

S. S. SEWARD INSTITUTE



***ATHLETIC
HANDBOOK
FOR STUDENT-ATHLETES
AND PARENTS***



Athletic Department Philosophy:

The Athletic Department at S.S. Seward Institute views interscholastic athletics as an opportunity for student participation in an organized, competitive environment. While the ultimate goal of athletic competition is to know victory, the achievement of objectives such as fair play, sportsmanship, skill acquisition, and work ethic cannot be overlooked. Winning traditions are founded upon the concepts of pride, respect, dedication, character and loyalty. Coaches, athletes, and parents alike must strive to ensure that the athletic teams at S.S. Seward Institute represent themselves in a manner that is conducive to both competitive spirit and good sportsmanship.

ATHLETIC HANDBOOK

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Dear Parents and Athletes,

We would like to take this opportunity to welcome you to S. S. Seward Institute Interscholastic Athletics Program. It is the hope of the school and the Athletic Department that we can meet the needs of the students and promote their optimum physical, mental, social, and moral development.

This guide will provide you needed information concerning many areas of our interscholastic program. The administration and coaches are here to ensure student-athletes enjoy a top-notch athletic experience while representing the school community in an exemplary fashion.

Have a great season, a great school year and Go Spartans!

Thank you,

**Joseph D. Di Mattina Jr.
Athletic Director**



INTRODUCTION

Athletic Handbook for Athletes and Parents

Interscholastic athletics in the Florida Union Free School District are a component of the physical education program and an integral part of the district's educational program. The S.S. Seward Athletic program represents our commitment to the development of physical fitness, personal health and competent performance of our students.

This value-building experience is offered to as many students as possible through participation as well as the association with a team. Through athletics, students experience dedication and self-discipline. Making a commitment to a team helps to nurture integrity, pride, loyalty and overall character. Carrying these values throughout life will make our students better citizens.

Modified Program Philosophy:

We have a variety of programs for students in the 7th and 8th grades between the ages of 12 to 16. A student reaching age 16 during a sport season may complete that season and must play junior varsity or varsity the next sport season. Sport activities offered are determined by existence of leagues, student interest, and relationship to the high school program and board approval. **At this level the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body and healthy competition.** This program is designed to offer students the opportunity to engage in a more highly organized competitive experience than what is found in intramural or recreation programs, but not as involved as those found in varsity or junior varsity interscholastic competition. At this level, it is the District's philosophy that all players are allowed playing time in each game with the coach's discretion as to how much time is given. **Each sport may have cuts and have limited spots.**

Junior Varsity Program Philosophy:

The junior varsity level is intended for those who display the potential for continued development into productive varsity level performers. In certain situations, juniors who are expected to make future contributions at the varsity level will be considered for junior varsity participation. The junior varsity team can be comprised of freshman, sophomores, and juniors. **Seventh or eighth grade student-athletes who have passed the Athletic Placement Process For Interscholastic Athletic Programs (APP) may also play on the junior varsity sports. Seventh graders can only try-out for the freshman football team.**

Athletes are expected to have committed themselves to the program. To this end, increased emphasis is placed on physical conditioning, refinement of fundamentals, skills, elements and strategies of team play in addition to socio-emotional development. Junior varsity programs work towards achieving a balancing team and player development and striving for victory. The outcome of the contest becomes a consideration at this level.



The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. **A specific amount of playing time is never guaranteed.** Participants at this level are preparing themselves for the six-day-a-week commitment that is expected at the varsity level. Practice sessions are sometimes scheduled during school vacation periods. Since the goal of becoming a varsity athlete is clearly in sight, a high level of dedication and commitment is expected at the junior varsity level. **Each sport may have cuts and have limited spots.**

Varsity Program Philosophy:

Varsity competition is the culmination of each athletic program. **These teams are composed of the most skilled, dedicated members of the program, regardless of grade level. Seniors are NOT guaranteed a position on a varsity team. Participation on a varsity team does not guarantee a spot the following year.**

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. While contest participation over the course of a season is desirable, a specific amount of playing time at the varsity level is not guaranteed. A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six-day-a-week commitment. This commitment is extended into vacation periods for all sport seasons.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity and varsity programs is the responsibility of the head varsity coach. Preparing to win, striving for victory in each contest within the realm of good sportsmanship and fair play, while working together to reach the group's and each individual's maximum potential are worthy goals of a varsity level team. **Each sport may have cuts and have limited spots.**

*** It is important to remember that participation on an athletic team is a privilege and not a right. Being part of and maintaining one's membership on a given team means accepting all of the responsibilities of an athlete. Unlike recreational or intramural teams, equal or guaranteed playing time is not assured. Coaches will make the necessary decisions and utilize those players best suited to the conditions or demands of the particular contest on any given day.**



Chain of Command

S.S. Seward Institute Athletic Department

****** (The “Chain of Command” is a step-by-step process bringing together the primary individuals for discussion purposes. Each level is in place in order to assist in the process of conflict resolution.)**

*There is a proper chain of command that should be followed when a parent/guardian submits a complaint and/or concern and they are as follows:

1. If there are any questions or concerns regarding any aspect of the Player–Coach Relationship, the athlete should first contact the appropriate coach.
2. Every effort should be made to resolve a complaint with the coach involved.
3. If the concern is not resolved with the coach, it should be submitted to the athletic director in the form of a letter or phone call so that a conference can be set up.
4. If the concern is not resolved with the athletic director, then a parent/guardian may continue on with the chain of command and contact the Principal/Superintendent.
5. Parents/fans that have a concern with our coaches must wait 24 hours to speak with that coach. WE DO NOT DISCUSS PLAYING TIME. Any parent/fan who confronts a coach on the day of a contest MAY result in a suspension from future contests.

“Athletic Chain of Command”

Players
Head Coach
Athletic Director
Superintendent



SECTION A: Relationships

Player-Coach Relationship:

The player-coach relationship is perhaps the most critical of all relationships in athletics. Please allow the coaches to do the job for which they were hired.

