

# MANITOU SPRINGS HIGH SCHOOL Athletic/Activity Registration Packet & Handbook

(updated June 2017)



To receive a **PASS TO PRACTICE**, the following items must be completed:

- \_\_\_\_\_ \$60.00 Per Sport Registration Fee (max \$120.00 per year/per student-\$300/family/school year)  
PAYMENTS--can be made by CASH, CHECK (payable to MSHS), or by Credit Card (*there will be a \$2.00 service charge for every credit card transaction*).
- \_\_\_\_\_ Athletic Insurance Waiver (on last page)
- \_\_\_\_\_ Parent Permission (on last page)
- \_\_\_\_\_ Physical/Activities Release Form (to be filled out by your doctor.)  
\*\*Can also use form provided by your own doctor
- \_\_\_\_\_ Athletic/Activity Code of Conduct (Student signature on last page)
- \_\_\_\_\_ Sport/Activity (Sign up for your choice on the last page)
- \_\_\_\_\_ Practice Transportation Permission (Guardian signature on the last page)
- \_\_\_\_\_ Concussion Waiver (Student and Guardian Initial)

Please read the following guidelines, sign and return the last page to be eligible for participation in our extracurricular programs. By signing the last page, you are agreeing to follow the policies and procedures in this packet. **This paperwork only needs to be filled out once per school year but you must get a PASS TO PRACTICE for every season that you intend to participate.**

Athletic/Activities Director: John McGee, [jmcgee@mssd14.org](mailto:jmcgee@mssd14.org)  
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# MANITOU SPRINGS HIGH SCHOOL

## ATHLETIC/ACTIVITIES HANDBOOK

### PHILOSOPHY & GOALS OF INTERSCHOLASTIC ACTIVITIES

Manitou Springs High School believes that the interscholastic activity program is an integral part of the overall educational opportunity offered to the students. Each student is encouraged to take advantage of the extracurricular opportunities that could enhance their overall education while in school. The high school is a member of the Colorado High School Activities Association. As a member, the school and individual students both responsible for making sure that the school does not suffer embarrassment or loss of prestige because it has to forfeit a game or contest or perhaps lose a championship because a student participates when not eligible. All students wishing to participate must therefore comply with the requirements of CHSAA.

#### **School District 14 extracurricular goals are:**

1. To provide a wide basis of participation in both team and individual sports in interscholastic competition and activities.
2. To develop a strong program of competitive sports and quality activities:
  - a. by encouraging and developing athletes in all sports and providing sufficient opportunities, for students to develop individual ability.
  - b. by encouraging the development of team spirit among all members of the team and their coaches.
  - c. by developing good attitudes, pride, sportsmanship, and ethical behavior in students, participants, and spectators.
  - d. by developing and maintaining a good relationship between extracurricular groups/teams and the student body, faculty, administration, and community.
  - e. by teaching fundamentals and techniques of each sport/activity in a progressive sequence as appropriate for students at higher grade levels.
  - f. by providing students with an awareness of potential opportunities as afforded them through competitive extracurricular activities.
3. To encourage participation in all sports or activities at all levels.
4. To develop a sense of commitment to self, family, school and community in keeping with the above goals through healthy competition, sportsmanship, camaraderie and citizenship.

### ACTIVITY/ATHLETIC CONTRACT

Prior to the beginning of a student's first high school season, the student and the parent/guardian must sign the Manitou Springs High School athletic/activity contract on the last page of this packet. The contract must be signed again at the beginning of each subsequent school year. This contract will be in effect from the time the contract is first signed until the student's graduation from high school. The student is accountable for the standards set forth in the interscholastic policy for the entire calendar year.

