete from participating in their sport.

This may seem like an inconvenience, but it is in the best interest of our student-athletes' health and safety.

**Injuries:**

1. Do not, under and circumstances:
  - a. Give medications.
  - b. Take responsibility of treating athletes when the responsibility is to be assumed by the family and family physician.
  - c. Move student if injury is to leg, hips, back, or head.
2. Do:
  - a. Stop bleeding—preferably by direct pressure with sterile gauze pad.
  - b. Restore breathing—artificial respiration.
  - c. Treat for shock—cover with blankets.
3. State law prohibits school personnel from administering any internal medicine without doctor's permission.
4. In case of injury, the coach's first obligation is to the injured athlete. First aid should be applied when appropriate.
5. In the event of an injury, the coach or his designated representative is responsible for:
  - a. Giving immediate care.
  - b. Notifying the parents in case of serious injury.
  - c. Arranging for transportation.
6. A first aid kit and stretcher will be present and made available at all body contact sports.
7. If a medical team is available (doctor, paramedic, ambulance) it will be the Athletic Director's responsibility to provide such a team at high school football games.
8. When an athlete requires a doctor's care, the coach must see that the proper reports (accident injury form, etc.) are made out and turned into the Principal's office as soon as possible after the injury.

**Athletic Contests—Scheduling, Time and Number:**

No athletic contests or schedules will be finalized until the Athletic Director and Principal have approved them. No schedule will exceed the number of contests allowed by the OSAA. The schedule must allow sufficient time between games to allow for thorough coaching and practice.

### **Eligibility:**

Basic eligibility rules are standard for all teams at Riddle Jr./Sr. High School. Any additional rules by individual coaches must not conflict with basic policy rules. All individual rules must be approved by the Athletic Director and Principal. Athletic participant's hair will be clean and out of the eyes. Also, there shall be no facial hair. Hair length for all students shall be determined by health and safety standards on a sport-by-sport basis. Any student trying out for or becoming a member of any athletic team shall comply with the dress and personal appearance rules and requirements (tattoos, hair color, body piercing) of the coach whether or not they are more restrictive than those applicable to other students. Any student trying out for such athletic teams or becoming a member thereof agrees to comply with such requirements.

### **Eligibility Requirements:**

Our sports program must comply with the requirements of the Oregon State Athletic Association, known as OSAA, as well as with the policies of the School Board.

Eligibility of students is based on the following criteria:

- a. The students will be younger than 19 years old prior to August 15<sup>th</sup>.
- b. Any student who has received any article of compensation for athletic skills during the school year, other than the school's official athletic letter, or awards given by OSAA shall be declared ineligible.
- c. An athlete will not be allowed to quit one sport and start another sport after the end of the first week of the season without the approval of both coaches.
- d. A student proven guilty of a felony will be dropped from athletics for the remainder of the year.
- e. An athlete must be enrolled and have passed 5 classes the previous semester. Failure to pass 5 classes and be on track to graduate will result in ineligibility for the entire next semester (**This is OSAA regulation**). A student with fewer than 5 semester classes may make up credits through the summer Alternative Education Program to become eligible for the fall semester, if available.
- f. The Riddle Scholastic requirement goes beyond that of the OSAA. In order to ensure that the OSAA academic requirements are met, the office, athlete, drama participant and Just Us participant will monitor their grades on a **weekly** basis while participating in their activity. At the start of a new season, eligibility will be based on Semester Grades and the Weekly Grade Check.
  - i. If at any time, the student shows an "F" or has a current GPA of under a 2.0, the student will be put on probation. Probation will allow the student one week to get all grades passing and a current GPA of above a 2.0.
    - A letter will be sent home to parents/guardian informing them of probation.
    - Athlete may still practice and play in scheduled contests.
    - The athlete will be assigned a study hall of 2.5 hours during the week that will need to be completed and signed off on by the coach or supervising teacher. Failure to do this will make the student ineligible.

- ii. If the athlete is still failing any classes or has a current GPA of below a 2.0 at the end of that week, he/she will be deemed ineligible to participate in any scheduled contests (but will still be able to practice) until the they are passing all classes and have a GPA of above a 2.0.
- g. An incomplete grade will be considered an “F” until the work has been completed and a grade has been issued.

**h. Citizenship:**

We expect our student-athletes to model good citizenship in the classroom, hallways, and on and off the court. Students who fail to meet these expectations can be dismissed from the extra-curricular activities. School referrals, violations of the law, inappropriate behavior, and inappropriate social media activity are a few of the many reasons students may be dismissed from the activity.

Referrals are one method to track student behavior. Referrals are classified as either Major or Minor. Multiple Minor violations (ie phone) can count as a Major violation.

**During each sport season the following will apply:**

One Major Referral= can practice but is ineligible for 1 week of games

Two Minor Referral's= can practice but is ineligible for 1 week of games

Two Major Referrals= ineligible for remainder of that season

- i. Students not in school the entire day of the game/practice day, Saturday being the exception to this, will not play that afternoon or evening. Any exceptions must be cleared by the Principal. These exceptions should in all cases possible, be cleared before the absence.
- j. A student will not be allowed to work with, or become a member of any team until his athletic equipment from a previous season is checked in, paid for, or cleared by the coach.
- k. A participant who is dropped from a squad for disciplinary reasons will not be allowed to become a member, or work out with any other team during that sport season.
- l. All students participating in interschool competition must have satisfied their student body fee requirements before they are eligible to play. This may be waived for those students not able to meet the requirement. Waivers will involve a written statement signed by the student and parent/guardian and presented to the Principal.

