

Northshore Christian Academy

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ATHLETICS MANUAL

A Communication Guide for Athletes, Parents, Coaches
& Staff



NCA ATHLETICS

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Section B - Forms

Page 13 NCA Athletics Accident Report

Whenever a player is hurt in a game or practice a coach should fill out an accident report. The copy of this form is to keep parents informed and should be completed by the coaching staff and tracked by the school.

Page 14 Northshore Athletics Transportation Form

All athletes and parents must check in with their coach and or Athletic Director, before leaving an athletic contest to ensure all athletes have a ride home and to make sure an athlete has permission from his or her parent to ride home with an adult who is not his or her parent.

Page 15 Northshore Physical Form

The NCA Physical Form must be submitted to the school *before* the first day of an athlete's team practice. Sports physicals in the state of Washington are valid for two years.

Page 17 Northshore Concussion Form

The NCA Concussion Form must be read, signed, and returned to the coach on the first day of practice.

Page 21 Return to Practice and Competition

This form is to be filled out if a student receives or is suspected of a concussion before they can return to physical activity of the sport.

Page 24 Parent Code of Conduct

To be signed and returned to school before the first game.

Page 25 Student Code of Conduct

To be signed and returned to school by the first practice

Non-Discrimination Statement

Northshore Christian Academy admits students of any color, race, national or ethnic origin. It does not discriminate based on color, race, or national or ethnic origin.

Right to Amend

The Northshore Christian Academy Athletic Manual is the official statement of athletic policies and procedures for Northshore Christian Academy, a ministry of Northshore Christian Church. Because of changes in state law or unforeseen circumstances, it may be necessary to make changes to this handbook before or during the school year. At its sole discretion, Northshore Christian Academy reserves the right to amend its policies and procedures without notice.

Throughout this document, Northshore Christian Academy may be titled or known as "School," "the academy" or "NCA." The Northshore Christian Academy Family Handbook contains the academy's general policies and procedures.

NCA Middle School Philosophy of Athletics

NCA Middle School Athletics exists to provide our students with a valuable after-school sports experience. It is our hope that the students will learn new skills, deepen friendships, develop Godly character, and grow in their competitive athletic abilities. School sports provide an avenue into the lives of students that no other set of activities can afford. Through sports, players can learn to set spiritual, social, and physical goals in their lives. The overall goal of school sports is to better equip each participant not just in life skills but an individual person.

As with any quality academic program, the athletic program allows students to

progress and compete at a level consistent with their ability regardless of age or grade level. Every effort is made to encourage and involve students who desire to be part of the program. Sports such as track and field provide opportunity for students with a range of abilities, including those with little or no experience. Other sports, such as soccer, volleyball, and basketball may offer junior varsity teams that allow less skilled players the opportunity to participate and develop.

In the pursuit of excellence, our varsity teams provide an opportunity for those students demonstrating the highest level of ability, as evaluated by their respective coach, to compete against the best athletes other schools have to offer. Our memberships in an established league, county association, and state athletic association provide the teams with such opportunities.

Ideally, every student would be involved in the athletic program and experience all that competitive sports have to offer. However, not all students are equally gifted and/or interested in this pursuit. Space on some teams is limited to provide students who are the best qualified an adequate opportunity to fully realize their potential. Additionally, a coach should play as many athletes as possible, but not necessarily all athletes in a given game. Throughout the course of the season, the coach should make every effort to increase playing time for athletes who do not start the game or are not in the regular rotation.

While we are committed to this pursuit, we also recognize that winning is merely the object of the contest, not the sole purpose of the competition. Our goals for competing include, but are not limited to, building school spirit, teamwork, self-esteem, confidence in a competitive environment and the ability to win humbly or lose graciously.

A desire to win is healthy; the need to win is not. In a society that often encourages and honors those who would use athletics for selfish gain, Northshore Christian Academy seeks to use sports to bring out our best as we celebrate God's gifts to us.

This handbook contains information on all of our sports which include, but are not limited to, volleyball, boys' and girls' basketball, and track and field.