Coaches are expected to be leaders and role models for their players.

They are expected to teach and guide the players who play for them. **Concepts such as integrity, character, and sportsmanship provide the foundation upon which our coaching philosophy is based.**

Parent-Coach Relationship:

All too often during athletic events, situations arise where many adults become too involved in the game in progress, professing to know more than the coaches or even the officials in charge. While this expertise may heighten a person's appreciation for a particular sport, it in no way changes the status of the individual as a parent-spectator.

You should be there only to observe and enjoy the athletic performance.

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. **Again, you are asked to please allow the coach to do his/her job. Should you have any questions or concerns, do not approach the coach immediately after a game. At this time, coaches have other responsibilities and it may be a very emotional moment. Call and make an appointment for a later time and approach this meeting in a calm and logical manner.** For many coaches, one of the post-game responsibilities is to meet with his/her players. Athletes should not be expected to stop and talk to parents and friends immediately after a game is over. These team meetings are essential to the learning process and are important in efforts to build team unity and understanding.

Parent-Player Relationship:

Parents can have a very profound effect upon the player/coach relationship. While you may not agree with all decisions that a coach may make, how and when you express your feelings can have a decided effect upon your child. If you express a negative opinion in front of your child, you need to remember that he or she may carry your convictions to the next practice or game. This in turn can lead to a player-coach tension. You, as a parent, have great influence upon this delicate relationship. Sometimes parents may try to relive their own athletic memories through the real life athletic efforts of their children. Being positive and supportive is very important, but adding pressure and unrealistic expectations may be extremely harmful. Allow your child to enjoy, to grow, and to take responsibility for his /her athletic experiences. Encourage your child to give 100% effort and to become a team player, not an individual statistic seeker. In the end, it is the child's perception of the game that really matters, not that of the parents.



Relationship with Game Officials:

It is often the case that if a game is seemingly leaning toward one side over the other, irate fans will infer an unfair advantage given by the officials. The home school does not select the officials. **A sport commissioner assigns all officials and neither team has a say in which officials are assigned to a given game or contest.** Game officials agree to and follow a code of conduct and ethics. They really do not have a vested interest in which team emerges victorious. It is very essential to understand that officials are an integral part of the game. While you may not agree with all of their calls, please do not harass and taunt game officials. Parents are supposed to be good role models for their children. Remember that officials are in charge of the game and have complete authority to have unruly spectators removed. Many times a given team may see the same officials on several occasions throughout the course of a season. Coaches, Athletic Directors and School Administrators work hard to establish good working relationships with game officials, which can be easily damaged or destroyed by spectator interference.

“So please let the players play, let the coaches coach, let the officials officiate, and let the spectators be positive.”

SECTION B: Responsibilities

Responsibilities of the Athlete:

Athletes are expected to adhere to the following guidelines:

1. Strive for academic success in order to assure athletic eligibility.
2. The team's goals and success should always come before individual interests.
3. ***Student athletes are expected to attend ALL practices, which are generally held five or six times each week. A student athlete who misses three practices without a legitimate excuse may be removed from his/her team.**
4. Athletes should adapt to and respect different coaching styles.
5. Athletes must respect opponents (players and coaches) and game officials.
6. Team members are responsible for all issued uniforms and equipment. **Failure to adhere will result in disciplinary action.**
7. Athletes are responsible for the security of all personal items.
8. As a team member an athlete must abide by established team rules.
9. **All injuries must be reported to the coach and the Athletic Trainer.**
10. Take pride in being a student-athlete at S. S. Seward Institute.

Responsibilities of the Parent:

Parents are expected to meet the following expectations:

1. Demonstrate good sportsmanship at all times. Make only positive comments during competition.
2. Lead by example for your child and for those around you.
3. Be supportive of Athletic Department and School rules and regulations.
4. Demonstrate self- respect and be respectful of others.
5. Do not interfere with the duties of game officials.
6. Take pride in your child, his/her team, and the Florida community at large.

Please refrain from questioning a coach about the position or playing time of your student-athlete. This remains the sole responsibility of each coach. We expect the player-coach relationship to be utilized in these situations. *See modified program philosophy on playing time.



SECTION C: Important Participation Information

Risks Associated with Athletic Participation:

The very nature of athletic competition provides for potential risk and injury to occur. Even with protective equipment, proper supervision, and sound instruction, injuries still do happen. In extremely rare cases, even death could result. All athletes and parents need to be aware of the potential hazards that exist within the athletic arena. We in the S. S. Seward Institute Athletic Department will always do whatever we can to ensure that our athletes have a safe and healthy athletic experience.

Eligibility Checklist:

Athletes and their parents have certain responsibilities to uphold even before tryouts begin. All of the following requirements must be satisfied before an athlete can play in their first scrimmage and/or game.

- 1. Physical Examination Form/Vaccines:** This form must be completed, signed by the parents/guardians and the physician and submitted to the school nurse to be kept on file. Athletes' must have a "current year" physical exam form on file in order to be cleared and eligible for athletic participation, including out-of-season workouts during the school year. **All immunizations must be up to date.** It is suggested that physical exams be scheduled over the summer months so the entire school year will be cleared for athletic participation. The District offers no-cost physicals each summer for students who wish to utilize the District's Health Services.
- 2. Athlete-Parent Compliance Form:** This form must be signed by the Athlete and by his/her parents/guardians as evidence of reading and understanding the information contained in the Athletic Handbook. Athletes who tryout and are selected as team members must hand this form in to their coach or athletic director.
- 3. Athletes and Parents' Pledge Forms:** These forms must be signed by the Athlete and by his/her parents/guardians as evidence of reading and understanding the information contained in the Athletic Handbook.
- 4. Concussion Form: *See page 13-17**
- 5. Insurance Form: *See page 19**
- 6. Medical Consent Form: *See page 20**
- 7. Release and Indemnification Agreement Forms: *See page 21 & 22**
- 8. Assumption of Risk Form: *See pages 26-27**

Practice Sessions and Games:

Practice sessions may be closed to spectators at the discretion of the coaches. These sessions are the equivalent of a teacher's classroom and there is real instruction taking place. Interference and interruptions to an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic classroom. Coaching and learning should not be compromised.