**Physical Examination:**

- 1. All athletes must have a physical examination and a parent permission slip signed and returned to the office of the Principal.
- 2. Physical examinations are required every other school year.
- 3. Transfer student athletes will be required to have evidence of a valid physical examination.
- 4. A re-examination may be required whenever the coach deems it necessary for the health of the student.

**Insurance:**

1. All athletes must be covered by insurance. A low cost policy will be available for all sports. Parents must verify in writing with the high school office that their son/daughter is covered by appropriate insurance coverage to practice and compete in athletics.
2. The school and the Athletic Department do not assume financial responsibility for bill in excess of what each individual's policy does not pay.
3. When an injury occurs, the coach and the athlete have the responsibility for immediately notifying the office of the injury and for completion of the necessary forms.

**Training Rules:**

Students are not required to participate in athletics. They choose to participate. Students are not only representing themselves, but they are representing a team, a school, and a community. The students are to be made aware of the rules before they participate; therefore, upon choosing to participate they must abide by the rules or face the consequences.

Training is not usually difficult, but it can be to some athletes. It is simply getting into condition physically and mentally by means of common sense living and intelligent hard work. Students should understand that if they do not plan to abide by the training rules on and off the school grounds, they should not go out for athletics. The following 3 rules apply to students for the entirety of the school year once they have been identified as an athlete; regardless of whether or not they are participating in a sport at the time of the infraction. For example: In the fall, a student who only participates in track violates a rule. The penalty will apply to the athletes' first contests in the spring. Athletes must realize that they are expected to set an excellent example the entire school year as they represent Riddle High School.

**ATHLETES WILL NOT:**

Use or possess illegal drugs

Consume or possess alcoholic beverages

Possess, or use tobacco or look-a-like alternatives, either smoking or chewing

\*Where appropriate, he/she will be referred to a substance abuse program and shall continue in that program until completed in order to play again.

**Violations identified by school employees or law enforcement officers shall be dealt with as follows:**

1. First Violation (minimum penalty):
  - a. Suspension of 4 contests or 2 weeks of games; whichever is least.
2. Second Violation:
  - a. Suspension from all athletic activities for the remainder of the school year.
3. Third Violation:
  - a. To be determined by the Athletic Committee.

All disciplinary action recommendations will be referred through the head coach to the Athletic Director and Principal for final determination. The student or parent can appeal with the Athletic Appeals Committee. The Athletic Appeals Committee could consist of: a non-coaching faculty member, the drug and alcohol counselor, a full-time teacher/coach of a sport other than the sport

involved, the Athletic Director and the Principal. The student and/or parent must submit a written appeal which will be reviewed by the committee. If the student or parent is not satisfied with the decision of the Athletic Appeals Committee, he/she may then appeal through the district grievance process; appealing first to the Superintendent and, if not satisfied, to the School Board.

The student who is suspended or quits for the season will receive no award for that sport. In addition, the athlete may not utilize school athletic facilities or equipment, unless in gym class, until the season the athlete was participating in officially ends. If in violation of rule 1 or 2 above, then the student must be enrolled in a substance abuse program and will continue that program until completed.

### **Signed Statement:**

All athletes must sign a statement each year that they have read and understand the eligibility requirements and the head coach training rules. An athlete who willfully violates rules established by the head coach or exhibits conduct which is abusive or disrespectful may be suspended or expelled from the team. Please see appendix for activity/behavior contract.

### **Documentation:**

Coaches are reminded to distribute their team rules to all athletes and review team rules and athletic handbook rules with their athletes during the first practice. In any disciplinary situation where a coach takes action for a player violation of rules or gives notice of future consequences for continued inappropriate behavior, the coach should give written notice to the player and require player's signature. The notice helps clarify the offense and serves as documentation for more severe penalties if violations continue. Send a copy of the complete for to the Athletic Director or Principal.

### **Excuses During the School Day:**

1. Class time will not be used for activities and athletic events except in unavoidable circumstances. When such an absence from class is necessary, a roster of every student to be excused must be in the hands of all faculty members by the start of school before the anticipated absence.
2. Athletes who are to be excused from classes for participation in a contest are to be fully informed by their coach of the following responsibilities:
  - a. Arrangements for current class assignments must be made with the instructor before departure.
  - b. Athlete must be prepared for participation in class work on the day returning to class.

**Athletic Travel:**

1. Travel for regularly scheduled contests, exclusive of playoffs, should be limited as possible.
2. There should be no trips involving an overnight stay. The only exception to this would be where special arrangements with another school have been made to house students, club money is being used, or in the case of a long trip for an OSAA Playoff.
3. All members of athletic teams must travel in school transportation and must return by school transportation. Parents who wish to transport their own children from away events may do so after signing the student out in the presence of the coach. Athletes can only be checked out by parents or other relatives that have been predetermined on the emergency contact list in the office and on the athletic travel form. Relatives must have a valid driver's license and insurance. Emergencies may require additional consideration.
4. The arrangements for transportation of athletic teams will be made by the Athletic Director.
5. All athletic trips are to be taken in District provided vehicles. Only players and coaches may travel in District provided vehicles. Any exceptions to this caused by squad size, or other circumstances, must be cleared by the Principal.
6. Everyone riding in vehicles with seat belts is required by law to wear them. The coaching staff must remind the athletes of this and regularly enforce this law.
7. The coach should prepare an itinerary for the trip well in advance, and inform their squad accordingly.
8. The coach will be responsible to see that the conduct and appearance of players in his charge is exemplary in every way. Clothes shall be neat, clean and match the clothing guidelines set by the School District's dress code policy. Coaches can require additional dress requirements.
9. Ineligible players may travel, if they can do so without missing school time.
10. Students must be under adult supervision at all times. For example: When eating at various locations, the coach is responsible for supervising and assigning an adult designee at each location.
11. When overnight arrangements are necessary, players will room with other players only and coaches may room together.
12. Only those who are "van certified" through the District may drive District vehicles.
13. Assigned seating may be made at the discretion of the coach.