It is the school's expectation that the players are exemplary in their conduct, attitudes, and language as we are representing Christ at all times.

Mission Statement

The mission of NCA athletics is to develop students in three areas:

- a) development of skills for team sports
- b) development of character
- c) development and display of Godly sportsmanship

A) The NCA athletics program will **develop skills** in which the participant can experience the expressiveness of movement, the creativity of play, the joy of participation, the excitement of total involvement, the satisfaction of intense effort, and the motivating influence of goal setting.

B) Intensity of effort and pursuit of excellence are essential. However, "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control," are even more essential. **Character** response in choices of personal conduct,

perseverance, intensity of effort, self-knowledge, self-control under stress, integrity, self-respect, and stewardship is expected from all our athletes.

- C) The athlete will learn about **sportsmanship** through cooperation, team spirit, developing positive relationships with team members, coaches, school personnel, and the community, and respecting opponents and game officials alike.

Fee and Registration Information

NCA athletic fees are \$150 per sport, per student. All participants must pre-register **before** each sport season. Deadlines for registration forms are strictly enforced. **Fees must be paid at the time of registration.** NCA uses iclass pro to register, a link will post on the website as well as being emailed out to MS families, typically a month before the sport starts.

The sports fees cover, but are not limited to, the following:

- 1) Coaches stipends
- 2) Assistant coaches stipends
- 3) Referees
- 4) Field Reservation Fees
- 5) League Fees
- 6) Special Tournament / Jamboree fees
- 7) Equipment (where needed)
- 8) Uniforms and up-keep (where needed)
- 9) Banquet supplies
- 10) Trophies / Awards costs

Seasonal and Organizational Meetings

Meeting Dates:

FALL: Early September

WINTER: Mid-October/Early November

SPRING: Mid-January and Mid to Late March/Early April

There will be a meeting of all coaches and parents at the start of each sport season. At this meeting, the following information will be discussed:

- Sports physicals are required before the first practice. Sports physicals are valid for two years.
- Rosters
- Schedule of Games (This may change as we are dependent upon other schools' planning)
- Schedule of practice times
- Information on how to find directions to the game
- Contact information for teammates and their families
- Team Mom / Dad Volunteers: They are responsible for parent contact, they are the transportation coordinator to 'away' games and help with the end of season banquet.
- Carpool plan is organized by the coaches and the team parents

Team pictures will be scheduled on a practice day during the season. Costs vary and are optional to purchase.

Athletics Guideline

All coaches of the Athletic Program at NCA adhere to the following guidelines of Northshore Christian Academy.

General Principles:

The general principles which guide the Athletic Program for Northshore Christian Academy students are as follows:

1. Every player participates. Every player on the team will participate during the season; however, every player may **not** have equal playing time. This is a competitive league and playing time during games will depend on skill levels, practice participation, and attitude.
2. Skill development and physical fitness are an important part of our program. Playing competitively in our league is also one priority of our team.
3. Coaches, players, and spectators are representatives of our school and are expected to act accordingly.

Student/Athlete Responsibilities:

Athletes at NCA are expected to conduct themselves in a sportsmanlike manner, both as players and as spectators. Unsportsmanlike behavior directed towards other players, teams, officials, coaches, or fans will not be tolerated. This includes, but is not limited to, offensive gestures, cheating, disrespect to officials, or other behavior deemed inappropriate by NCA for the event, including behavior during transportation to and from the game/event or practice.

1. An athlete must show respect to coaches, officials, and players at all times.
2. An athlete must maintain the grades required to be eligible to participate. If a student has at least one D or F he/she will be placed on **Academic Probation** and will be ineligible to play games for as long as the student is below a 'C' average.
3. Students are responsible for checking in with their teachers to make sure they complete any missed work when missing class due to games. Students should check with their teachers *at least a day or two in advance* of a game. Any work assigned by teachers the day a student-athlete has a game must be completed by the student-athlete on the same due date as the rest of the class.
4. Athletes must personally inform their coach as soon as possible when they are going to miss practice or be late to practice.
5. An athlete must have a recent physical and parental consent form on file with the athletic director ***before the first practice***. Northshore keeps sports physicals on file for two years.
6. An athlete must **be in school** on the day of a practice or game. If an athlete misses **more than half** of the school day (morning or afternoon), that athlete

- cannot participate in that day's practice or game.
7. An athlete must maintain a proper attitude and behavior. Students may be placed on **Behavior Probation** if attitude and performance at school does not meet NCA behavior and performance expectations. This may affect the playing time for the athlete until probation is lifted.
 8. After practices and games, athletes may only leave school grounds with their parent(s) or pre-assigned carpool.
 9. An athlete who is **suspended from school** is automatically suspended from the team, until the administration reinstates that student to school and the team.
 10. An athlete must report all injuries to the coach **as soon as an injury occurs**.
 11. An athlete must turn in his/her uniform at the end of the season, washed and in the same condition in which it was checked out at the beginning of the season. Athletes are responsible for replacement of any lost or damaged uniforms. **The uniform must be returned within two weeks of the season's conclusion or the student may be charged the cost of the entire uniform replacement**.

Game days:

1. Each player must have attended *8 practices* before playing in a game.
2. Athletes should pay attention to the game in order to learn various nuances of the sport being played.
3. When substituting, athletes must check in with the line judge/referee and identify the player being replaced. Athletes may not enter the game until the referee signals them to enter.
4. When an athlete is called for a penalty, he or she should acknowledge the call without showing disgust or disrespect to opponents or officials.
5. Athletes must not "put down" the other team.
6. Athletes must respect the property of others when the team travels to off-site facilities.
7. Athletes must stay with their team whenever they travel to away games. The Coach is responsible for each athlete's well-being. If an athlete comes with their parents, the athlete should leave with their parents after checking out with the coach.

Dress and Appearance:

1. Coaches may establish additional dress code guidelines for teams, which athletes must follow. Game day dress is set by the school as official NCA sport uniform *tops*. **Patches to or holes in any clothing article are prohibited and pants and shorts are to be worn properly – at or above the waist.**
2. Hair must be neatly trimmed and of appropriate length as outlined in the NCA dress code guidelines. No facial hair for participants. At the discretion of the coaches, an athlete may be required to wear their hair so it will not interfere with the ability to play. For example: Girls, long hair tied back, away from the face. Boys, cut short in back and around the ears.
3. Excessive make-up is not allowed.
4. **All jewelry (earrings, bracelets, necklaces, and watches) is to be removed before games**; this is an NCA, Tri-County Sports League, WIAA and North County Officials rule.

Personal guidelines:

Remember that you have a testimony to maintain wherever you go. Your testimony as an athlete at a Christian school is much more important than winning any games. Games are won by team effort, not by individuals performing alone. Keep the right attitude whether you win or lose.

Team Parent Responsibilities:

- Report to Athletic Director and Coach
- Help coordinate sports team activities outside of practices
- Act as a liaison between athletic director, coaches, and parents
- Help with the planning and preparation of the end-of-season banquet

Parent Responsibilities:

- Read email messages for any schedule changes or news
- Provide a Christ-like example of good sportsmanship and positive spectator
- Assist or cooperate with carpooling, practice, and game requirements
- Support school rules for your student such as academic and behavior probations, attendance rules, and practice rules
- Pray for the team, coach, and individual players
- Bring any concerns to the Athletic Director
- As a volunteer driver, follow the school's policies and procedures

Transportation:

- As a parent of the team, you may be responsible for transporting your child and perhaps transporting other team members who need a ride to away games. This does not mean you have to drive to all away games or practices. *All drivers who transport other players must comply with school field trip driving rules, **including a background check**, which include submitting to NCA AD a current auto insurance, current driver's license, and driving record, if needed, BEFORE transporting athletes to games.*
- **All athletes and parents must check in with their coach or athletic director, before leaving an athletic contest to ensure all athletes have a ride home and to make sure an athlete has permission from his or her parent to ride home with an adult who is not his or her parent. (See Transportation Form on page 18).**
- When traveling to away games or practices, parents must comply with all regulations including using seatbelts, not using cell phones while driving, complying with transportation laws, and obtaining approval from the school to transport other students.
- When picking up your athlete from a game at NCA, parents must be on time, students will call or text you when they are arriving back to campus from an away game. If you are late students will be walked to after school care and charged a fee.