### PASS TO PRACTICE

Prior to participating in any official extracurricular practice the student must present to the coach/sponsor of the activity a 'Pass to Practice' slip. The student must obtain their 'pass' at the activities office **prior to every** season. When the following information is completed then the 'pass' will be given to the student:

1. Completed Physical & Parent Permit to Play (Doctor, Parent, Athlete)
2. Signed Athletic Contract (Athlete, Parent)
3. Emergency Medical Information Card (Parent)
4. Transportation Form (Parent)
5. Pay Activity Fees (Athlete, Parent)

# **PARENT-COACH-ATHLETE** **COMMUNICATION/EXPECTATION GUIDELINES**

Both parenting and coaching are very challenging vocations. Through effective communication, each group is better equipped to accept the actions of the other and thereby provide greater benefit to our student/athletes. Parents have a right to understand the expectations that are upon their child upon entering the Manitou Springs High School Athletic program. Both parents and coaches have a right to clear and open communication concerning the athlete. In an attempt to clearly communicate with each other, we have set specific guidelines in order to benefit all involved.

***\*Please note:** all players and parents are expected to represent Manitou Springs School District 14 in a positive light by conducting themselves in an appropriate and respectful manner. These expectations extend to those interactions between, but not limited to: your teammates and other players, coaches and staff, and all officials.*

## **I. Communication Expected From The Coach**

1. Expectations the coach has for your student/athlete and all athletes on the team.
2. Coach's philosophy
3. Discipline that results in the denial of your student/athlete's participation (Team Rules in addition to the general rules of the school)
4. Locations and times of all practices and contests
5. Team requirements (fees, fundraising, special equipment, off-season training, lettering procedures, etc.)
6. Injury procedures should your student/athlete be hurt during a practice or contest.

## **II. Expectations of Players**

1. Understand the coach's expectations of you on and off the playing field
2. Be prepared to give the coach your full attention and consistent effort in practice and in competition
3. Figure out when and where it is best to discuss problems with the coach
4. Learn to take criticism. Always ask, "What can I do to improve?"
5. Talk to the coach directly rather than behind his or her back. Schedule an appointment to discuss any problem after giving full consideration to the coach's point of view.
6. Evaluate your problem carefully and practice stating it without becoming emotional
7. Notify the coach of any schedule conflicts well in advance
8. Communicate about any injury or illness. Bring a doctor's note if applicable

## **III. Expectations of Parents**

1. Be a strong supporter of your student-athlete, win or lose
2. Encourage your athlete to communicate directly with the coach
3. Be a positive role model at home and at games
4. Refrain from criticizing coaches in a public setting
5. Remember that your speech, attitude, and actions toward a coach will influence your student-athlete's opinion of the coach

## **IV. Appropriate Concerns to Discuss With Coaches**

1. The treatment of your student/athlete mentally and physically
2. Strategies to help the athlete improve
3. Concerns or changes in your student-athlete's behavior

It is very difficult to be objective about our children. It is also difficult to accept your student-athlete's not playing as much as you may hope. Coaches are professionals. They make decisions constantly, based on what they believe to be best for all athletes involved. As you can see from the list above, certain items can be and should be discussed with the coach. Other items, such as the following, must be left to the discretion of the coach.

## **V. Issues Not Appropriate to Discuss With Coaches**

1. Other student-athletes
2. Playing time
3. Play calling
4. Team strategy
5. The level at which your athlete plays (e.g. JV instead of Varsity)

Certain situations may require a conference between the coach and the parent. These conferences are encouraged. However, it is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, the following procedures should be followed to help promote a resolution to the issue of concern. Please do NOT attempt to confront a coach before, after, or during a practice or contest. These can be emotional times for both parents and coaches. Meetings of this nature do not promote resolution and may even increase the problem.

## **VI. If You Have A Concern To Discuss With The Coach, Follow This Protocol:**

1. Talk to the head coach of the program. Bring your individual issues to him/her.
2. If you are not satisfied with the response, solution, or remedy, then you should take your concern/issue to the Athletic Director. We will ask that the coach attend that meeting as well.
3. If you are still not satisfied with the outcome, then you can take your concern to the building principal along with the superintendent of schools. We will notify the coach of this meeting and ask that they attend. They may or may want to attend at this point.