**Publications of Names and Athletic Rosters:**

If parents object to the publication of their child's name on an athletic roster that may appear in the newspapers, they should contact the Principal.

**Athletic Field Guidelines:**

Motorcycles, horses or unauthorized cars are not allowed on the track or field at any time. Bicycles are not to be ridden on the track or skinned areas of the ball fields. Climbing on dug-outs, grandstands, fences or other football, baseball, or physical education equipment on the field is forbidden. Animals are not allowed on District property for safety reasons.

Handling irrigation pipes, sprinklers, and playing on tractors, mowers, or other equipment is forbidden. Writing on grandstands or other buildings is also forbidden. Please use trash cans and avoid littering. Abuse of the fields will result in their being locked except for regularly scheduled events and practices. The hillside where the "R" resides is off-limits.

**Wednesday Night:**

Administration will try to keep athletic contests to a minimum on Wednesday nights in an effort to promote family time. However, some league schedules will use Wednesday night as a league contest night and the district will have to recognize those schedules.

**Special Recognition:**

Awards for athletic achievement are given in grades 7-12 as follows:

1. 7<sup>th</sup> and 8<sup>th</sup> grade: If members of a 7<sup>th</sup> and 8<sup>th</sup> grade school team; athletes will receive a small green "R."
2. Junior Varsity: Numerals and certificates.
3. Varsity: Letter (one green "R" per athlete) along with certificates for each sport.
4. Seniors: A white "R" will be awarded to each student in the athletic program who participates for three years (including their senior year) and earns an athletic award; a plaque is given to students who letter in three sports their senior year; an Irish blanket is given to students who earned at least ten varsity letter awards during their high school career.



# APPENDIX



## **The Coaches Code of Ethics**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

The coach shall 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 ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state 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 alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

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 club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would 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.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.



## **SUPPLEMENTS POSITION STATEMENT**

National Federation of State High School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)

The NFHS Sports Medicine Advisory Committee (SMAC) strongly opposes the use of dietary supplements for the purpose of athletic advantage. Research data shows widespread use of dietary supplements by adolescent and high school athletes, despite considerable safety concerns. Dietary supplements are marketed as an easy way to enhance athletic performance, increase energy levels, lose weight, and feel better. It is proven that adolescents are more susceptible to advertising messages and peer pressure, increasing the risk of dietary supplement usage. This can create a culture more concerned about short term performance rather than overall long term health.

The Dietary Supplement Health and Education Act of 1994 removed dietary supplements from pre-market regulation by the Food and Drug Administration (FDA). Thus, many of the substances that can be obtained from nutrition stores and the internet are not subject to the same strict tests and regulations as "over the counter" and prescription medications. The companies that produce dietary supplements do not need to test their safety or effectiveness before they are available to consumers. In fact, dietary supplements cannot be removed from the marketplace unless they present a significant or unreasonable risk of illness or injury.

- **MYTHS** regarding dietary supplements:
  - If a substance is natural, it must be safe and beneficial.
  - Athletes that consume a well balanced diet still have nutritional deficiencies.
  - Since dietary supplements may be purchased at a store or over the internet, they must be safe and legal.

The NFHS SMAC discourages the use of supplements by athletes due to the lack of published, reproducible scientific research addressing the benefits and documenting long term adverse health effects of the supplements, particularly in the adolescent age group. Dietary supplements should be used only upon the advice of one's health care provider. School personnel and coaches should never recommend, endorse or encourage the use of any dietary supplement, drug, or medication for performance enhancement.

We recommend that coaches, athletic directors, and school personnel develop strategies that address the growing concerns of using dietary supplements. Such strategies may include conversations with athletes and their parents about the potential dangers of dietary supplement use. Athletes should be encouraged to pursue their goals through hard work and good nutrition, not dietary shortcuts.

- Dietary supplements receive no FDA regulation:
  - There is no guarantee the true amount or concentration of ingredients is listed on the label.

- There is no guarantee the substance is pure, as studies have found lead and arsenic in supplements.
  - There may be other compounds not listed on the label in the dietary supplement which may be illegal or banned substances.
- There is minimal evidence that dietary supplements enhance performance for most high school sports.
  - There is even less evidence supporting their use in adolescents.
- In order to help prevent dietary supplement use:
  - School personnel, coaches, and parents should allow for open discussion about supplement use, but strongly encourage optimal nutrition and a well balanced diet.
  - Remind athletes that no supplement is harmless and free from consequences.
  - Remind athletes that there is no short cut to improved performance, it takes hard work.
  - Because they are not regulated, dietary supplements may contain impurities and illegal substances not listed on the label.
  - Adolescents that use dietary supplements are more likely to use steroids, continue usage into adulthood, and to engage in other high risk behaviors like smoking, drinking, and using drugs.

### **References:**

American College of Sports Medicine (ACSM). Nutrition and Athletic Performance Position Statement. March 2009.