Change of Schedules:

- In the event that a game changes or a practice needs rescheduled the athletic director will attempt to contact parents and players. Sometimes the schedule is

changed due to circumstances beyond our control. We will contact you via email, phone and/or text.

Uniforms:

- A team uniform is issued to each player at the beginning of the season. Players are expected to care for the uniform properly, wear it to each game, and return it in good repair at the end of the season. Uniforms cannot be worn at any time except for game days. Uniforms are issued randomly to the team. There are no special preferences for numbers given to players. Uniforms are only worn at games unless special permission is given by the athletic director for special occasions. At the conclusion of the season each student must ensure that all uniforms are returned clean and in good repair. Uniforms must be returned to the athletic director within two weeks after the season's conclusion. Uniform replacement fees may apply thereafter.

Supervision:

- To assist the coach in supervision before practices and games, parents may be asked to volunteer. All volunteers must be cleared and approved by having a current National Security screening on file in the school office. When supervising players, students must be supervised at all times. They must follow the school rules on campus and off campus. **Students MUST NEVER be left alone without adult supervision.**

Communication:

- Periodic email messages may be sent to parents with game information. It is important for parents to check their email messages to remain up-to-date on any changes in the game or practice schedule. Parents can also check the NCA website or call the middle school office at NCA for information. The school calendar found on the website offers specific information regarding games and practices. The AD may communicate via text message as well to up-date parents.

Forms to be Completed:

- For every sport athletes will need to have a physical form, concussion policy, athletic code of conduct as well as a parent code of conduct. All forms are found on the school website under "parent forms" as well as under the "athletic" site

Websites:

- Access our website for driving directions and a school calendar. www.nca.school/athletics-2
- Signupgenius.com (for carpools)
- <http://www.cascadeathletics.com> (Schedules)

End of Season:

- An end-of-season team awards banquet for cross country, soccer, volleyball, basketball, and track will be planned by the Athletic Director. Generally, this is held the following week once the season ends. It is held at the school and generally occurs in the evening.

Closed Practices:

- ***NOTE: Practice sessions may be closed by request of a coach. This means they are closed to spectators unless special permission is received from the coach. The practice session is similar to a classroom situation where students are receiving instruction and learning is taking place; therefore, visitors are restricted.***

Concerns or Conflicts:

*Athlete or parent concerns should be brought to the coach first, then the athletic director, then the school administration. Athletes should address issues with their coach before parents are involved. **Parents and athletes must follow the Matthew 18 principle as outlined in the NCA Family Handbook.***

Zero Tolerance Policy – Expectations of Spectators:

NCA agrees with the Tri-County Sports League and Washington Interscholastic Activities Association (WIAA) policies that there will be zero tolerance for **fan misbehavior** at all sporting events. This includes but is not limited to taunting, booing, shouting at officials, or arguing any call. Cheering in a positive fashion for both sides is highly encouraged. All officials and coaches are doing their best and we should all appreciate their efforts and support them, setting a good example for the students. NCA expects Christ-like character and behavior from all athletes, fans, and coaches. We expect fans and athletes alike to limit words and actions at sporting events to those that are uplifting, encouraging, and always positive (Ephesians 4:29-32). We expect Christ-like behavior towards our students, our athletes, our opponents, our opposing fans, and game officials, whether ‘home’ or ‘away’, ‘ahead’ or ‘behind.’

