

Athletes Name: _____ Sport(s): _____

Handbook Reviewed for completeness by Coach: _____ Date: _____



Willits High School

2019-20

Athletic Clearance Packet

&

Student-Athlete Handbook

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Organization and Administration

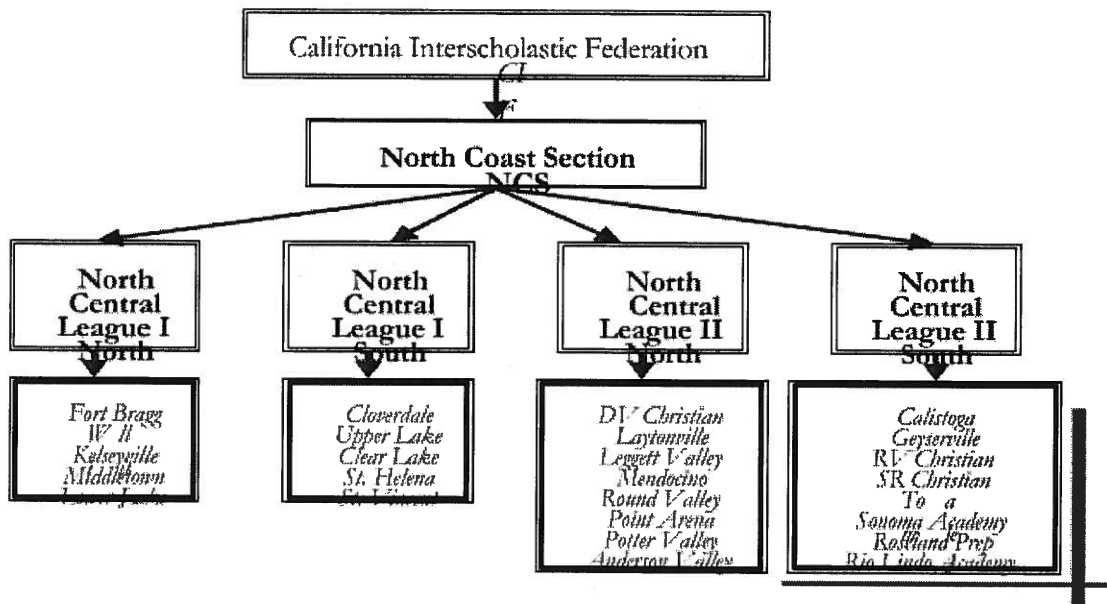
Affiliation

Willits High School is a member of the North Coast Section (N.C.S.) of the California Interscholastic Federation (C.I.F.). It is also a member of the Coastal Mountain Conference (C.M.C.) and North Central League I South (NCL I South).

The Coastal Mountain Conference is comprised of four leagues with semi-autonomy within the rules and regulations set forth by the C.I.F., N.C.S., and the C.M.C. These leagues are known as the North Central League I North, the North Central League I South, the North Central League II North, and the North Central League II South.

The NCL I South is governed by all applicable rules of the Coastal Mountain Conference, North Coast Section and C.I.F. The NCL I South shall also be governed by the rules and regulations set forth in their own BY-

LAWS AND GENERAL RULES OF SPORT.



Procedure for Participation

If you are interested in participating in a sport at Willits High School, you must complete the following steps:

1. Contact the head coach or athletic director.
2. Complete the Athletic Clearance Packet.
 - a. Read, understand and accept the Willits Unified School District Athletic Code
 - b. Read, understand and accept the Willits High School/CIF Code of Conduct for Interscholastic Student-Athletes
 - c. Read, understand and accept the Scholastic Eligibility requirements
 - d. Read, understand and accept the Warning to Students and Parents
 - e. Read, understand and accept the Application to Participate
 - f. Complete the Parent or Guardian Permission Form
 - g. Complete the Insurance Information form
 - h. Submit a completed Pre-Season Health Examination Form
 - i. Read, understand and accept the Willits High School Athletic Contract
 - j. Read, understand and accept the NCS Ejection Policy
 - k. Read, understand and grant or deny permission for the media release form
3. Meet the eligibility requirements. Each student will be evaluated by the administration, along with the athletic director, as to his/her eligibility for participation. All athletes at Willits High School will be given a fair tryout in order to make the team.