Vacation Practice Policy:

When athletes commit to a varsity or junior varsity sport, they should assume that practices and/or contests might take place over school vacations. Since some of the games/meets/matches are during vacation times we ask that you make every effort to have your son/daughter there as well. S.S. Seward teams would be at an extreme disadvantage if they took the time off while others are playing. In addition, it would be unfair to ask other schools to reschedule contests at another time thus forcing them to play 3, 4, or even 5 games during a week in order to accommodate our athletes. **Athletes who must go away and miss practice and/or contests during vacations can expect that there could be some effect on their standing on the team, their playing time, their chances of making a team when cuts take place, and their ability to earn a letter for that sport.**

***Student athletes are expected to attend ALL practices, which are generally held five or six times each week. A student athlete who misses three practices without a legitimate excuse may be removed from his/her team.**

Section D: Eligibility & Disciplinary

NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION HANDBOOK

A contestant must be a bona fide student of the high school represented and must be taking at least four subjects including physical education.

A student is eligible for interscholastic athletics in grades 9, 10, 11, and 12, provided the student does not turn 19 before September 1 of their senior year. Once a student enters high school, that student has four years of eligibility remaining.

Approval has been given by the State Education Department for the use of a Selection/Classification System based on physical maturity and readiness, rather than age-grade limitations, as determined by approved fitness and performance testing and only with the approval of the school medical officer. Because this program involves students below the ninth grade, the conditions described herein are waived for these students.

A student who may engage in inter-school competition shall receive an adequate health examination and may not practice or participate without the approval of the school medical officer.

A student who transfers from one school to another may become eligible upon starting regular attendance in the second school. A student, who becomes a resident of the school district, as determined by the residence of the parents or guardians, may practice immediately upon receiving a physical examination found to be acceptable.

The student athletes at S. S. Seward Institute are here for their education first and foremost. Athletic participation is a privilege and granted only to those who are deserving of this opportunity. Problems with grades and or behavior are justifiable reasons for Academic or Disciplinary Ineligibility.



Athletes are expected:

1. To participate in **ANY** extracurricular activities, a student cannot be failing two or more subjects weekly, including Physical Education. Major subjects count as one and minor subjects count as one-half. Below is a list of major and minor subjects:

Major Subjects:

English
Mathematics
Science
Foreign Language
Social Studies
Business

Minor Subjects:

Physical Education
Health
Home Economics
Computers
Music
Art

***Please refer to the Student Handbook for specific interpretations of all Academic and Disciplinary Eligibility procedures and regulations. Once deemed ineligible, the athletic director will provide you with the “Return from Ineligibility Status Form”. To return from ineligible status, you must fill out this form with the appropriate signatures and return to the athletic director.**

2. To remain in good disciplinary standing. If a student athlete receives a suspension, they are to miss all practice(s) during that suspension period including one eligible game per suspension day. If a student athlete receives a total of 5 suspension days or more, that student athlete will be considered terminated from the team during that season. Once terminated from the team, all equipment obligations must be returned to the coach or athletic director within a week from the return of the suspension. A hearing with the athletic director for future participation in any upcoming season must be met prior to the start of the season to be considered eligible.
3. To attend school on time in order to be eligible to practice or play on a daily basis.

Uniforms and Equipment:

At the beginning of each season, the Head Coach distributes all necessary uniforms and equipment. As an athlete you are responsible for the care and return of all issued goods at the end of the season. The Head Coach will determine the collection times. **Failure to return uniforms or equipment will result in disciplinary action(s) and/or financial obligation for replacement of the outstanding items.**

Changing Teams:

In fairness to coaches and team members, an athlete can leave one team and join another but only after the following conditions have been satisfied:

1. Any player cut from a team during tryouts may immediately tryout for another team if that team has not already completed its scheduled tryouts.
2. Any player quitting a team must have the original coach and Athletic Director’s approval to try out for another team. All uniform and equipment obligations must be met before approval can be given
3. Any player dismissed from a team must have the Athletic Director’s approval before joining another team.



Early Dismissals:

For many athletic events students must be dismissed from school before normal dismissal times. Early dismissal from classes for athletic reasons does not release student athletes from class-work responsibilities. Each athlete must make arrangements for getting assignments, taking missed quizzes or tests, or handing in homework. Athletes will have 15 minutes from dismissal time until bus departure time.

Lateness / Absenteeism:

Students who are absent from school on the day of an activity may not participate in school activities, contests, or practices on that day unless the reason for this absence is a funeral, court, or similar phenomena. A note from the student's parent/guardian must be presented to the Principal explaining the reasons for the absence. The Athletic Director will then make a decision about participation. Illness is not an accepted excuse for participation. **A student who has recovered from being sick during the day should sign in with the attendance clerk by 10:35am in order to be eligible for participation that day. Any student sent home at any time during the school day due to illness is not eligible for participation in athletics that day. Students MUST attend a minimum of a half a day to participate in any after school activities. This includes the BOCES program.**

Injuries:

It is extremely important to report any injury to your coach and athletic trainer immediately. Your coach and/or athletic trainer must fill out an accident report. A visit to a Doctor will yield a determined return to play date. No athlete will be allowed to participate further until that date is reached and a note of clearance is issued by the attending physician and received by the coach. Medical expenses resulting from any injury must first be submitted to your own insurance carrier and then any remaining balance can be submitted to the school accident insurance carrier. If a student athlete is injured and parents need a copy of the injury report for insurance, they should go into the school and see the school's secretary for this form and procedures as soon as possible once the injury occurs.

Concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and can have serious consequences if not managed carefully. Any student suspected by a coach or referee of sustaining a concussion will be removed from contest or practice for the rest of the day. The district's concussion management protocol will then be followed before a student athlete completely returns to competitive play. Please see the district website and pages 14, 15, and 16 for more information. S.S. Seward Institute will be utilizing an innovative concussion management program called ImPACT for all our student athletes. ImPACT (Immediate Post Concussion Assessment and Cognitive Testing), is a computerized online exam in which each athlete will take prior to their athletic season. This 30-45 minute test is similar to the neuropsychological tests by clinicians to make return to play decisions. All parents/guardians will fill out a form prior to the test. Additional information can be found at www.impacttest.com.

Steroids:

The S. S. Seward Institute Athletic Department does not condone the use of prohibited substances such as steroids, nor support the use of other over the counter supplements which contain artificial or naturally occurring substances that increase heart rate, blood pressure, or promote unhealthy muscle tissue growth. **Use of any of these products, which may be detrimental to your health, is a violation of the "Athlete's Pledge".**



Drugs, Alcohol, Vaping and Tobacco:

School rules are very specific as to the use of drugs, alcohol and tobacco products.

The use of or possession / distribution of any of these substances is forbidden. During the season, any student athlete found in violation of this regulation will be immediately removed from his/her team and will remain ineligible for the remainder of that athletic season. **Once an athlete is ineligible, a hearing will be held with the athletic director, principal, and superintendent to further discuss future participation in the athlete program before participating in the next eligible season. In addition, if the student athlete commits their 2nd offense during their high school eligibility, to participate in any future athletic program, they must complete an online course on the subject matter given by the athletic director. If a 3rd offense occurs, the student athlete will be considered ineligible to participate in any interscholastic sports for the remainder of their time at S.S. Seward.**

Use of any of these products, which may be detrimental to your health, is a violation of the “Athlete’s Pledge”.

Theft:

Stealing will not be tolerated under any circumstances, whether it be from teammates, opponents, or others. During the season, any athlete involved in a theft will be immediately dismissed from his/her team and normal disciplinary procedures will be imposed. This is a zero tolerance policy. Do not leave personal items unattended or unsecured in locker rooms or hallways. Take personal items to practice with you, if necessary.

Athletic Team Trips:

Just as the classroom is designed to provide for an educational experience, the realm of sports can also be very educational. At times, athletic opportunities provide for teams to take overnight and extended team trips. The experience of travel, and the opportunity to compete, make these events valuable additions to the overall high school experience.

Student athletes, parents, chaperones, and coaches are representatives of S. S. Seward Institute and as such carry a great deal of responsibility when teams travel. Best behavior is not only requested but mandatory. All school rules apply when teams travel, and violation of school and team rules carry disciplinary consequences. Athletes, parents, chaperones, and coaches should be sure to familiarize themselves with the Student Handbook, regarding rules and consequences.

Transportation:

Athletes must travel as a team to athletic contests, on the bus provided. Once a game is over athletes are expected to return to school as a team, on the bus provided. (Proper behavior is expected of all athletes when on bus trips)

The only exception to this rule is if a parent wishes to take his/her own child home with them. In this case, the parent must sign out their child directly with the coach. In addition, student athletes are expected to ride the bus to and from athletic events. **Guardians cannot drive their own child to an event unless they receive approval from the athletic director. A written request on the reason why by the guardian must be emailed to the athletic director and their coach 48 hours prior to the event.**



Social Media:

All social media issues will follow the Florida Union Free School District Handbook

*If a student-athlete receives an out of school suspension, they will not be able to participate in practices, scrimmages, or games for those days. In addition, each suspension day will equal a one game day suspension once the student-athlete returns to the team. If a student receives a total of 5 suspended days during the season that student-athlete will be removed from the team for the remainder of the season. Suspensions WILL carry over into the next eligible season.



CONCUSSION IN YOUTH SPORTS

SIGNS AND SYMPTOMS

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 sports plays
- 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 the 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"

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. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

Hospital Name: _____

Hospital Phone: _____

Hospital Name: _____

Hospital Phone: _____

For immediate attention, CALL 911

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:

www.cdc.gov/ConcussionInYouthSports

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





Concussions: The Invisible Injury

Student and Parent Information Sheet

CONCUSSION DEFINITION

A concussion is a reaction by the brain to a jolt or force that can be transmitted to the head by an impact or blow occurring anywhere on the body. Essentially a concussion results from the brain moving back and forth or twisting rapidly inside the skull.

FACTS ABOUT CONCUSSIONS ACCORDING TO THE CENTER FOR DISEASE CONTROL (CDC)

- An estimated 4 million people under age 19 sustain a head injury annually. Of these approximately 52,000 die and 275,000 are hospitalized.
- An estimated 300,000 sports and recreation related concussions occur each year.
- Students who have had at least one concussion are at increased risk for another concussion.

In New York State in 2009, approximately 50,500 children under the age of 19 visited the emergency room for a traumatic brain injury and of those approximately 3,000 were hospitalized.

REQUIREMENTS OF SCHOOL DISTRICTS

Education:

- Each school coach, physical education teacher, nurse, and athletic trainer will have to complete an approved course on concussion management on a biennial basis, starting with the 2012-2013 school year.
 - School coaches and physical education teachers must complete the CDC course. (www.cdc.gov/concussion/HeadsUp/online_training.html)
 - School nurses and certified athletic trainers must complete the concussion course. (<http://preventingconcussions.org>)

Information:

- Provide concussion management information and sign off with any parental permission form.
- The concussion management and awareness information or the State Education Department's web site must be made available on the school web site, if one exists.

Removal from athletics:

- Require the immediate removal from athletic activities of any pupil that has or is believed to have sustained a mild traumatic brain injury.
- No pupils will be allowed to resume athletic activity until they have been symptom free for 24 hours and have been evaluated by and received written and signed authorization from a licensed physician. For interscholastic athletics, clearance must come from the school medical director.
 - * Such authorization must be kept in the pupil's permanent health record.
 - * Schools shall follow directives issued by the pupil's treating physician.