Any spectator who does not behave appropriately according to NCA’s sole discretion may be asked to leave the facility, according to the following steps:

- 1. Officials will identify violators to the coaches, or vice versa.**
- 2. Officials may confer with the coach or the athletic director, at which point the spectator may be given a warning or be asked to leave. If the spectator is not recognized by either coach, the “home team” coach will speak to the individual and address the problem.**
- 3. If the decision is made for the spectator to leave the facility, play will not resume until he/she has left the facility. If he/she refuses to leave, his/her team will forfeit, and the game will be over.**

Please help us foster good sportsmanship and encourage positive experiences for our youth.

Acknowledgement of Risks:

Northshore Christian Academy strives to provide properly trained coaches and equipment purchased from sport-approved vendors and facilities, and to make reasonable efforts to see that the extra-curricular program is safe for everyone. Nevertheless, sports activity can involve injury to the participants. The purpose of this warning is to highlight some of the dangers for particular sports. In addition, it is the responsibility of each parent and student to learn about a sport and to inquire of

coaches, physicians, athletic director, and other knowledgeable persons about any concerns before participating in a sport. Athletic injuries can impair the participant's general physical and mental health. Such injuries can include death or serious physical injury and a possibility of emotional injury. Injuries can arise from the administration of first aid or failing to follow the game rules, safety, or other team rules. Transportation to and from a practice or a game/meet/event also involves risks.

A. Basketball:

Basketball is a ball and hoop sport involving *some* PHYSICAL CONTACT. Since it is a contact sport, basketball involves the risk of serious injury to every part of the body. Common injuries sustained as a result of participating in basketball include, but are not limited to, ankle, knee, back, neck, head, and leg injuries. Bruises, lacerations, muscle strains, cramps, fractures, and dislocations are other common types of injuries sustained by basketball players. Basketball injuries can result from contact with other participants, spectators, the basketball, the playing surface, and other solid objects in and around the basketball court.

B. Soccer:

Soccer is a net and ball sport involving sprinting, running, jumping, kicking, heading the ball and *some* PHYSICAL CONTACT. Since it is a contact sport, soccer involves the risk of serious injury to every part of the body. Common injuries sustained as a result of participating in soccer include, but are not limited to, ankle, knee, back, neck, head, leg injuries, bruises, muscle strains, cramps, lacerations, fractures, and dislocations. Soccer injuries can result from contact with other participants, the soccer ball, the playing field, and other objects in and around the soccer field.

C. Track and Field:

Track and Field is a sport involving sprinting, running, jumping, and throwing. Common injuries sustained as a result of track and field include, but are not limited to, the thigh and hamstring muscles. Shin splints, muscle and tendon injuries of the leg and inflammation of the knee are also common. Head and neck injuries can occur as a result of being struck by throwing implements or track and field participants. Arm and shoulder injuries can occur to participants as well. The most common time for injury to occur is during practice or warm-up. Other possible injuries can include, but are not limited to, heatstroke or frostbite.

D. Volleyball:

Volleyball is a competitive net and ball sport. Common injuries sustained when playing volleyball include, but are not limited to, the arms, hands, legs, feet, ankles, knees, lower back, shoulders, and elbows. Bruises, scrapes, strains, sprains, lacerations, fractures, ligament and cartilage damage, and concussions are also possible. Injury to the head and mouth, nose, teeth, eyes, ears, and other parts of the body can result, but are not limited to, by contact with the ball, players, the playing surface, and other solid objects in and around the playing area.

E. Cross Country:

Cross Country is a sport involving running and some sprinting. Common injuries sustained as a result of cross country include, but are not limited to, the thigh and hamstring muscles. Shin splints, muscle and tendon injuries of the leg and inflammation of the knee are also common. The most common time for injury to occur is during practice or warm-up. Other possible injuries can include, but are not limited

to, heatstroke or frostbite.

WIAA Rules for Cross Country, Soccer, Basketball and Track

The rules for sports falling under the purview of the WIAA can be found by accessing the WIAA website at waa.com and clicking on the 'Publications' tab and then clicking on 'WIAA Handbook.' Additionally, the WIAA uses the National Federation of High Schools (NFHS) rule books for each individual sport.