NOTE: Students cannot participate on any school team, including practices, until all forms are signed and on file in the office, fees paid and a clearance slip is given to the coach.

- E. A student may not play on an “outside team” in a sport during the high school season of that sport (excluding sports specifically allowed by CIF rule 600).
- F. Players may change from one sport to another during one season with the permission of both coaches involved. It is the player’s responsibility to contact both coaches before practicing the new sport.

III. Injuries Involving Students in Athletics

- A. A player who is injured, but mobile, may be required by the coach to attend all practices and contests in order to remain a member of the team. A player who has an injury that will permit no further participation during that sport season will be considered on leave from the sport with no penalty and the player will be given his/her award, at the coach’s discretion.
- B. A player whose parent/guardian or physician has requested he/she not participate in practices or contests will not participate until the request is rescinded by the parent/guardian or physician in writing.

IV. Try-out Periods

- A. The coach or advisor, with the approval of athletic director and principal, shall determine the period of time during which try-outs (if needed) will be held. Try-outs will be held as part of regular practice sessions or meetings at the beginning of each sports season.
- B. After try-outs, players may be “cut” by the coach/advisor according to his/her policies and procedures.

V. Parent/Student Meeting Prior to an Extracurricular Program

- A. The coach/advisor will hold a meeting for students and parents prior to the extracurricular program at which the schedules, policies, Code of Conduct, and expectations of that activity are communicated.
- B. The coach/advisor may require the student and parent to attend the meeting or a personal conference before allowing the student to participate in the activity. (If try-outs are held, this meeting may be after try-outs are completed.)

VI. Equipment

- A. A student is responsible for all school equipment issued to him/her during an extracurricular activity, and shall replace or pay for lost or damaged equipment.
- B. Equipment issued to a student must be accounted for and/or paid for before the student is eligible to participate in another extracurricular activity.

VII. Joining Late

- A. A student may join an extracurricular program after the end of the try-out period with permission from the coach/advisor.

5. to respect the integrity and judgment of officials.
6. to achieve a thorough understanding and acceptance of the rules of the activity and the standards of eligibility.
7. to encourage leadership, use of initiative and good judgment by students.
8. to recognize that the purpose of extracurricular activities is to promote the physical, mental, moral, social, and emotional well being of the students who participate.
9. to remember that an extracurricular event is only an activity—not a matter of life and death for student, advisor, school, official, parent, fan, community, state, or nation.

B. WHS supports all NCS and CIF sportsmanship rules, including those listed below:

1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct shall result in the player being ineligible for the next contest.
2. Illegal participation in the next contest by a player ejected in a previous contest shall result in the contest being forfeited and ineligible player being ineligible for the next contest.
3. A second ejection of a player from a contest for unsportsmanlike or dangerous conduct during one season shall result in the player being ineligible for the remainder of the season.
4. When one or more players leave the bench or begin to participate in an altercation, the player(s) shall be ejected from the contest and become ineligible for the next contest.

Willits Unified School District/CIF Code of Conduct

(continued)

XIII. Additional Rules by Activity

- A. Additional rules or expectations may be set by the individual coach/advisor. They shall be communicated to students in a timely manner.

XIV. Logistics

- A. The coach/advisor will explain the Code of Conduct to students and parents/guardians at the preseason meeting of each activity program.
- B. Before participating in a WHS extracurricular program, a Code of Conduct signature page completed by the student and parent/guardian during the current school year must be submitted to the school office (reference section II, B).
- C. The principal/designee, following a review of a timely Code of Conduct disciplinary referral through appropriate due process procedures, will be responsible for enforcing the Code of Conduct.
- D. The parent/guardian of any student who violates the Code of Conduct will be notified of the violation and the disciplinary consequence. The appeal process for the Code of Conduct is the same as the appeal process for classroom disciplinary actions, found in the WHS Attendance and Discipline Handbook.
- E. The coach/advisor will meet with any student who is disciplined and provide the follow-up to correct the undesired behavior.