SYMPTOMS

Symptoms of a concussion are the result of a temporary change in the brain's function. In most cases, the symptoms of a concussion generally resolve over a short period of time; however, in some cases, symptoms will last for weeks or longer. Children and adolescents are more susceptible to concussions and take longer than adults to recover.

It is imperative that any student who is suspected of having a concussion is removed from athletic activity (e.g. recess, PE class, sports) and remains out of such activities until evaluated and cleared to return to activity by a physician.

Symptoms include, but are not limited to:

- Decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information
- Confusion or appears dazed
- Headache or head pressure
- Loss of consciousness
- Balance difficulties, dizziness, or clumsy movements
- Double or blurry vision
- Sensitivity to light and/or sound
- Nausea, vomiting and/or loss of appetite
- Irritability, sadness or other changes in personality
- Feeling sluggish, foggy or light-headed
- Concentration or focusing problems
- Drowsiness
- Fatigue and/or sleep issues – sleeping more or less than usual

Students who develop any of the following signs, or if signs and symptoms worsen, should be seen and evaluated immediately at the nearest hospital emergency room.

- Headaches that worsen
- Seizures
- Looks drowsy and/or cannot be awakened
- Repeated vomiting
- Slurred speech
- Unable to recognize people or places
- Weakness or numbing in arms or legs, facial drooping
- Unsteady gait
- Change in pupil size in one eye
- Significant irritability
- Any loss of consciousness
- Suspicion for skull fracture: blood draining from ear or clear fluid from the nose



STATE EDUCATION DEPARTMENT'S GUIDANCE FOR CONCUSSION MANAGEMENT

Schools are advised to develop a written concussion management policy. A sample policy is available on the NYSPHSAA web site at www.nysphsaa.org. The policy should include:

- A commitment to reduce the risk of head injuries.
- A procedure and treatment plan developed by the district medical director.
- A procedure to ensure proper education for school nurses, certified athletic trainers, physical education teachers, and coaches.
- A procedure for a coordinated communication plan among appropriate staff.
- A procedure for periodic review of the concussion management program.

RETURN TO LEARN and RETURN TO PLAY PROTOCOLS

Cognitive Rest: Activities students should avoid include, but are not limited to, the following:

- Computers and video games
- Television viewing
- Texting
- Reading or writing
- Studying or homework
- Taking a test or completing significant projects
- Loud music
- Bright lights

Students may only be able to attend school for short periods of time. Accommodations may have to be made for missed tests and assignments.

Physical Rest: Activities students should avoid include, but are not limited to, the following:

- Contact and collision
- High speed, intense exercise and/or sports
- High risk for re-injury or impacts
- Any activity that results in an increased heart rate or increased head pressure

Return to Play Protocol once symptom free for 24 hours and cleared by School Medical Director:

Day 1: Low impact, non strenuous, light aerobic activity.

Day 2: Higher impact, higher exertion, moderate aerobic activity. No resistance training.

Day 3: Sport specific non-contact activity. Low resistance weight training with a spotter.

Day 4: Sport specific activity, non-contact drills. Higher resistance weight training with a spotter.

Day 5: Full contact training drills and intense aerobic activity.

Day 6: Return to full activities with clearance from School Medical Director.

Any return of symptoms during the return to play protocol, the student will return to previous day's activities until symptom free.

CONCUSSION MANAGEMENT TEAM

Schools may, at their discretion, form a concussion management team to implement and monitor the concussion management policy and program. The team could include, but is not limited to, the following:

- Students
- Parents/Guardians
- School Administrators
- Medical Director
- Private Medical Provider
- School Nurse
- Director of Physical Education and/or Athletic Director
- Certified Athletic Trainer
- Physical Education Teacher and/or Coaches
- Classroom Teachers

OTHER RESOURCES

- New York State Education Department
<http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices>
- New York State Department of Health
http://www.health.ny.gov/prevention/injury_prevention/concussion/htm
- New York State Public High School Athletic Association
www.nysphsaa.org/safety/
- Center for Disease Control and Prevention
<http://cdc.gov/TraumaticBrainInjury>
- National Federation of High Schools
www.nfhslearn.com – The FREE Concussion Management course does not meet education requirement.
- Child Health Plus
http://www.health.ny.gov/health_care/managed_care/consumer_guide/about_child_health_plus.htm
- Local Department of Social Services – New York State Department of Health
http://www.health.ny.gov/health_care/medicaid/ldss/htm
- Brain Injury Association of New York State
<http://www.bianys.org>
- Nationwide Children's Hospital – Concussions in the Classroom
<http://www.nationwidechildrens.org/concussions-in-the-classroom>
- Upstate University Hospital – Concussions in the Classroom
<http://www.upstate.edu/pmr/healthcare/programs/concussion/classroom.php>
- ESPN Video – Life Changed by Concussion
<http://espn.go.com/video/clip?id=7525526&categoryId=5595394>
- SportsConcussions.org
<http://www.sportsconcussions.org/ibase/line/>
- American Association of Neurological Surgeons
<http://www.aans.org/Patient%20Information/Conditions%20and%20Treatment/Concussion.aspx>
- Consensus Statement on Concussion in Sport – Zurich
<http://sportconcussions.com/html/Zurich%20Statement.pdf>



Conmoción cerebral: La lesión Invisible

Información para los Padres y Estudiantes

DEFINICIÓN DE CONMOCIÓN

Una conmoción es una reacción del cerebro debido a una sacudida o fuerza que puede ser transmitida a la cabeza por un impacto o golpe que ocurre en cualquier parte del cuerpo. Esencialmente una conmoción cerebral es consecuencia de que el cerebro se mueve hacia atrás y adelante o gira rápidamente en el interior del cráneo.

DATOS SOBRE LAS CONMOCIONES CEREBRALES SEGÚN EL CENTRO DE CONTROL DE ENFERMEDADES (CDC)

- Se estima que anualmente 4 millones de personas menores de 19 años sufren una lesión en la cabeza. De ellas aproximadamente 52,000 mueren y 275,000 son hospitalizadas.
- Se estima que anualmente ocurren 300,000 conmociones cerebrales relacionadas con los deportes y la recreación. Los estudiantes que han sufrido al menos una conmoción cerebral tienen un mayor riesgo de sufrir otra conmoción cerebral.