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NORTHSHORE CHRISTIAN ACADEMY ATHLETIC DEPARTMENT ACCIDENT REPORT

Date of Accident: _Time of Accident:

Location:

Name of Injured Person:

Parents' names:

Circumstances of Accident - *Explain in detail how accident happened*

Injuries / Damage - *Describe nature of injuries / damage*

Where was injured taken?

Who treated the injured?

Witnesses: (VERY IMPORTANT) *Provide names, addresses and phone numbers*

What did injured say?

Date of Report:

Completed by:

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Athletic Code of Conduct

Participation in athletics at Northshore Christian Athletics is a privilege. If you choose to participate in athletics, you willingly accept the responsibility of being a leader; both in and out of the classroom, and in the arena of competition. You are a representation of not only yourself, but also, your team, family, and school. Those who choose to participate must make sacrifices and establish priorities.

With these things in mind, the following guidelines have been established for those students who elect to participate in the athletic program here at Northshore Christian Academy.

I agree, as a student-athlete at Northshore Christian Academy to:

1. Model Christ in speech and behavior
2. Demonstrate good sportsmanship throughout the contest year by treating opposing players, coaches, and officials, all representatives with respect
3. Care for school equipment, other's property, and school facilities
4. Respect my coaches and accept correction and instruction from any and all authority, understanding they are not only here to guide me, but also, look out for the wellbeing of my teammates and myself.
5. Represent my family, school, team and God in such a way that brings honor to each, whether competing at home or away games
6. Full abide by the NCA Middle School Code of Conduct

NCA reserves the right to determine in its discretion whether the terms and condition of the NCA Athletic Code have been violated.

I have read the Athletic Code of Conduct, and accept the responsibilities associated with the privilege of participation in NCA Athletics. I understand that failure to uphold the expectations outlined above will endanger my athletic eligibility.

Student Athlete (Printed):

_____ Signature:

_____ Date: _____

Parent/Guardian Signature

_____ Date: _____ Parent/Guardian

Signature _____ Date: _____

Name of Athlete

PARENT CODE OF ETHICS AND CODE OF CONDUCT

- I hereby pledge to provide positive support, care and encouragement for my child participating in the Northshore Christian Academy Sports Program.
- I will take the time to read the league rules so that I fully understand during game times, what calls that are being made.
- I will encourage my child to be the best he/she can be, pleasing to all, but more importantly to be an example and witness to God.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and/or practice.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will provide support for coaches and officials working with my child, to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
- I will remember that the game is for the players and not for the adults
- I will ask my child to treat other players, coaches, fans, and officials with respect.

AS A SPECTATOR, I WILL REMEMBER TO :

- Conduct myself in a sportsman-like manner. While this is a competitive league, it is also a Christian league and we are here to be Christ-like and to glorify God.
- Not yell instruction or criticism, but yell encouragement and praise.
- Not make derogatory comments directed toward players or parents of the opposition, officials or league administration.
- Respect the officials and their calls. This is an attitude which young athletes can learn by watching their coaches and parents.
- Support your child, win or lose. Have patience with them during this learning experience. Thank you for taking the time to read this Parent Code of Conduct and Ethics Sheet

Serving Him,
Doug McCardle & Jonathon Stein

I have read the Parent Code of Ethics and Code of Conduct and will abide by these standards to maintain the most positive experience for the NCA athletes and families.

Signature: _____ Date: _____

Concussion Protocol/ Sudden Cardiac Arrest Information Sheet

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:

- | | |
|--|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |
|--|--|

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 incoordination
- 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

Concussion Protocol/ Sudden Cardiac Arrest Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years:

"a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time"

and

"...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

RETURN TO PARTICIPATION PROTOCOL

If your child has been diagnosed with a concussion they MUST follow any guidance they received from their health care professional. The NCA Athletics return to play protocol may not begin until the student athlete has been released by a health care professional.