### **24-hour Rule:**

*Approaching the coach at any time during an athletic event is prohibited. Contact with the coaching staff should ONLY take place after 24 hours from the issue in question and following their player's communication with the coach regarding the concern. Contacting the coach prior to the stated expectation puts the coach in a difficult position, causing potential negative consequences for the team.*

*Failure to follow the 24-hour rule will result in immediate removal from the event and a minimum one game suspension from the next event(s).*

As the athlete becomes involved in our athletic program, he/she will experience some very rewarding moments. As with any life situation, there may also be times when things do not go well. Discussion with the coach is encouraged at all times.

We are very grateful that you are taking a vested interest in the athletic experience your child is having at MSHS. It is our ambition to improve all programs each and every year. We believe that the protocol outlined above explains appropriate ways to express suggestions, explain concerns, and communicate expectations regarding your child's experiences with curricular and non-curricular activities.

The district must protect the employment rights of the employee (coach). We will not allow nor condone group meetings to discuss personnel issues regarding the performance of a particular employee without the employee present (unless they do not want to be present) nor without completing the required steps above.

Research indicates that a student involved in athletics and activities has a greater sense of self esteem, a greater chance of graduation, a higher grade point average, fewer absences from class, and in general a greater chance for success in adulthood. Remember that this is a training period for both you and your athlete. The more you both become involved in communication with the coach now, the better your athlete will be prepared to do it in college and later in life. We hope that the guidelines provided will make your experience with the Manitou Springs High School athletic program less stressful and more enjoyable.

## **GENERAL ELIGIBILITY**

### 1. Academics:

To be eligible to represent the school in any interscholastic activity (athletic or non-athletic), a student must:

- a. be considered a good citizen of the school and community
- b. be an undergraduate of your high school
- c. be carrying a minimum of 6 classes per semester.
- d. pass a minimum of 6 classes each term.
- e. not be 19 before August 1<sup>st</sup>.
- f. parents must be bona fide residents of the school district or must abide by all CHSAA rules and regulations governing residency or

satisfy waiver guidelines.

- g. have only eight semesters of attendance in which they can participate once he/she enrolls in high school as a freshman.

### 2. Attendance:

- a. A participant must be in attendance in at least three classes during the regular day in order to attend practice that same day.
- b. A participant must be in attendance all day in order to participate in a game or contest that same day.
- c. Truancy from school will result in suspension from participation in practice or a game that same day. Truancy is defined as a student being absent from a class without permission from the teacher or administrator or without prior arrangement with the school office.

Occasionally we have extenuating circumstances, such as doctor or dentist appointments. These should be arranged with the Athletic Director prior to the absences. A doctor's note to the Athletic Director in these instances will be required.

## **GENERAL CONDUCT**

All participants are expected to act in a way, which will not bring discredit upon either the individual or their school. Participants are representatives of the school and should conduct themselves accordingly off-campus, as well as on campus. A participant's personal appearance should reflect cleanliness and concern for their well-being, as well as respect for those with whom they are associated. Participants are expected to set a positive example to the total student body, conducting themselves always as ladies and gentlemen, endeavoring to be leaders, regarding all school policies governing student behavior. Failure to follow school behavior policies may result in suspension or expulsion from extracurricular activities for either two terms or one school year.

If you are a student involved in any student activity, you must NOT be a member of any organization that is prohibited by law.

### **Conduct on or off school grounds:**

Athletes/participants are held to the same standard as all students while on school grounds, or traveling with their team to and from contests or activities. School policies that apply to all students will apply to participants during this time. If a student is suspended from school at any time for their actions they will not participate in any athletic practices or contests during the time of the suspension. Any use of drugs or alcohol during the school day, at a school sponsored activity, or arriving at school or activity under the influence of drugs or alcohol may result in expulsion from all extracurricular activities for the remainder on one term plus one more term. Athletes/participants are held to a higher standard and the expectations for their conduct outlined in the athletic/activity policies apply at all times during the school year. Violations reported by law enforcement or a reliable adult to the Athletic Director or Principal will be considered on a case-by-case basis. Possible action by the Athletic Director or Principal could include probation, game(s) suspension, removal from a team/event, or forfeiture of letter.