En el estado de Nueva York en el 2009, aproximadamente 50,500 niños menores de 19 años visitaron la sala de emergencias por una lesión traumática del cerebro y de éstos aproximadamente 3,000 fueron hospitalizados.

REQUERIMIENTOS DE LOS DISTRITOS ESCOLARES

Educación:

- Cada entrenador, maestro de educación física, enfermera y entrenador de atletismo tendrán que completar un curso aprobado para el manejo de la conmoción cerebral cada dos años, a partir del año escolar 2012-2013.
 - * Los entrenadores y los maestros de educación física deben completar el curso CDC. (www.cdc.gov/concussion/HeadsUp/online_trainin_g.html)
 - * Las enfermeras escolares y entrenadores certificados de atletismo deben completar el curso de conmoción cerebral. (<http://preventingconcussions.org>)

Información:

- Proporcionar a los padres o encargados información acerca del manejo de la conmoción cerebral, incluyendo una forma de permiso parental.
- La información sobre el manejo y concientización acerca de la conmoción cerebral o el sitio Web del Departamento de Educación del Estado, deben estar disponibles en el sitio web de la escuela, si es que existe uno.

Suspensión de actividades:

- Es necesaria la suspensión inmediata de las actividades deportivas de cualquier estudiante que tiene o se cree que ha sufrido una lesión cerebral traumática leve.
- A ningún estudiante le será permitido reanudar ninguna actividad deportiva hasta que no presente síntomas durante 24 horas y haya sido evaluado y recibido por escrito una autorización firmada por un doctor autorizado. Para los

deportes interescolares, la autorización debe provenir del Director Médico Escolar.

- * Dicha autorización debe mantenerse en el expediente médico del estudiante.
- * La escuela debe seguir las directrices emitidas por el doctor a cargo del estudiante.

SÍNTOMAS

Los síntomas de una conmoción cerebral son el resultado de un cambio temporal en la función del cerebro. En la mayoría de los casos, los síntomas de una conmoción cerebral se resuelven generalmente en un corto periodo de tiempo; sin embargo, en algunos casos los síntomas duran por varias semanas o más. Los niños o adolescentes son los más susceptibles a las conmociones cerebrales y tardan más tiempo que los adultos en recuperarse.

Es urgente que cuando se sospeche que un estudiante ha sufrido una conmoción cerebral, sea suspendido de cualquier actividad física (por ejemplo, el recreo, las clases de educación física, deportes) y que permanezca fuera de estas actividades hasta que sea evaluado y autorizado por su doctor para que reanude sus actividades.

Los síntomas incluyen, pero no se limitan a:

- Disminución o pérdida de la memoria de los acontecimientos antes o inmediatamente después de la lesión o dificultad para retener nueva información.
- Confusión o aturdimiento
- Dolor o presión en la cabeza
- Pérdida de la conciencia
- Dificultades para mantener el equilibrio, mareos o movimientos torpes
- Visión doble o borrosa
- Sensibilidad a la luz y/o al sonido
- Náuseas, vómitos y/o pérdida del apetito
- Irritabilidad, tristeza u otros cambios en la personalidad
- Debilidad, confusión o mareo
- Problemas de concentración o enfoque
- Somnolencia
- Fatiga y/o problemas del sueño – dormir más o menos de lo habitual

Los estudiantes que desarrollen cualquiera de los siguientes signos o si los signos y síntomas empeoran, deben ser vistos y evaluados de inmediato en la sala de emergencia más cercana.

- Dolor de cabeza que empeora
- Convulsiones
- Parecer somnoliento y/o no poder permanecer despierto



- Vómitos repetidos
- Dificultad para hablar
- No reconocer personas o lugares
- Debilidad o adormecimiento en los brazos o las piernas, parálisis facial
- Marcha inestable
- Cambio en el tamaño de la pupila de un ojo
- Irritabilidad significativa
- Cualquier pérdida de conciencia
- Sospecha de fractura de cráneo: sangre que drena de la oreja o un líquido claro saliendo por la nariz

GUÍA PARA EL MANEJO DE LA CONMOCIÓN CEREBRAL DEL DEPARTAMENTO DE EDUCACIÓN DEL ESTADO

Se aconseja a las escuelas desarrollar una política por escrito para el manejo de las conmociones. Una política de ejemplo está disponible en el sitio web www.nysphsaa.org. La política debe incluir:

- Un compromiso para reducir el riesgo de lesiones en la cabeza.
- Un procedimiento y plan de tratamiento desarrollado por el Director Médico del Distrito.
- Un procedimiento para asegurar una educación adecuada para las enfermeras escolares, entrenadores atléticos certificados, maestros de educación física y entrenadores.
- Un procedimiento para un plan de comunicación coordinado entre el personal apropiado.
- Un procedimiento para la revisión periódica del programa del manejo de la conmoción cerebral.

PROTOCOLOS PARA EL REGRESO A LA ESCUELA Y A LAS ACTIVIDADES FÍSICAS

Descanso cognitivo: Las actividades que los estudiantes deben evitar, incluyen pero no se limitan a lo siguiente:

- Computadoras y videojuegos
- Ver televisión
- Enviar mensajes de texto
- Leer o escribir
- Estudiar o hacer tareas
- Tomar un examen o trabajar en proyectos importantes
- Escuchar música con alto volumen
- Luces brillantes

Los estudiantes solo podrán asistir a la escuela por cortos periodos de tiempo. Podría ser necesario hacer arreglos para las tareas y los exámenes pendientes.

Descanso físico: Las actividades que los estudiantes deben evitar, incluyen pero no se limitan a los siguientes:

- Contacto y colisión
- Deportes y/o ejercicios de alta velocidad, o intensos
- Alto riesgo de volver a lesionarse o sufrir otro impacto
- Cualquier actividad que pueda resultar en un aumento del ritmo cardíaco o aumento en la presión de la cabeza

Protocolo para retornar a la actividad física, una vez el estudiante no presente síntomas durante 24 horas y sea autorizado por el Director Médico Escolar:

- Día 1:** Actividad aeróbica ligera, de bajo impacto, no extenuante.
- Día 2:** Actividad aeróbica moderada, de mayor impacto, con mayor esfuerzo. Sin entrenamiento de resistencia.
- Día 3:** Actividades deportivas específicas sin contacto físico. Entrenamiento con pesas de baja resistencia y con ayuda.
- Día 4:** Actividades deportivas específicas sin contacto físico. Entrenamiento con pesas con mayor resistencia y con ayuda.
- Día 5:** Entrenamientos en deportes de contacto completos y actividad aeróbica intensa.
- Día 6:** Retorno a las actividades físicas completas con la autorización del Director Médico Escolar.

Si se presenta cualquier síntoma durante el protocolo para reanudar la actividad física, el estudiante regresará a las actividades del día anterior hasta que esté libre de síntomas.

EQUIPO DE MANEJO DE LAS CONMOCIONES

Las escuelas pueden, a su discreción, formar un equipo de manejo de las conmociones para aplicar y supervisar la política y el programa de manejo de la conmoción cerebral. El equipo podría incluir pero no estar limitado a lo siguiente:

- Estudiantes
- Padres/Encargados
- Administradores de la Escuela
- Director Médico
- Doctor Privado
- Enfermera Escolar
- Director de Educación Física y/o Director de Atletismo
- Entrenador Certificado de Atletismo
- Maestro de Educación Física y/o Entrenadores de Educación Física
- Maestros



Conclusion Statement

It is the hope of the Athletic Department that you will find the overall athletic experience to be worthwhile, enjoyable and a valuable contribution to the total educational process at S. S. Seward Institute. Be proud of our school, confident in your education, and satisfied with the total athletic experience. If you can look back at your time at S. S. Seward Institute and feel good about the overall experience, then we have done our jobs well.

League Guidelines and Information

OCIAA: Game Schedules & League Information:

<https://www.section9sports.org/>

New York State Public High School Athletic Association:

<http://www.nysphsaa.org/>

<http://www.newyorksportswriters.org/>

Twitter:

@FUFSD_Athletics



SEWARD INSTITUTE

“Small School, Big Dreams”



Office of the Athletic Department

Dear Parent/Guardian:

Parents/Guardians are reminded that participating in athletics can lead to injury.

Although not required by state law to participate in a student insurance policy covering medical and dental expenses, the Florida Board of Education has elected to obtain insurance for our students. This school plan will not cover all costs but will help offset some of the costs.

The policy is equipped with special guidelines. If they are not followed properly, the insurance carrier will not cover any of the claim. For these reasons, I am writing you this letter to explain the proper procedure.

Any injury sustained by a student must be immediately reported to the coach or teacher supervising the activity. This must be done regardless of the extent of the injury. The incident must also be reported to the nurse by the supervising coach or teacher.

In order to be covered, injuries in which medical attention becomes necessary must be reported by the nurse to the insurance company within 30 days of the incident. Failure to properly report an incident to the nurse may result in a lack of notification and thus loss of coverage.

It is important to understand that the school insurance, New York State Public High School Insurance, is a secondary coverage. This means that you first must submit bills to your own insurance company. In the event that the claim is rejected or is only partially covered, bills may then be sent to our insurance carrier for review.

Very truly yours,

The Athletic Department

I have read the information regarding the New York State Public High School Insurance program of the Florida Union Free School District and understand that proper notification to the nurse is necessary for coverage under this plan.

Date

Signature of Parent/Guardian

STUDENT PARTICIPATION AND PARENT/GUARDIAN CONSENT FORM



NAME OF SCHOOL _____

DATE _____

NAME OF STUDENT _____

PLACE OF BIRTH _____

DATE OF BIRTH _____

This application to compete in interscholastic athletics for the above 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. I have read and discussed with my coach the appropriate sections of the S.S. SEWARD INSTITUTE ATHLETIC POLICY AND PRACTICE. I understand that any violation may result in probation, suspension, or expulsion from the team. I understand that injury or death could result from my participation in athletics.

PARENT OR GUARDIAN PERMISSION

I hereby give my consent for the above student to engage in approved athletic activities as a representative of his/her high school, and I also give my consent for the above student to accompany the team as a member on its out-of-town trips. I have received and read the appropriate excerpts of the S.S. SEWARD INSTITUTE ATHLETIC POLICY AND PRACTICE (attached sheets).

DATE

SIGNATURE

ADDRESS

ACCIDENT RELEASE FROM PARENT

I hereby give the Athletic Department of S.S. Seward Institute permission in my absence to obtain medical treatment for my son or daughter in case of injury. I understand that every effort will immediately be made to notify me of such injury. I hereby consent that my child may be released to staff members of S.S. Seward Institute.

DATE

SIGNATURE

If this student has any adverse medical conditions, allergic reaction or other important health problems, please fill in the appropriate space(s) below.

MEDICAL PROBLEM (i.e., diabetes, asthma etc.) _____

SPECIAL CARE OR TREATMENT _____

SPECIAL MEDICATIONS (i.e., in case of insect bite, etc.) _____

IF "NONE" FOR ABOVE, PLEASE CHECK _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT NUMBER: _____



SEWARD INSTITUTE

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RELEASE AND INDEMNIFICATION AGREEMENT (Please read carefully before signing)

I am the parent/guardian of _____, a student athlete at the Florida Union Free School District.

Each student who participates in athletics at the Florida Union Free School District is expected to ride the bus to and from all athletic contests. If parents wish to take their children home after a contest, it will be necessary to return this form with the proper signature. **This form must be completed at the site of the contest and returned to the coach prior to leaving the contest.**

IN FURTHER CONSIDERATION:

I WAIVE AND RELEASE any and all claims that I may Have against the Board of Education, the school district, administration, and the coaches for allowing me to transport my child from the athletic contest.