4. Incomplete Grades (NCS 2092D, CIF 205B)

- a. Receiving an Incomplete shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0. If the resolution of an Incomplete could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

Scholastic Eligibility

<i>(continued)</i>

5. Summer School (NCS 2095, CIF 207)

- a. The grade in a summer school course that is identical or equivalent in title and content to a course taken in the preceding grading period will replace the previous grade and the grade point average will be recalculated using the same number of courses as the divisor.
 - b. Units earned in summer school may be added to the Spring Semester to meet the unit requirement for fall extra-curricular activity participation.
 - c. The grade in a summer school course that is different in title and content from the courses taken in the preceding grading period will be added and the grade point average will be recalculated using all grades of the previous courses plus the new grade from the summer school course.
6. **Ineligible students** may participate in team practices, at the coach's discretion. Ineligible students may not dress for, or participate in a game or extra-curricular activity. Students may, however, attend the games/extra-curricular activities as a spectator separate from the team.
7. **Date of Determination** - The eligibility/ineligibility will begin on the day following the teacher deadline for grades at the end of each grading period.
8. **Probationary Period** - The Willits School Board has adopted a policy that may grant ineligible students a probationary period. Students granted probationary eligibility at Willits High must meet the required eligibility standards by the end of the grading period (Scholastic Eligibility), or semester (Minimum Requirements) in order to remain eligible for participation. The requirements for the probationary period are outlined below.
- a. Ineligibility must be a result of a significant event during the grading period that causes an interruption in the student-athlete's ability to be successful in his/her education as determined by the Athletic Director and Principal. Examples may include, but are not limited to: Death in the immediate family or extended illness.
 - i. The student and parent must submit a letter to the Athletic Director or Principal requesting a probationary period and outline the significant event that has caused the interruption. This letter must be submitted within one week following the determination date of eligibility.



Warning to Students and Parents

SERIOUS, CATASTROPHIC, AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION.

By its very nature, competitive athletics may put students in situations in which serious, catastrophic, and fatal accidents may occur.

Many forms of athletic competition result in violent physical contact among players, the use of equipment, which may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury.

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Just as driving an automobile involves possibility of risk; athletic participation by high school students also may be inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over-stated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your student to participate in athletic competition, you the parent or guardian, acknowledge that such risk exists.

By choosing to participate, you the student, acknowledge that such risk exists.

Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students MUST ADHERE to that instruction and utilization and MUST REFRAIN from improper uses and techniques. As previously stated, no amount of instruction, precaution, and supervision will totally eliminate all risk of serious, catastrophic, or even fatal injury.

If any of the foregoing is not completely understood, please contact your school principal for further information.

Application To Participate

(This section to be completed by the student)

Student Name: _____ Grade: _____ Birthdate: _____

Address: _____ Phone Number: _____

This application to compete in interscholastic athletics for the Willits High School is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the State Association. In addition, I understand that should I cut any class period or leave campus at anytime without school permission, I will not be eligible to participate in the next upcoming game.

_____ Date: _____

(Student Signature)

Parent's or Guardian's Permission

(This section to be completed by parent/guardian)

I hereby give my consent for the above-named student 1) to represent his/her school in athletic activities indicated on the Willits High School Athletic Contract and approved on the Pre-season Health Exam Form by the examining physician, provided that such athletic activities are approved by the State Association, 2) to accompany any school team of which he/she is a member on any of its local or out-of-town trips, 3) to be examined by the school medical or physician personnel when available. I authorize the school to obtain through a physician of its own choice, any emergency medical care that becomes reasonably necessary for the student in the course of such athletic activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above-named student in the course of such athletic activities or such travel.

_____ Date: _____

(Parent/guardian signature)

Insurance Information

(This section to be completed by parent/guardian)

I have sent a check for accident insurance as indicated below in order to meet the requirements of the California law (check the appropriate response (s)).