## **CYBER IMAGE POLICY**

Any identifiable image, photo or video which implicates a student-athlete to have been in possession or presence of drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student-athlete must assume. It must also be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our athletes not place themselves in such environments.

## **TRAVEL**

Athletes/participants are expected to ride to and from games with their team. In the case where it may be more convenient for the student to ride home from an event with a parent, the parent must personally sign that athlete out with the coach before leaving the competition site. If it is necessary for a student to ride home with the parent of another participant, this must be prearranged with the athletic office the day prior to leaving for the event. The arrangement must be in the form of a written note or phone call from the parents of both students involved, and must be made through the athletic office. In no case will a student transport him or herself to or from a game or ride with another student or minor. All questions regarding transportation should be addressed to the Athletic Director.

## **BEGINNING-ENDING AN ACTIVITY & ATTENDANCE**

**Reporting:** Athletes/Participants are expected to report for a sport or activity at the beginning of each season. A student who wants to join a team after the official start date will be required to discuss that with the head coach and athletic director prior to joining the team and it will be handled on a case by case basis. Please contact the head coach/sponsor of the activity to find out the starting date and practice times.

**School Attendance:** First and foremost our athletes are students and we expect them to be in class as that is their priority. Students who miss more than (1) school block, without a prearranged excuse, during a day will not be allowed to participate in a practice that same day. Students must be in school for all (4) blocks and advisory on the day of a game. Athletes are expected to be in school and on time for first block the day after a game.

**Practice Attendance:** Athletes/participants are expected to attend all practices, meetings, and games. In cases where it is unavoidable to miss a practice, meeting, or game, the coach/sponsor must be contacted personally prior to the absence. Individual coaches/sponsors will establish rules of discipline for unexcused absences.

**Playing time:** At the **sub varsity level** (6th -JV teams), efforts will be made to allow athletes to participate and develop their skills. Participation during contests will be emphasized. At the **varsity level**, winning will be pursued, however, not at the expense of academics, ethics, sportsmanship, or the health and well being of the student athlete.

**Dropping a Sport:** All athletes are strongly encouraged to complete a sport season that is started. When it is determined that circumstances necessitate dropping a sport, the athlete must make known to the coach their intent to drop the sport prior to the time that they quit. All issued equipment must be turned in at that time. An athlete may transfer to another sport only by agreement of the involved coaches. The athlete will be required to meet the CHSAA required practice days in the sport to which he/she transferred.

## **ALCOHOL, DRUGS, OR TOBACCO**

Specific training rules are established by each sponsor and coach in accordance with the individual requirements for the particular activity or sport. Students involved in activities and athletics are expected to be aware of and to obey all training rules. Additionally, the following rules apply **to all extracurricular activities** offered at Manitou Springs High School.

1. Use of illegal drugs will not be tolerated. The use of tobacco (including chewing tobacco), illegal use of alcoholic beverages or prescription drugs, unless prescribed by a physician for the student athlete, **will not be** tolerated. If you are attending a gathering where alcohol, drugs, tobacco, etc, are being consumed illegally in your presence you must leave the gathering immediately. If such activities are witnessed by district staff, students or adult members of the community at any time, and it is confirmed by the building administration, or if the student is convicted of a drug or alcohol related offense, the following disciplinary measures will be taken:
  - a. **1st Offense:** Suspension from 20% of all of the scheduled competitions or events for that particular sport season. The suspension begins immediately following the offense. If the suspension is not completed during the current season, then it will carry over into the next season. Athletes may practice during the suspension if the school admin and coach believe that it is in the best interest of the team and student involved. (If you play on multiple levels, (ie JV and Varsity) you will miss 20% of each level of games/events in which you would have played). If the student does not have any training rule violations for one calendar year following the first offense, then the student shall have a 'clean' athletic/activity record and will be returned to the 'first offense' level for any future disciplinary action.
  - b. **2nd Offense:** Suspension from all scheduled competitions or events for one calendar year from the time of the offense.  
  