Once they are released for full participation, NCA Athletics requires 2 full symptoms free practices (1 light practice and 1 normal practice) completed before the student-athlete is allowed to participate in a game. If at any time symptoms return, the student-athlete is removed from participation.

NCA Athletics follows a very straight forward guideline; **"When in doubt, sit them out"**

**Questions/Comments/Concerns – Please contact NCA Athletic Department
Jonathon Stein - jstein@nca.school – 425.322.2366**

Adapted from the CDC, 3rd International Conference on Concussion in Sport, SSB 5083 – SCA Awareness Act
Document adapted and adjusted for NCA Athletics 8/29/2016

Concussion Protocol/ Sudden Cardiac Arrest Information Sheet

What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse.

What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player.

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- *Passing out during exercise*
- *Chest pain with exercise*
- *Excessive shortness of breath with exercise*
- *Palpitations (heart racing for no reason)*
- *Unexplained seizures*
- *A family member with early onset heart disease or sudden death from a heart condition before the age of 40*

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasping). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Cardiac 3-Minute Drill

1. RECOGNIZE Sudden Cardiac Arrest

- **Collapsed and unresponsive**
- **Abnormal breathing**
- **Seizure-like activity**

2. CALL 9-1-1

- **Call for help and for an AED**

3. CPR

- **Begin chest compressions**
- **Push hard/ push fast (100 per minute)**

4. AED

- **Use AED as soon as possible**

5. CONTINUE CARE

- **Continue CPR and AED until EMS arrives**

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Concussion Protocol/ Sudden Cardiac Arrest Information Sheet

Student/Parent Concussion and Sudden Cardiac Arrest Awareness Form

Northshore Christian Academy believes participation in athletics improves physical fitness, coordination, self-discipline, and gives students valuable opportunities to learn important social and life skills.

With this in mind it is important that we do as much as possible to create and maintain an enjoyable and safe environment. As a parent/guardian or student you play a vital role in protecting participants and helping them get the best from sport.

Player and parental education in this area is crucial, which is the reason for the **Concussion Management and Sudden Cardiac Arrest Awareness** pamphlet you received. Refer to it regularly.

This form must be signed annually by the parent/guardian and student prior to participation in Northshore Christian Academy Athletics. If you have questions regarding any of the information provided in the pamphlet, please contact the athletic director at your school.

I HAVE RECEIVED, READ AND UNDERSTAND THE INFORMATION PRESENTED IN THE CONCUSSION RECOGNITION AND SUDDEN CARDIAC ARREST AWARENESS PAMPHLETS.

_____ *Student*
Name (Printed) Student Name (Signed) Date

_____ *Parent*
Name (Printed) Parent Name (Signed) Date

_____ *Emergency Contact #1 & Phone Number Emergency Contact #2 & Phone Number*



Return to Practice and Competition for Athletes with a Suspected Concussion

Youth Athlete Name _____ D.O.B.: _____

School/Organization: _____

Injury Date: _____ Sport/Activity: _____

Required Steps for Return to Practice and Competition: Initial each box that youth athlete has:

Returned to baseline at rest for any concussion signs or symptoms

Returned to all school and social activities (return to learn)

Completed a multi-day medically supervised graduated return to play protocol

Was pre-season baseline neuropsychological testing completed? Yes No If "Yes", who performed the baseline testing? _____ If "Yes", when was the baseline testing performed? _____

If "Yes", was post-injury neuropsychological testing completed? Yes No A. If "Yes", who performed the post-injury testing? _____ B. When was the post-injury testing performed? _____ C. Did the post-injury testing return to pre-season baseline? Yes No

Meeting all of the above required and necessary steps for releasing a youth athlete for unrestricted return to practice and competition does not encompass all aspects of medical decision making for this injury. The healthcare provider must additionally consider many modifiers and situations unique to the youth athlete in making the clearance decision.

This youth athlete is cleared to return to full practice and play as of today.