- Tackle Football Insurance (covers tackle football only)
- School Time Insurance (covers sports other then football)
- Full Time Insurance (covers football & sports other then football)

OR

I have health insurance or accident insurance for my daughter or son which meets the requirements of California Law and Elect not to purchase student school insurance. **(Attach copy of medical insurance card)**

Company Name, policy or group name: _____

I will promptly notify the school in the event insurance coverage no longer applies to my son or daughter.

_____ Date: _____

(Parent/guardian signature)

Media Release

I, the undersigned, do hereby grant unrestricted permission to Willits High School to use the image of the above-named child to include the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for the use in materials that include, but not limited to, printed materials such s brochures and newsletter, videos, and digital images such as those on the Willits Unified School District, Willits High School and/or Willits Athletics Web Site. I agree that these images may be used by a variety of purposes and that these images may be used without further notifying me. I do understand that my child's name may used on occasion in conjunction with any video or digital images. If you have any questions please contact, 707/894-1900.

_____ Date: _____

Willits High School Athletic Contract

This contract's function is to insure that the student-athlete, his/her parents, legal Guardians/caregiver and the coaching staff fully understand eligibility requirements outlined in the Athletic Clearance Packet. Please read all items carefully before signing this form. Items included in the packet are listed below:

- WILLITS UNIFIED SCHOOL DISTRICT ATHLETIC CODE (*pages 6-7*)
- WILLITS UNIFIED SCHOOL DISTRICT/CIF CODE OF CONDUCT (*8-9*)
- SCHOLASTIC ELIGIBILITY (*pages 10-11*)
- WARNING TO STUDENTS AND PARENTS (*pages 12*)
- APPLICATION TO PARTICIPATE/PARENT'S OR GUARDIAN'S PERMISSION (*page 13*
– *signed separately*)
- INSURANCE INFORMATION (*page 14 – completed separately*)
- MEDICAL HISTORY (*page 15 – completed separately*)
- PRE-SEASON PHYSICAL EXAMINATION (*page 16 – completed separately*)

By signing below, both the participating student-athlete and the parents, legal guardian/caregiver fully understand the eligibility requirements outlined in the Athletic Clearance Packet. We also recognize that if the standards of acceptable behavior, as set forth in the Athletic Code and Code of Conduct, are violated and/or the student-athlete does not meet the Scholastic Eligibility requirements, he/she could be immediately suspended from the team in accordance with the rules or actions of the Coaches' Board of Review.

Our signatures below also acknowledge that we have read and understand the material contained in the WARNING TO STUDENTS AND PARENTS stating, "serious, catastrophic, and perhaps fatal injury may result from athletic participation."

The coaching staff fully commits itself to offer you, as an athlete, the best coaching available. They will work year-round to better themselves as coaches and to be available to you for help and advice in any area. They also commit themselves to do everything possible to help you further your education and to continue on in athletics if you so desire.

(Print name of Student-Athlete)

Sport of Participation

(Signature of Student-Athlete)

Date _____

(Signature of parent/guardian)

Date _____

(Signature of coach)

Date _____

Penalty: The contest shall be forfeited and the ineligible player shall be ineligible for the next contest. During the contest for which the player is ineligible, the player shall not be allowed to dress in his/her team's uniform, but will remain the responsibility of school personnel.

NCS Ejection Policy

(continued)

- c) Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.

Penalty: The player shall be ineligible for the remainder of the season (includes pre-season, league season and post-season play).

- d) When one or more players leave the bench to begin or participate in an altercation.

Penalty: The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest the school actually participates in (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.). A student who was ejected from his/her team's previous contest for dangerous or unsportsmanlike actions, shall not be allowed to dress in his/her team's uniform, but will remain the responsibility of school personnel. NOTE: When a student and/or team must forfeit a contest due to violation of the Ejection Policy (NCS 2481A1b), the student and/or team shall be charged with participation in the contest for purposes of the respective sport's maximum number of contests rule.

Reporting Procedures

Each league shall establish a procedure for reporting ejections. Examples would include:

- a) The officials shall report (orally or in writing) to specified school personnel and/or league commissioner,
- b) The coach of the ejected player's team shall notify (orally or in writing) the principal of the ejected player's team and/or the league commissioner, or
- c) The coaches of both teams involved shall notify (orally or in writing) the principal of the ejected player's team and/or league commissioner.