Dietary Supplement Health and Education Act of 1994 (DSHEA).  
[www.fda.gov/opacom/laws/DSHEA.html](http://www.fda.gov/opacom/laws/DSHEA.html)

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Koch JJ. Performance-enhancing substances and their use among adolescent athletes. *Pediatrics in Review* 23: 310-317, 2002.

Mellion MB, Walsh, WM, et al. *The Team Physician's Handbook*. 3rd ed. Philadelphia: Hanley & Belfus, 2001.

McKeag DB, Moeller JL. *ACSM's Primary Care Sports Medicine*. 2<sup>nd</sup> ed. Philadelphia: Lippincott Williams & Wilkins, 2007.

National Federation of State High School Associations. <http://www.nfhs.org>.

The National Center for Drug Free Sport, Inc. <http://www.drugfreesport.com>

United States Anti-Doping Agency. <http://www.usantidoping.org/>

**Revised and Approved April 2009**



# Student-Athlete Progress Report



**STUDENT** \_\_\_\_\_

CLASS	TESTS/TARGETS	BEHAVIOR	CLASS/HOMEWORK	PROGRESS	SIGNATURE
	PASSED FAILED	Good Improving Unacceptable	Always done Sometimes done Never done	____ Good ____ Making Effort ____ Poor	Overall grade ____
	PASSED FAILED	Good Improving Unacceptable	Always done Sometimes done Never done	____ Good ____ Making Effort ____ Poor	Overall grade ____
	PASSED FAILED	Good Improving Unacceptable	Always done Sometimes done Never done	____ Good ____ Making Effort ____ Poor	Overall grade ____
	PASSED FAILED	Good Improving Unacceptable	Always done Sometimes done Never done	____ Good ____ Making Effort ____ Poor	Overall grade ____
	PASSED FAILED	Good Improving Unacceptable	Always done Sometimes done Never done	____ Good ____ Making Effort ____ Poor	Overall grade ____
	PASSED FAILED	Good Improving Unacceptable	Always done Sometimes done Never done	____ Good ____ Making Effort ____ Poor	Overall grade ____

**TEACHERS: PLEASE MAKE COMMENTS ON BACK**

To the Riddle High School Faculty and Staff:

The above student-athlete is a member of the Riddle High School Athletic Program. They represent our school, our athletic program, their families, and most importantly, themselves. We are asking for your cooperation in updating the Riddle High Athletics Program on their progress in your class, or the lack thereof. We are also asking for you to comment on their behavior within your classroom. These young student athletes are held accountable for their actions and should conduct themselves in a first-class manner at all times. If they are not, please feel free to contact the Athletic Director ASAP, and we can assure you that the problem will be addressed immediately. We would like to thank you in advance for taking time out of your schedule to assist us on this matter.

Sincerely,

Riddle High School Athletics

## **Irish Card Cover Letter**

### **Irish Card Athletic Participation Packet**

In order to participate in Riddle Jr/Sr. High athletic programs you will need to get an Irish Card. Please follow the directions below.

Read the packet instructions prior to filling the paperwork out.

Please fill out each page and drop them off IN PERSON to Russell Hobson or Lavelda Schuyler in the office. Do NOT leave forms anywhere else.

Be sure all forms are read, completed and signed where appropriate. Incomplete forms will delay your Irish Card.

Forms to be turned into the office Include:

- School Sports Pre-Participation Examination Form (Every Two Years) or
- Health Update Form (on years where a physical is not needed)
- Sport Participation Travel Form (Emergency & Insurance) Form
- A copy of a health insurance card
- Athletic Trip and Emergency Release Form
- Athletic Handbook Read and Understand Form

Sincerely,

Riddle Jr/Sr High  
Athletic Department

## IRISH CARD PACKET INSTRUCTIONS

This packet of forms must be completed and turned into Russell Hobson or Lavelda Schuyler in the office in order for your son/daughter to be eligible to participate.

THE IRISH CARD PAPERWORK IS COMPLETED ONCE DURING EACH ACADEMIC YEAR.

There are specific forms you will have to fill out each season.

Please note the following:

- Fill all forms out in **ink**. Forms completed in pencil do not photocopy well.
- Make sure all appropriate forms are completed, signed and dated.

Instructions for each form:

**Physical Exam Form:** Oregon state law requires that a student-athlete have a physical examination done once every two years. To help you remember when a physical should be completed it is recommended that you do them during the freshmen (9<sup>th</sup> grade) and junior (11<sup>th</sup> grade) years. Please fill out the front of this form prior to visiting your physician who will complete the backside.

**Health Update Form:** If you are in a year where you do not need a physical completed then fill out health update form.

**Emergency and Insurance Form:** Please provide as much contact information as you can. If any information changes during the year, please contact the office to update us. **A copy of the insurance card will also be needed.**

**Athletic Trip and Emergency Release Form:** Athletes can be signed out to their guardian after an athletic event to ride home with them. A guardian may also allow the releasing of the athlete to other relatives listed on this form. Only relatives listed on this form may be allowed to check out the athlete. All other adults need to be signed off by the office before the day of the event.

**Athletic Handbook Read and Understand Form:** Please read the Athletic Handbook and initial next to each area. For the form to be considered complete, initials of the guardian and of the athlete need to be placed next to each item.

**Fees:** High School athletics will cost \$50 per sport while Jr. High Athletics will cost \$25 per sport. Riddle School Board has implemented a policy that puts a cap a family has to pay per year at \$150. Fees need to be paid at the office and the receipt taken to Russell Hobson.