Name of Licensed Healthcare Provider (MD, DO, ARNP, PA-C, LAT) (Print): _____

Signature of Licensed Healthcare Provider: _____ Date: Date of last youth athlete visit:

Contact number/email of Licensed Healthcare Provider: _____

I have reviewed the process documented above for this youth athlete to verify the required and necessary steps for unrestricted return to practice and competition have been completed.

Name of Athletic Director: _____

Signature of Athletic Director: _____

Date form signed by Athletic Director: _____

Resources:

5th International Consensus Statement on Concussion in Sport and Sideline Concussion Assessment Tool Version 5 (SCAT5)

- <https://bjsm.bmj.com/content/bjsports/51/11/838.full.pdf> (accessed 02/26/19)
- <https://bjsm.bmj.com/content/bjsports/early/2017/04/26/bjsports-2017-097506SCAT5.full.pdf> (accessed 02/26/19)
- Return to Learn <https://bjsm.bmj.com/content/bjsports/early/2017/04/26/bjsports-2017-097506SCAT5.full.pdf> (accessed 02/26/19)
- https://www.cdc.gov/headsup/basics/return_to_school.html (accessed 02/27/19)
- <http://pediatrics.aappublications.org/content/early/2013/10/23/peds.2013-2867.full.pdf+html> (accessed 02/27/19)

Graduated Return to Learn/School Example (from SCAT5)

Graduated Return to School Strategy

Concussion may affect the ability to learn at school. The athlete may need to miss a few days of school after a concussion. When going back to school, some athletes may need to go back gradually and may need to have some changes made to their schedule so that concussion symptoms do not get worse. If a particular activity makes symptoms worse, then the athlete should stop that activity and rest until symptoms get better. To make sure that the athlete can get back to school without problems, it is important that the healthcare provider, parents, caregivers and teachers talk to each other so that everyone knows what the plan is for the athlete to go back to school.

Note: If mental activity does not cause any symptoms, the athlete may be able to skip step 2 and return to school part-time before doing school activities at home first.

Mental Activity	Activity at each step	Goal of each step
1. Daily activities that do not give the athlete symptoms	Typical activities that the athlete does during the day as long as they do not increase symptoms (e.g. reading, texting, screen time). Start with 5-15 minutes at a time and gradually build up.	Gradual return to typical activities.
2. School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work.
3. Return to school part-time	Gradual introduction of school-work. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities.
4. Return to school full-time	Gradually progress school activities until a full day can be tolerated.	Return to full academic activities and catch up on missed work.

If the athlete continues to have symptoms with mental activity, some other accommodations that can help with return to school may include:

- Starting school later, only going for half days, or going only to certain classes
- More time to finish assignments/tests
- Quiet room to finish assignments/tests
- Not going to noisy areas like the cafeteria, assembly halls, sporting events, music class, shop class, etc.
- Taking lots of breaks during class, homework, tests
- No more than one exam/day
- Shorter assignments
- Repetition/memory cues
- Use of a student helper/tutor
- Reassurance from teachers that the child will be supported while getting better

The athlete should not go back to sports until they are back to school/learning, without symptoms getting significantly worse and no longer needing any changes to their schedule.

Graduated Return to Play Example (from SCAT5)

Graduated Return to Sport Strategy

Exercise step	Functional exercise at each step	Goal of each step
1. Symptom-limited activity	Daily activities that do not provoke symptoms.	Gradual reintroduction of work/school activities.
2. Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training.	Increase heart rate.
3. Sport-specific exercise	Running or skating drills. No head impact activities.	Add movement.
4. Non-contact training drills	Harder training drills, e.g., passing drills. May start progressive resistance training.	Exercise, coordination, and increased thinking.
5. Full contact practice	Following medical clearance, participate in normal training activities.	Restore confidence and assess functional skills by coaching staff.
6. Return to play/sport	Normal game play.	

In this example, it would be typical to have 24 hours (or longer) for each step of the progression. If any symptoms worsen while exercising, the athlete should go back to the previous step. Resistance training should be added only in the later stages (Stage 3 or 4 at the earliest).

Written clearance should be provided by a healthcare professional before return to play/sport as directed by local laws and regulations.