Definition of Participation Under the Ejection Policy's Penalty

A student who was ejected from his/her team/s previous contest for dangerous or unsportsmanlike actions, shall not be allowed to dress in his/her team's uniform, but will remain the responsibility of school personnel. (*Board of Managers - January 19, 1996*)

Awards Ceremony

Any student who has been ejected from a championship contest will be prohibited from participating in the awards ceremony. (*Board of Managers - January 19, 1996*)

ATHLETE
EJECTION POLICY NOTIFICATION FORM*
(North Coast Section Ejection Policy)

The following rules and minimum penalties are applicable to players as adopted by the NCS Board of Managers on April 21, 1995. This policy will be in effect beginning with the 1995-96 school year, (and will include non-league, league, invitational tournaments/events, post-season; league, section or state playoffs, etc).

1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.

Penalty: The player shall be ineligible for the next contest (non-league, league, invitational tournament, postseason {league, section or state} playoff, etc.).

2. Illegal participation in the next contest by a player ejected in a previous contest.

Penalty: The contest shall be forfeited and the ineligible player shall be ineligible for the next contest.

3. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.

Penalty: The player shall be ineligible for the remainder of the season.

4. When one or more players leave the bench to begin or participate in an altercation.

Penalty: The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.).

I have read and understand the rules and regulations of the Ejection Policy. Athletes may not participate in any contest until this document is filed with the school.

(Student's Signature) _____ (Date) _____

SPORT _____ VAR JV FS Fr
(Circle one)

*These signed policy statements are to be maintained at each school. An Ejection Policy Notification Form -SCHOOL is to be filed, according to league policy, either with the league commissioner or with the North Coast Section.

Please sign in proper spaces and have your student return to office.

Willits High School

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

Headaches “Pressure in head” Nausea or vomiting Neck pain Balance problems or dizziness Blurred, double, or fuzzy vision Sensitivity to light or noise Feeling sluggish or slowed down Feeling foggy or groggy Drowsiness Change in sleep patterns	Amnesia “Don’t feel right” Fatigue or low energy Sadness Nervousness or anxiety Irritability More emotional Confusion Concentration or memory problems (forgetting game plays) Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:

Appears dazed Vacant facial expression Confused about assignment Forgets plays Is unsure of game, score, or opponent Moves clumsily or displays in coordination Answers questions slowly Slurred speech Shows behavior or personality changes Can’t recall events prior to hit Can’t recall events after hit Seizures or convulsions Any change in typical behavior or personality Loses consciousness

Preventing a Tragedy That Could Be a Heartbeat Away

Thousands of kids die annually from undetected heart conditions that can cause Sudden Cardiac Arrest (SCA) – the number two cause of death among youth under 25, and the number one killer of student athletes. A heart screening that includes an EKG can help identify these cardiac abnormalities that put kids at risk, but EKGs are not a regular part of well-child or pre-participation sports physicals.

SCA is not a heart attack. It's an abnormality in the heart's electrical system or structure that abruptly stops the heartbeat. It's fatal in 92 percent of cases if not properly treated within minutes. Abnormalities can be genetic, or inherited conditions, or they could be congenital, meaning you're born with it. The defect could become more pronounced as young hearts grow. In general, SCA affects males four times more than females and occurs during exercise 60% of the time, putting athletes at a higher risk.

SCA often has no warning signs. In fact, the first symptom could be death. But According to a study published by the Journal of the American Board of Family Medicine (2012), 72% of students that suffered from SCA were reported by their parents to have at least one cardiovascular symptom before SCA. They just didn't recognize it as life threatening.

That's why it's important to understand potential warnings of SCA.

Educating youth and parents about the symptoms and risk factors of Sudden Cardiac Arrest is one way to help prevent it. Young people often don't tell adults if they experience symptoms, and parents often urge their kids to play hard. Kids may be frightened, embarrassed or simply unaware that what they are feeling indicates a potentially fatal condition.