If you have any questions please contact:

Russell Hobson, Jim Titus or Bill Starkweather @ 541-874-2251





## RHS Irish Athletics Parent Pledge

Please read, initial each item, sign and return to the coach

1. I pledge to be committed to my student athlete's education, to make sure she attends school and maintains a discipline of completing quality assignments on a daily basis. My student athlete's education is, and always will be, a number one propriety in his life.

2. I pledge to get my student athlete to practice and games on time. I understand that it can be embarrassing for my student athlete to be late and that I may be putting him at risk by not providing adequate time for warm up. This shows respect for the team and the coaching staff, and it tells my student athlete he is my top priority.

3. I pledge to use positive encouragement to support my student athlete. Athletes do their best when their "Emotional Tank" is full. I understand that less than 1% of youth sports participants receive college scholarships and that the top three reasons kids play sports are a) to have fun, b) to make new friends, and c) to learn new skills. I understand that the game is for the players, and I will keep sports in the proper perspective.

4. I pledge to reinforce the Irish Athletics program philosophy with my student athlete. Our philosophy is giving maximum effort, learning and improvement, and bouncing back from mistakes. Winners are people who make maximum effort, continue to learn and improve, and do not let mistakes, or fear of making mistakes, stop them. I understand that mistakes are an inevitable part of any game and that people learn from their mistakes. I understand that children are born with different abilities and that the true measure is not how my student athlete compares to others but how he is doing in comparison to his best self.

5. I pledge to "Be a Good Fan." I understand the importance of setting a good example for my student athlete. No matter what others may do, I will show respect for all involved in the game including coaches, players, opponents, opposing fans, officials, and the media. I understand that officials are human and make mistakes. If an official makes a "bad" call against my team, I will "Be a Good Fan" and encourage my team.

6. I pledge to understand the coaching staff will not be available to talk to parents at any time about playing time or player positions. Student athletes are encouraged to speak directly with coaches to foster athlete responsibility in learning and improving. Parents may call, email or schedule an appointment to discuss or clarify any issue other than playing time or player positions.

7. I pledge to refrain from yelling out instructions to my student athlete. I understand that this is the coach's job. I understand that games are hectic at times for student athletes trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encouraging my student athlete and other players for both teams.

8. I pledge to refrain from making negative comments about my student athlete's coach in my student athlete's presence. I understand that this plants an unconstructive seed in my student athlete's head that can negatively influence my student athlete's motivation and overall experience.

**I will honor the RHS Irish Parent Athletics Pledge in my words and actions.**

-----  
Parent(s)/Guardian(s) Signature(s)

-----  
Print Student Athlete's Name

-----  
Date



## **Riddle Jr./Sr. High School Athletic/Activity Behavior Contract**

I recognize that athletic participation is a voluntary activity and is subject to limitations on my behavior. I therefore agree to the following:

1. I will not possess or use alcoholic beverages.
2. I will not possess or use illegal drugs.
3. I will not possess or use any tobacco (chewing or smoking).
4. I will not engage in activities which result in criminal convictions.
5. I will not miss practice except when excused by my coach.
6. I will be in school all day on game day and practice days unless arrangements are made with the administration (office).
7. I will ride to and from athletic contests with the team except when a parent contacts the coach at the game site and signs out their son/daughter with the coach.
8. I recognize that I will not be allowed to change sports after the first week of practice unless agreed upon by both coaches.
9. I will meet all the detention obligations before participating in sports.
10. I will be responsible for all school equipment which is issued to me and will pay for any lost or damaged equipment.
11. I will not wear athletic gear for personal use.
12. I will not turn-out for a sport until all previous equipment is turned in and all student body fees are paid.
13. I will abide by these and the rules set forth in the Riddle J./Sr. High School Coaches'/Athletes'/Parents'/Activities Handbook.

I understand that violations of this contract will result in consequences as listed in the Coaches'/Athletes'/Parents'/Activities Handbook. These consequences may range from a coach's penalty up to dismissal from athletics for the remainder of the year.

# School Sports Pre-Participation Examination – Part 1: Student or Parent Completes

Revised May 2017

## HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the provider. The provider should keep this form in the medical record.)

Date of Exam: \_\_\_\_\_

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Sport(s): \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking.

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.

☐ Medicines

☐ Pollens

☐ Foods

☐ Stinging Insects

Explain "Yes" answers below. Circle questions you do not know the answers to.

GENERAL QUESTIONS	
1. When was the student's last complete physical or "checkup?" Date: Month/ Year ____/ ____ (Ideally, every 12 months)	
2. Has a doctor or other health professional ever denied or restricted your participation in sports for any reason?	YES NO
3. Do you have any ongoing medical conditions? If so, please identify below.	
4. Have you ever had surgery?	
<b>HEART HEALTH QUESTIONS ABOUT YOU</b>	YES NO
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?	
6. Have you ever had discomfort, pain, tightness or pressure in your chest during exercise?	
7. Does your heart ever race or skip beats (irregular beats) during exercise?	
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: ____ High blood pressure ____ A heart murmur ____ High cholesterol ____ A heart infection ____ Kawasaki disease Other: _____	
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)	
10. Do you get lightheaded or feel more short of breath than expected, or get tired more quickly than your friends or classmates during exercise?	
11. Have you ever had a seizure?	
<b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>	YES NO
12. Has any family member or relative died of heart problems or had an unexpected sudden death before age 50 (including drowning, unexplained car accident or sudden infant death syndrome)?	
13. Does anyone in your family have a pacemaker, an implanted defibrillator, or heart problems like hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome or catecholaminergic polymorphic ventricular tachycardia?	

BONE AND JOINT QUESTIONS	YES	NO
14. Have you ever had an injury to a bone, muscle, ligament or tendon that caused you to miss a practice, game or an event?		
15. Do you have a bone, muscle or joint problem that bothers you?		
<b>MEDICAL QUESTIONS</b>	YES	NO
16. Do you cough, wheeze or have difficulty breathing during or after exercise?		
17. Have you ever used an inhaler or taken asthma medicine?		
18. Are you missing a kidney, an eye, a testicle (males), your spleen or any other organ?		
19. Do you have any rashes, pressure sores, or other skin problems such as herpes or MRSA skin infection?		
20. Have you ever had a head injury or concussion?		
21. Have you ever had numbness, tingling, or weakness, or been unable to move your arms or legs after being hit or falling?		
22. Have you ever become ill while exercising in the heat?		
23. Do you or someone in your family have sickle cell trait or disease?		
24. Have you, or do you have any problems with your eyes or vision?		
25. Do you worry about your weight?		
26. Are you trying to or has anyone recommended that you gain or lose weight?		
27. Are you on a special diet or do you avoid certain types of food?		
28. Have you ever had an eating disorder?		
29. Do you have any concerns that you would like to discuss today?		
<b>FEMALES ONLY</b>	YES	NO
30. Have you ever had a menstrual period?		
31. How old were you when you had your first menstrual period? _____		
32. How many periods have you had in the last 12 months? _____		

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 \_\_\_\_\_

ORS 336.479, Section 1 (3) "A school district shall require students who continue to participate in extracurricular sports in grades 7 through 12 to have a physical examination once every two years." Section 1(5) "Any physical examination required by this section shall be conducted by a (a) physician possessing an unrestricted license to practice medicine; (b) licensed naturopathic physician; (c) licensed physician assistant; (d) certified nurse practitioner; or a (e) licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects."

Form adapted from ©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for

# School Sports Pre-Participation Examination – Part 2: Medical Provider Completes

Revised May 2017

## PHYSICAL EXAMINATION FORM

Date of Exam: \_\_\_\_\_

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Sport(s): \_\_\_\_\_

EXAMINATION		
Height: _____	Weight: _____	BMI: _____
BP: _____ / _____ ( _____ / _____ )	Pulse: _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>MEDICAL</b>	<b>NORMAL</b>	<b>ABNORMAL FINDINGS</b>
Appearance		
Eyes/ears/nose/throat		
Lymph nodes		
Heart •Murmurs (auscultation standing, supine, with and without Valsalva)		
Pulses		
Lungs		
Abdomen		
Skin		
Neurologic		
<b>MUSCULOSKELETAL</b>		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		

☐ Cleared for all sports without restriction

☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for:

☐ Not cleared

☐ Pending further evaluation

☐ For any sports

☐ For certain sports: \_\_\_\_\_

Reason: \_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the provider may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians). This form is an exact duplicate of the current form required by the State Board of Education containing the same history questions and physical examination findings. I have also reviewed the "Suggested Exam Protocol".

Name of provider (print/type): \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of provider: \_\_\_\_\_

ORS 336.479, Section 1 (3) "A school district shall require students who continue to participate in extracurricular sports in grades 7 through 12 to have a physical examination once every two years." Section 1(5) "Any physical examination required by this section shall be conducted by a (a) physician possessing an unrestricted license to practice medicine; (b) licensed naturopathic physician; (c) licensed physician assistant; (d) certified nurse practitioner; or a (e) licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects."

Form adapted from ©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine.

## School Sports Pre-Participation Examination – Suggested Exam Protocol for Medical Provider Revised May 2017

### MUSCULOSKELETAL

#### Have patient:

1. Stand facing examiner
2. Look at ceiling, floor, over shoulders, touch ears to shoulders
3. Shrug shoulders (against resistance)
4. Abduct shoulders 90 degrees, hold against resistance
5. Externally rotate arms fully
6. Flex and extend elbows
7. Arms at sides, elbows 90 degrees flexed, pronate/supinate wrists
8. Spread fingers, make fist
9. Contract quadriceps, relax quadriceps
10. "Duck walk" 4 steps away from examiner
11. Stand with back to examiner
12. Knees straight, touch toes
13. Rise up on heels, then toes

#### To check for:

- AC joints, general habitus
- Cervical spine motion
- Trapezius strength
- Deltoid strength
- Shoulder motion
- Elbow motion
- Elbow and wrist motion
- Hand and finger motion, deformities
- Symmetry and knee/ankle effusion
- Hip, knee and ankle motion
- Shoulder symmetry, scoliosis
- Scoliosis, hip motion, hamstrings
- Calf symmetry, leg strength

**MURMUR EVALUATION** – Auscultation should be performed sitting, supine and squatting in a quiet room using the diaphragm and bell of a stethoscope.

#### Auscultation finding of:

1. S1 heard easily; not holosystolic, soft, low-pitched
  2. Normal S2
  3. No ejection or mid-systolic click
  4. Continuous diastolic murmur absent
  5. No early diastolic murmur
  6. Normal femoral pulses
- (Equivalent to brachial pulses in strength and arrival)

#### Rules out:

- VSD and mitral regurgitation
- Tetralogy, ASD and pulmonary hypertension
- Aortic stenosis and pulmonary stenosis
- Patent ductus arteriosus
- Aortic insufficiency
- Coarctation

**MARFAN'S SCREEN** – Screen all men over 6'0" and all women over 5'10" in height with echocardiogram and slit lamp exam when any two of the following are found:

1. Family history of Marfan's syndrome (this finding alone should prompt further investigation)
2. Cardiac murmur or mid-systolic click
3. Kyphoscoliosis
4. Anterior thoracic deformity
5. Arm span greater than height
6. Upper to lower body ratio more than 1 standard deviation below mean
7. Myopia
8. Ectopic lens

### CONCUSSION -- When can an athlete return to play after a concussion?

After suffering a concussion, no athlete should return to play or practice on the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover that quickly, thus the Oregon Legislature has established a rule that no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health care professional before they are allowed to return to play or practice.

Once an athlete is cleared to return to play, they should proceed with activity in a stepwise fashion to allow their brain to readjust to exertion. The athlete may complete a new step each day. The return to play schedule should proceed as below following medical clearance:

- Step 1: Light exercise, including walking or riding an exercise bike. No weightlifting.
- Step 2: Running in the gym or on the field. No helmet or other equipment.
- Step 3: Non-contact training drills in full equipment. Weight training can begin.
- Step 4: Full contact practice or training.
- Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

#### 581-021-0041 Form and Protocol for Sports Physical Examinations

1. The State Board of Education adopts by reference the form entitled "School Sports Pre-Participation Examination" dated May, 2017 that must be used to document the physical examination and sets out the protocol for conducting the physical examination. The form may be used in either a hard copy or electronic format. Medical providers may use their electronic health records systems to produce the electronic form. Medical providers conducting physicals of students who participate in extracurricular activities in grades 7 through 12 must use the form.
2. The form must contain the following statement above the medical provider's signature line:  
This form is an exact duplicate of the current form required by the State Board of Education containing the same history questions and physical examination findings. I have also reviewed the "Suggested Exam Protocol".
3. Medical providers conducting physicals on or after April 30, 2011 and prior to May 1, 2017 must use the form dated May 2010.
4. Medical providers conducting physicals on or after May 1, 2017 and prior to May 1, 2018 may use either the form dated May 2010 or the form dated May, 2017.
5. Medical providers conducting physicals on or after May 1, 2018 must use the form dated May, 2017.

**NOTE:** The form can be found on the Oregon School Activities Association (OSAA) website: <http://www.osaa.org>

Stat. Auth.: ORS 326.051 Stats.

Implemented: ORS 336.479

## Health Update Form

This form only needs to be completed if you do not need a physical this year. Please fill this out in ink.

\_\_\_\_\_  
(Last Name)                      (First Name)                      (M.I.)                      (Grade)                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(D.O.B)

1. Have you had any injuries (sports related or otherwise) for which you saw a physician or other health care provider since the last sports season you participated in?

**YES NO**

If **YES**, please explain: \_\_\_\_\_

2. Do you have any injuries/illness that you are currently being treated for by a physician or other health care provider?

**YES NO**

If **YES**, please explain: \_\_\_\_\_

3. Have you been hospitalized or had surgery since the last sports season you participated in?

**YES NO**

If **YES**, please explain: \_\_\_\_\_

4. Have you had a concussion since your last sports season?

**YES NO**

If **YES**, please explain: \_\_\_\_\_

5. Do you have any allergies (especially to medications) or take any medications on a regular and continuing basis?

**YES NO**

If **YES**, please explain: \_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Date)

## Riddle Jr./Sr. High School Sport Travel Form

I hereby give my permission for \_\_\_\_\_ to compete for Riddle Jr./Sr.  
(name of student)

High School in OSAA approved sports/activities and to go with the coach on any trips.

While I expect school authorities to exercise reasonable precautions to avoid injury, I understand that they assume no financial obligation for any injury that may occur. If I cannot be contacted, or if the distance is too far to get the injured student back home to the parent, I authorize the employees of Riddle School District # 70 to obtain the nearest licensed doctor to help my child.

In case of emergency, I can be reached at:

\_\_\_\_\_  
Home

\_\_\_\_\_  
Work

\_\_\_\_\_  
Cell

\_\_\_\_\_  
Other

### **Verification of Insurance:**

My child is covered by the following insurance plan:

Name of Insurance Company: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Policy Number: \_\_\_\_\_

***\*Riddle Jr./Sr. High School requires that a photo copy of a valid/current insurance card be attached to this document.***

Allergies (bee stings, etc.) or ongoing medical conditions (diabetes, asthma, etc.):  
\_\_\_\_\_

I understand that if my son/daughter is seen by a physician for an injury, we will be required to provide a note from the physician releasing your son/daughter to return to full activity.

Please check **ALL** sports/activities in which your child **MAY** participate in:

____ Band	____ Basketball	____ Softball	____ Volleyball
____ Baseball	____ Football	____ Track	____ Football
____ National Honor Society (if qualified)			

\_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date

## Riddle Jr./Sr. High School Sport Release Form

All members of athletic teams must travel in school transportation and must return by school transportation. Parents who wish to transport their own children from away events may do so after signing the student out in the presence of the coach. Athletes can only be checked out by parents or other relatives that have been predetermined on the emergency contact list in the office and on the athletic travel form. Relatives must have a valid driver's license and insurance. Emergencies may require additional consideration. Please fill out below the relatives that will be allowed to check out your child at away athletic events.

Last Name	First Name	Relationship with Athlete	Work Phone Number	Home Phone Number	Contact if Emergency
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No
					Yes or No

By signing below, I authorize Riddle High School the ability to release my son/daughter to the family members listed above.