You may re-gain eligibility prior to the calendar year under the following conditions:
    - Successful completion of a **\*restorative justice program**
    - Suspension for the remainder of the current season if in-season
    - Suspension from next 40% of the competitions or events in the next activity or sport.
  - c. **3rd Offense:** Suspension from all scheduled competitions or events for the remainder of your high school career at Manitou Springs High School. Following a third offense, the student may appeal to the Activity Council. Council will be made up of the Principal, Athletic director, Head Coaches and Sponsors.
2. The severity of the circumstances may result in expulsion for the season or year, upon review by the building administration.
3. We do not differentiate between in season or out of season. As a participant of an extracurricular activity, we expect commitment throughout the year.

## **TRANSPORTATION TO PRACTICE**

Manitou Springs School District 14 offers an exceptional variety of extracurricular activities for our students. Although a majority of our practice facilities are located on or very near our main campus, there are some circumstances where students must travel in order to practice (i.e. golf, baseball, swimming).

Manitou Springs School District 14 does not provide transportation for students to and from practice facilities. Parents must provide or arrange travel for their students.

Please contact the Athletic Director for Manitou Springs High School/Middle School if you have any questions or need further clarification.

## **GAME DAY DRESS CODE**

Students must dress neatly for home and away games or events. Matching clothing (sweats, team shirts, team t-shirts, etc...) is acceptable provided that it is worn appropriately. If not wearing team attire then the students should dress up. Shirts must be tucked in at all times. Sagging pants or sweats are unacceptable. Failure to dress appropriately on a game day could result in your suspension for the game that day.

Coaches/sponsors should organize this to ensure that the above policy is followed.

## **OUT OF SEASON ACTIVITIES**

It is the philosophy at Manitou Springs High School that all students should participate in multiple activities and athletics that the school offers. Each coach/sponsor (whether coaching that season or not) should encourage athletes to participate in the current sport season. No practices shall be conducted at any time that conflict with other seasons. When a coach is sponsoring opportunities during the school year the following guidelines shall be followed:

1. The opportunity will not occur at a time of day when the 'in season' sport is holding regular practices. Open gyms, weight room sessions, etc. should be in the evening after regular practice times or early in the morning before the regular practice times. Only students not in-season are eligible.
2. The Manitou Springs School District contracted coaches will provide practice and workouts only (no parents, volunteers...). No coach (paid or volunteer) employed by the district will form teams or take individuals to outside competitions that would conflict with any in-season sport.
3. The practice and workout opportunities provided will begin only after the 'in season' sport season is at least one month (30 days) into their sport season.
4. If an activity is coach sponsored then a coach must always be present and the athlete may not be left alone when using school facilities or equipment.

## **LETTERING AND AWARDS**

Each sport has criteria for lettering and will present letter awards at the awards ceremony/banquet arranged by the coach/sponsor of that sport/activity. The coach of each sport may determine other achievement or special awards that may be presented at the awards banquet.



**Three sport athletes:** Any athlete that completes three sport seasons (Fall, Winter, Spring) during the school year will be recognized for this accomplishment at the end of the year.

**CHSAA Lettering Criteria:** Athletes must meet the lettering criteria for their particular sport to be awarded a letter for the sport. Any athlete dismissed from a team or dropping a sport before the end of the season will not receive a letter for that sport. Letters may be awarded in some cases even though the lettering criteria are not met. 1) Seniors who complete the season, but do not meet the specified criteria for lettering may be awarded a varsity letter upon the recommendation of the head coach. 2) Injured players that do not meet the lettering criteria may still receive their letter award if in the judgment of the coach they would have played enough to letter had they not been injured. To receive the letter the athlete must continue to be an active member of the team attending practices and games. 3) Managers must complete the sport season, attend all practices and games, and complete their assigned duties just as any team member to be considered for a letter as a manager, ultimately the coach will decide if a manager letters. *(NOTE: These requirements are a general guideline. Please see the coach for more information.)*

A. Academics

- all grades are A or better for the entire year

B. Band, Choir, Drama – Varsity Letter

- See teacher for details

C. Baseball – Varsity Letter

- Participate in one half of the scheduled varsity innings

D. Basketball – Varsity Letter

- Participate in 50% varsity quarters

E. Cheerleading – Varsity Letter

- See Coach for details

F. Cross Country – Varsity Letter

- Be counted in score for varsity team in ½ of the meets
- Be in the top 5 runners on the team in ½ of the meets

G. Football – Varsity Letter

- Participate in 50% varsity quarters

H. Golf – Varsity Letter

- Participate in 50% of the total holes played during the season

I. Soccer – Varsity Letter

- Participate in one half of varsity games or brought up for varsity playoffs

J. Swim – Varsity Letter

- Must achieve 100 points

K. Track – Varsity Letter

- Number of points earned in a varsity meet

L. Volleyball – Varsity Letter

- Participate in 50% varsity games

M. Wrestling – Varsity Letter

- 17 match points (varsity matches)

**Non-School Sponsored Activity Criteria**

Students participating in a non-school sponsored sport or activity for the current school year can apply for a Manitou Springs High School varsity letter. The students must meet the eligibility criteria established on the application to be awarded a letter. Students can request an application from the athletic office. Completed applications must be submitted prior to May 1<sup>st</sup> of the current school year.

## LETTER JACKET PINS

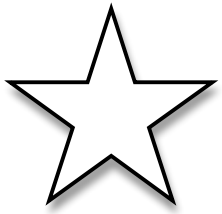
The different colored pins correspond to the following achievements:



ALL STATE ATHLETE



ALL CONFERENCE ATHLETE



3 SPORT ATHLETE



ALL STATE ACADEMICS

ACADEMICS ACADEMIC LETTER

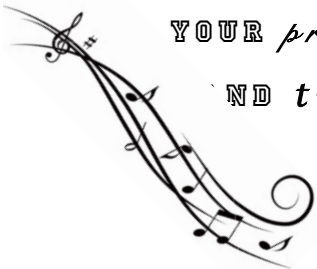
## SCHOOL SONG

"OH, **MAN-I-TOU** WE HAIL THEE, school THAT WE love.  
WE'LL STAND together, AND WITH one ACCORD WE'LL SIN  
YOUR *praise* FOREVER. WE, WILL *all* BE **FAITHFUL,**  
ND *true*. RAISING OUR standards HIGH FOR **MAN**

**M-A-N-I-T-O-U**

**M-A-N-I-T-O-U**

**MANITOU, MANITOU, SIS BOOM MANITOU"**



## **DUAL SPORTS PARTICIPATION**

Dual sports participation involves an athlete participating in two sports whose competitive seasons are simultaneous or have some portion overlapping. This policy does not allow a student involved in a sport to participate in “open gym” type activities while in another school sport.

1. If a student athlete desires to participate in dual sports, he or she must notify the athletic director in **advance** of the sports season’s official starting date.
2. The athletic director will at this time arrange a meeting involving the athlete, and the head coaches of both sports. The parent(s) or guardian(s) of the athlete will also be invited to the meeting and may attend if they desire.
3. At the meeting the group will consider the request of the athlete to participate in dual sports. The stated philosophy and goals of the Manitou Springs School District Athletic Program will be considered as the group works to accommodate the student’s request.
4. They will arrive at a conclusion that determines if the request is a workable situation and will be in the best interest of all athletes and coaches affected by the decision.
5. The athlete must indicate the sport that will be the “primary sport” in the case of a conflict on competition and/or practice days. The athlete would then be required to attend that “primary sport” event on the day of the conflict.

## **COMPETING AT ANOTHER SCHOOL**

Students may try out for teams at another school if MSHS does not offer that sport. The process for doing that is:

1. Talk to the Athletic Director at Manitou prior to the start of the season to discuss CHSAA policies regarding this.
2. Talk to the Athletic Director at the school that you want to play at to get information on their policies and details about the particular sport.
3. Bring the schedule of games to Ms. Skokan to discuss any early release dates.
4. The other school may want you to bring in weekly grade checks for eligibility purposes. The student is responsible to set up the details for that to happen.

## A Fact Sheet for **ATHLETES**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that:

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

### **WHAT ARE THE SYMPTOMS OF A CONCUSSION?**

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

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

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

### **HOW CAN I PREVENT A CONCUSSION?**

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

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

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

**Remember, when in doubt, sit out!**

## A Fact Sheet for PARENTS

### WHAT IS A CONCUSSION?

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

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

### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

#### Signs Observed by Parents or Guardians

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

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

#### Symptoms Reported by Athlete

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

### HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

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

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

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

**1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

**2. Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, when in doubt, sit them out!

# ATHLETIC SIGNATURE AND PERMISSION FORM

Print Student Name \_\_\_\_\_

- Athletes: Complete all sections 1-7.
- Band, Choir, Drama, Forensics, Robotics, Arts14, & Student Council Students: complete sections 4-7.

## **1. CHSAA STATEMENT BY PHYSICIAN FOR ATHLETIC PARTICIPATION:**

I hereby certify that I have examined \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ and that the student was found physically fit to engage in high school baseball, basketball, cheerleading, cross country, football, golf, gymnastics, ice hockey, skiing, soccer, swimming, tennis, track and field, volleyball and wrestling. ***(Please cross out any sport in which the student should not participate.)***



Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Physician's signature)

\_\_\_\_\_  
(Type or print name)

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

(Valid for 365 days unless rescinded)

**After reading the information sheet, I am aware of the following information:**

Student/ Athlete Initials	<b><u>2. CONCUSSION WAIVER:</u></b>	Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

## **3. INSURANCE STATEMENT:**

\_\_\_\_\_ I have am covered under a family medical plan or have purchased an accident insurance plan through Manitou Springs High School.

\_\_\_\_\_ I do not have insurance, and I will assume responsibility for payment of expenses incurred in the event of injury to my son/daughter. Manitou Springs Schools will not be held responsible for any medical bills or debts resulting from any injury to the above named athlete while participating in any practice, scrimmage, contest or event.

#### **4. TRANSPORTATION:**

I have read the transportation section, and I understand that Manitou Springs School District 14 does not provide transportation to and from practice facilities.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **5. PARENT OR GUARDIAN PERMIT:**

**WARNING:** Although participation in supervised interscholastic athletics and activities may be one of the least hazardous in which any student will engage, by its nature, participation in interscholastic athletics includes:

A. *Risk of injury, which may range in severity from minor, to long-term catastrophic.* Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury. *Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their equipment daily.*

**By signing this permission form, we acknowledge that we have read the *Concussion Information Sheet* and understood the above warning. We also acknowledge that we have read and understand the general guidelines for eligibility as outlined in the *CHSAA Competitor's Brochure* (as found on the *CHSAANow.com website*). Parents or students who do not wish to accept the risks described in this warning should not sign this permission form.**

I hereby give my consent for \_\_\_\_\_ to compete in athletics for Manitou Springs Schools in Colorado High School Activities Association-approved sports. I have read the rules stated on the attached pages and agree with of the expectations placed upon my son or daughter.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **6. STUDENT SIGNATURE OF ACCEPTANCE OF THESE POLICIES**

\* I have read the attached activities/athletics code of conduct (revised 5/30/2014) and agree to abide by them:

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **7. ACTIVITY FEE PAYMENT FORM:**

**Manitou Springs School District 14 has established the following Activity Fee structure for grades 6-12:**

- All Interscholastic Athletics in grades 6-12: \$60.00 per sport
- Drama productions, Robotics, and Arts14 grades 6-12: \$60.00 per activity
- Forensics, Knowledge Bowl, and Student Council grades 6-12: \$30.00 per activity

**In addition, the following limits are established for each student and family:**

- \$120.00 maximum per student per school year.
- \$300.00 maximum per family per school year.
- **Fees will be paid by cash, check or charge: checks made out to: Manitou Springs High School.**

<b>NAME (S):</b>	<b>GRADE:</b>	<b>Activity:</b>	<b>AMOUNT:</b>

**Payment is due before participation can begin!**

**Refunds:** If a student leaves or is "cut" from an activity within two weeks of the first official practice date of the activity (not including preseason camps), the fee will be refunded.