Signature of Parent/Guardian: _____

Date: _____



SEWARD INSTITUTE

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RELEASE AND INDEMNIFICATION AGREEMENT
(Please read carefully before signing)

RELEASE AND INDEMNIFICATION AGREEMENT

(Please read carefully before signing)

I am the parent/guardian of _____, a student athlete at the Florida Union Free School District.

Each student who participates in athletics at the Florida Union Free School District is given the opportunity to be transported by one of our school buses to the practice facility. If a parent wishes to transport their own child or to allow their child to drive or ride with another person to the practice facility, it will be necessary to return this form with proper signature.

IN FURTHER CONSIDERATION:

I WAIVE AND RELEASE any and all claims that I may have against the Board of Education, the school district, administrators, and the coaches for allowing another person or myself to transport my child to the practice facility.

Signature of Parent/Guardian: _____

Date: _____



THE ATHLETE'S PLEDGE

As an athlete at S. S. Seward Institute I promise to:

- Follow all codes and expectations of the athletic handbook and code of conduct*
- Understand that academics take priority over athletics.*
- Represent my school, my coaches, my teammates and myself in a manner which is appropriate and just.*
- Maintain a healthy and competitive approach to athletics.*
- Accept responsibility for my actions both on the playing field and in the classroom.*
- Lead by example in the areas of self-respect and respect for others.*
- Compete to the best of my abilities.*
- Refrain from the use of prohibited substances such as steroids, drugs, alcohol, and tobacco products.*
- Refrain from the use of vulgar or profane language at all school sanctioned events / activities.*
- Demonstrate good sportsmanship and fair play at all times*
- Take responsibility for all personal belongings by securing these items in assigned school and athletic lockers or by taking items that do not fit into lockers with me to practice sites.*

Signature: _____

Printed Name: _____

School Year: _____



THE PARENT'S PLEDGE

As a parent at S. S. Seward Institute I promise to

- Represent S. S. Seward Institute in a manner, which is appropriate and just.*
- Demonstrate and support good sportsmanship at all athletic events.*
- Demonstrate positive support for my child and for all members of the team.*
- Support the coaching staff in their efforts to develop and refine athletic ability.*
- Be supportive of the policies, procedures, rules and regulations of the school.*
- Maintain academic achievement as the main priority of my student/athlete.*
- Refrain from the use of prohibited substances such as steroids, drugs, alcohol, and tobacco products on school property.*
- Refrain from the use of vulgar or profane language at all school sanctioned events / activities.*
- Lead by example in the areas of self-respect and respect for others.*

Signature: _____

Printed Name: _____

School Year: _____



S. S. SEWARD INSTITUTE ATHLETIC HANDBOOK Compliance Form

As a rostered student athlete or as the parent/guardian of a student athlete, I affirm that I have read and understand the contents of the “Athletic Handbook for Athletes, Parents, and Coaches” I understand and will abide by the “Athletic Chain of Command” I will strive to make the “Athletic Experience” a positive one. I will attend the mandatory pre-season Meet the Coaches meeting.

Athlete Signature: _____

Athlete Print: _____

Parent Signature: _____

Parent Print: _____

School Year: _____



**Student Athlete Assumption of Risk,
Acknowledgement and Medical Release**

My son/daughter wishes to participate in the Florida Union Free School District's Athletic Program.

We understand participation in the athletic program involves rigorous physical activity and risks of physical injury and we assume these risks. We understand that the risks include a full range of injuries, from minor to severe, including death. Although protective equipment may be used, safety rules employed, coaching instructions provided, medical care provided, and other efforts taken, there is no guarantee that participants will not be injured. We agree to assume and accept these risks.

We hereby give consent for emergency transportation and treatment in the event of illness or injury. We hereby accept responsibility for the payment of any emergency transportation or treatment on behalf of the participant. To the best of our knowledge we further certify the participant is in good physical condition, and has no medical or physical conditions that would restrict his/her participation in this event.

Parent or legal guardian does hereby covenant and agree to release and hold harmless the Florida Union Free School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of participation in the athletic program.

I HAVE RECEIVED AND READ THE STUDENT AND PARENT INFORMATION SHEET ON CONCUSSION.

Participants Name

Parent or Legal Guardian Signature

Date



Asunción de riesgo del deportista estudiantil Reconocimiento y Liberación Médica

Mi hijo / hija desea participar en el Programa Atlético del Distrito Escolar Libre de la Unión de Florida.

Entendemos que la participación en el programa deportivo implica una actividad física rigurosa y riesgos de lesiones físicas y asumimos estos riesgos. Entendemos que los riesgos incluyen una gama completa de lesiones, desde leves hasta graves, incluida la muerte. Aunque se puede usar equipo de protección, se pueden emplear reglas de seguridad, instrucciones de entrenamiento, atención médica y otros esfuerzos, no hay garantía de que los participantes no resulten lesionados. Estamos de acuerdo en asumir y aceptar estos riesgos.

Por la presente damos nuestro consentimiento para transporte y tratamiento de emergencia en caso de enfermedad o lesión. Por la presente, aceptamos la responsabilidad del pago de cualquier transporte o tratamiento de emergencia en nombre del participante. Según nuestro conocimiento, certificamos que el participante se encuentra en buena condición física y no tiene condiciones médicas o físicas que pudieran restringir su participación en este evento.

Por la presente, el padre o tutor legal acuerda y libera y exime de responsabilidad al Distrito Escolar Libre de Florida Union de toda responsabilidad, pérdida, daños, reclamos o acciones (incluidos los costos y los honorarios del abogado) por lesiones corporales y / o daños a la propiedad En la medida en que lo permita la ley, se derive de la participación en el programa deportivo.

HE RECIBIDO Y LEÍDO LA HOJA DE INFORMACIÓN DEL ESTUDIANTE Y LOS PADRES SOBRE LA CONCUSIÓN.

Nombre de los participantes

Firma del padre o tutor legal

Fecha