\_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date

## Athletic Handbook Page

I have received, read and understand each of the different sections of the athletic handbook.

<b><u>Section</u></b>	<b><u>Parent Initials</u></b>	<b><u>Athlete Initials</u></b>
Injury Policy	_____	_____
Eligibility	_____	_____
Physical Exam	_____	_____
Health Insurance	_____	_____
Training Rules	_____	_____
Publication of Names and Athletic Rosters	_____	_____
Athletic Field Guidelines	_____	_____
NFHS Supplements Position Statement	_____	_____
RHS Irish Athletics Parent Pledge	_____	_____
Behavior Contract	_____	_____

I have turned in the following into the office, so that the athlete can be eligible to participate in athletics.

### **Form**

Physical or Health Update (If Physical has not expired)	_____
Travel Form	_____
Copy of the Insurance Card	_____
Release Form	_____
Athletic Handbook Page	_____
Fees	_____





*A private, non-profit organization enriching the lives of Oregon students.*

#### OSAA SPORTSMANSHIP STATEMENT

Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society. Therefore, student-athletes, coaches, spectators and all others associated with high school activities programs and events should adhere to the fundamental values of respect, fairness, honesty, and responsibility. These values should be established as a priority among all OSAA member high schools.

It is the responsibility of each member high school to establish policies for sportsmanship and ethical conduct consistent with the educational mission and goals of that school and to continually educate students, coaches, teachers, parents, and all involved about those policies.

#### KEY ELEMENTS OF CITIZENSHIP

**Honor:** Performs within the letter and spirit of the rules of the game.

**Honesty:** Obeys prohibitions against lying, cheating, stealing, and violence.

**Responsibility:** Accepts duty to behave in a consistent, trustworthy manner.

**Self-Control/Discipline:** Ability to hold disruptive emotions.

**Courage:** Fortitude to stand up for what is right.

**Respect:** The Golden Rule of treating others as we would like to be treated.

**Integrity:** The quality of having strong moral principals.

**Knowledge:** An understanding of the realm of citizenship.

#### PARENTS / STUDENTS / SPECTATORS

- Respect both players and fans of opposing teams.
- Be a role model! Don't harass or trash talk opponents or officials before, during or after a contest.
- Recognize and support the efforts of coaches, officials, leagues, and school administrators.
- Support your child/peer with positive actions and encouragement.
- Respect the officials' judgement and interpretation of the rules.
- Accept both victory and defeat with pride and compassion.
- Applaud all participants' efforts – win or lose.

#### YOUR ACTIONS

#### SPEAK LOUDER THAN WORDS

#### YOUTH SPORTS

[www.sportsparenting.org](http://www.sportsparenting.org)  
[www.nays.org](http://www.nays.org)

#### EVERYONE NEEDS TO TAKE PART IN THE FUNDAMENTALS

- Show respect for the opponent at all times.
- Show respect for the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self-control.
- Recognize and appreciate levels of skill attained regardless of affiliation.
- Recognize that participation in a contest is a privilege.
- Maintain a balance.
- Participate in a variety of activities and have fun.

#### ADMINISTRATORS ATHLETIC DIRECTORS

- Establish a positive school environment.
- Emphasize educational goals and publish regulations governing interscholastic activities.
- Inform coaches, student body, and fans of expected behavior.
- Take a stand and uphold codes of conduct.
- Evaluate coaches' performances on the principals of citizenship, not just on win-loss records.

#### SUPPORT CITIZENSHIP

#### PARTICIPANTS

- Treat opponents with respect.
- Exercise self-control.
- Display modesty in victory and graciousness in defeat.
- Accept the judgement of the officials without complaint or unnecessary gestures.
- Congratulate the opponents in a sincere manner following victory or defeat.
- Accept the responsibility and privilege of representing your school and community.

#### PLAY FAIR

#### COACHES AND ADVISORS

- Instruct students on their responsibilities of citizenship / sportsmanship.
- Respect the officials' judgement and interpretations of the rules.
- Publicly shake hands with the officials and opposing coaches before and after each contest.
- Be sensitive to explosive situations; remove player(s) before problems arise.
- Communicate program goals and objectives.

#### BE A ROLE MODEL

*One man practicing sportsmanship is far better than fifty others preaching it.*

*- Knute Rockne*

*Winning is for a day – sportsmanship is for a lifetime.*

*Sportsmanship is winning – even if you lose the game.*

*Fans are not at an event to intimidate or ridicule, but to support and enjoy the competition.*

*Good sportsmanship begins with you.*

*Always do right. This will gratify some people and astonish the rest.*

*- Mark Twain*

#### CHEERLEADERS

- Always set a good example for spectators to follow.
- Greet the visiting cheerleading squad and treat them as your guests.
- Stimulate and control positive crowd cheers.
- Be sure that words or gestures used in a cheer do not offend the audience.
- Divert the crowd's attention with a popular cheer when booing or other negativity begins.

#### BE A POSITIVE LEADER

#### BAND

- Choose appropriate music and time for performing.
- Show respect at all times for officials, opponents, and spectators.
- Show respect at all times for public property and equipment.
- Avoid offensive gestures and language.

#### BE SUPPORTIVE

#### OFFICIALS

- Accept your role in an unassuming manner.
- Maintain confidence and poise, controlling the contest from start to finish.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- Do your part to promote sportsmanship within your association and among schools.
- Be consistent in your approach to every game.

#### SPORTSMANSHIP MATTERS

[www.osaa.org](http://www.osaa.org)