Athletes (and often their parents) don't want to jeopardize their playing time, so they may also avoid telling parents or coaches in hopes that the symptoms will "just go away" on their own. Or, they may think they're just out of shape and need to train harder. We need to let student athletes know that if they experience any of the symptoms below, it is crucial to get follow-up care right away with a primary care physician. If the athlete has any of the risk factors, these should also be discussed with your doctor to determine if a heart screening is needed. or car accidents

- known structural heart abnormality, repaired or unrepaired
- use of drugs, such as cocaine, inhalants, "recreational" drugs or excessive energy drinks.

These symptoms are potential indicators that SCA is about to happen:

Medical History

(This form must be completed by parent or guardian prior to the physical examination and should be taken with the physical examination form for review by the physician during the examination)

YES	NO	
S	D	
—	—	1 . Have you ever had any of the following? Please explain any YES answers
—	—	heart murmur _____
—	—	high blood pressure _____
—	—	other heart problems _____
—	—	broken bones _____
—	—	weak joints-ankles, knees _____
—	—	concussion _____
—	—	operation _____
—	—	seizures or epilepsy _____
—	—	2. Have you ever fainted or passed out? _____
—	—	3. Have you ever been knocked out? _____
—	—	4. Have you ever been hospitalized? _____
—	—	5. Have you ever had to stop running after ¼ to ½ miles for chest pain or shortness of breath? _____
—	—	6. A. Have you ever had significant allergies to:
—	—	bee stings? - On medication – yes__ no__ _____
—	—	foods _____
—	—	medicine _____
—	—	others _____
—	—	B. Do you have a prescription for use of:
—	—	Adrenaline _____
—	—	Inhalers _____
—	—	Other allergy medicine _____
—	—	C. Do you have asthma? _____
—	—	7. Do you take any medicine regularly? _____
—	—	8. Have you had any illnesses lasting a week or more such as mononucleosis, etc.? _____
—	—	9. Have you had any blood disorders, including sickle cell trait, anemia, etc.? _____
—	—	10. Has any family member had a heart attack, heart problems or sudden death before the age of 50? _____
—	—	11. Do you wear contact lenses, eyeglasses or dental appliance? _____
—	—	12. Do you have any missing or non-functioning organs such as testes, eye, kidney, etc.? _____
—	—	13. Menstrual History: _____

Physical Examination
(To be completed and signed by examining physician)

NAME: _____ SCHOOL: _____

HEIGHT _____ WEIGHT _____ SEX _____ AGE _____

*Tanner Stage or Maturation Index _____ BP _____

*Percent Body Fat _____ *Pulse (rest) _____

_____ (Exercise) _____

_____ (Recovery) _____

*Vision: Corrected (L) _____ (R) _____ Both _____

Uncorrected (L) _____ (R) _____ Both _____

*Audiogram: _____ Cervical spine/neck _____
 _____ Back _____

Eyes _____ Shoulders _____

Ears _____ Arm/elbow/wrist/hand _____

Nose _____ Knees/hips _____

Throat _____ Ankles/feet _____

Teeth _____

Skin _____ Lab: _____

Lymphatic _____ *Urine _____

Lungs _____ *Hemoglobin or _____

Heart _____ HCT _____

_____ and/or _____ Fe

Stores _____

Abdomen _____

Genitalia/hernia _____

Peripheral pulses _____ *WHEN MEDICALLY INDICATED

**WILLITS UNIFIED SCHOOL DISTRICT
SCHOOL ATHLETIC TRIP**

Student's Name: _____

Parent's Name: _____

Telephone # :(h): _____

(w): _____

Coach: _____

Team: _____ Year: _____

Please mark all "Modes of Transportation" that apply for entire season.

Mode of transportation:

School bus/contract bus

Employee driver/private car

Volunteer driver/private car

Other person to contact in case of emergency:

Name: _____ Telephone #: _____

Insurance Carrier:

Blue Cross Kaiser Other _____

Medical I.D. # _____

Health needs: Please indicate below if your child has any special health needs or limitations, including allergies, asthma, etc:

Indicate specific instructions for above, including the need for medicines, special procedures, etc: