

ACTIVITIES HANDBOOK



SCHOOL DISTRICT

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CIVIL RIGHTS STATEMENT

The Huron School District does not discriminate in its employment policies and practices, or in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and does not violate any provisions of applicable federal programs, statutes or regulations.

Inquiries concerning the application of Title IX may be referred to Linda Pietz, Coordinator, 150 5th St. SW, Huron, South Dakota 57350 (605-353-8660) or to the Regional Director, Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone: (816)-2680556
Email: OCR-KansasCity@ed.gov

**Section 504 of The Rehabilitation Act and Americans with Disabilities Act
NOTICE OF NONDISCRIMINATION**

It is the policy of Huron School District that no student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district educational program or activity receiving assistance.

Equal opportunity is a priority of the
Huron School District

Any person having inquiries concerning the school's compliance with the regulations implementing Section 504 is directed to contact:

Site 504 Coordinator: Director of Special Services
School: Huron School District
Phone/Fax: 605-353-6997

**Sección 504 de la Rehabilitation Act (Ley de Rehabilitación) y la Americans
with Disabilities Act (Ley de Americanos con discapacidades)
NOTIFICACIÓN DE IMPARCIALIDAD**

Es la política del Huron School District (Distrito Escolar de Huron) que, a base de una discapacidad, no se debe de excluir a ningún estudiante de participar en, negar los beneficios de, ni sujetarlo a discriminación en ningún programa educativo o actividad del distrito que recibe asistencia.

Ofrecer igualdad de oportunidades es una prioridad del
Huron School District (Distrito Escolar de Huron)

Toda persona que tiene preguntas sobre la conformidad de la escuela con las regulaciones que implementan Sección 504 se pueden comunicar con:

Coordinadora del sitio de 504: _____
Escuela Huron School District (Distrito Escolar de Huron)
Teléfono/Fax: 605-353-6997

**တၢ်ကူစါယါဘျိတၢ် တၢ်ဖဲးတၢ်မၤ ဒီးပှၤအဲဝဲရကၤဖိလၢ အက့ၢ်ဂီၤတဂ့ၤတဘၣ်တဖၣ် တၢ်ဖဲးတၢ်မၤဒ်အ
ပျါလၢ အကူၣ် ၅၀၄ အပူၤ
တၢ်တက့ၢ်တလီၤတၢ် အတၢ်ဘိးဘၣ်သ့ၣ်ညါ**

အဲဝဲအံၤပှၤဝဲ ပှၤရၣ်ကီၢ်ရၣ်လီၢ်ကတီၤက့ၢ် အတၢ်ဘျုးသန့လၢ ပှၤက့ၢ်ဖိတဂ့ၤတဂ့ၤလၢ လၢအဆိၣ်ဒီး က့ၢ်ဂီၤတဂ့ၤတဘၣ် တလၢတ
ဝဲၤ အပတၢ်ဒ်လဲၣ်ဂ့ၤဒ်လဲၣ်ဂ့ၤ တဘၣ်တၢ်တြီၤအီၤလၢအကပၣ်ဖိၣ်မၤသကိးတၢ်လၢ.တဘၣ်တၢ်က့ၢ်ကပၣ်က့ၢ်အတၢ်န့ၣ်ဘျုးန့ၣ်
ဖိၣ်လၢ.တဘၣ်တၢ်က့ၢ်တလီၤအီၤလၢ ကီၢ်ရၣ်လီၢ်ကတီၤတၢ်က့ၢ်ဘၣ်က့ၢ်သ့တၢ်ရၣ်တၢ်ကျဲၤအပူၤ မ့တပှၤ လၢတၢ်ပှၤတၢ်ဂၤ အပူၤ
ဘၣ် န့ၣ်လီၤ.

တၢ်ခွဲးတၢ်ယၢ်ထဲသီးတုၤသီးပှၤဝဲ
ပှၤရၣ်ကီၢ်ရၣ်လီၢ်က့ၢ် အတၢ်ဂ့ၢ်လၢအရဒ်ဒီးအလီၢ်ဆိကတၢ်န့ၣ်လီၤ.

ပှၤတဂ့ၤတဂ့ၤလၢ အဆိၣ်ဒီးတၢ်သံက့ၢ်သံဒီး လၢအဘၣ်ထွဲဘၣ်မးဒီး က့ၢ်အတၢ်လူၤပိၣ်မၤထွဲတၢ်သိၣ်တၢ်သီ လၢအကူၣ်
၅၀၄အပူၤတဖၣ် ဆဲးကျိးအီၤလီၤလီၤဆူ ...

အကူၣ် ၅၀၄ ဖိးမံမူဒါစိၣ်... _____ လီၤရၣ်ဝဲလဲဒၢၣ် _____
 က့ၢ် _____ ကီၢ်ရၣ်လီၢ်ကတီၤက့ၢ် _____
 လီၤတဲစိ.စဲးကွဲးဒီးဆုၤလၢ် နီၢ်ဂံၢ်..... _____ ၆၀၅-၃၅၃-၆၉၉၇ _____

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Huron School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Huron School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Huron School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Huron School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Huron School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The Huron School District has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- | | |
|---|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |
| -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) | |

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

INTRODUCTION

Programs are the foundation upon which to build, but advisors (i.e. coaches, directors) are the critical variable that determines whether desirable student outcomes will be achieved through student activities. The students in the Huron School District are extremely fortunate to be the beneficiaries of a varied program of student activities under the leadership of experienced, skilled, and dedicated advisors. At first glance, some sections of this handbook will appear to be directed only at athletic programs. Upon closer inspection, however, there should be implications for all activities. Hopefully, this handbook will be a useful tool for advisors as they conduct their activities.

STATEMENT OF PHILOSOPHY

In developing a successful activities department, it is paramount that consistency and cohesiveness be evident in every aspect of activities. There are many contributions that can be made by activities. It will be the responsibility of the activities department in the Huron school system to motivate and build a total individual through participation in activities.

Among the most valuable contributions of activities are the development of good sportsmanship, learning to win with dignity, as well as the education one can gain from a loss, and the development of pride in the school and community.

Every effort will be made for inter-staff and intra-staff cooperation, coordination, and communication to promote competition, skill development, and participation.

The varsity head coach/director is the coordinator for his/her particular activity through the middle school and high school. If he/she is to have this responsibility, he/she must likewise have the opportunity to provide positive input for total program development. The head coach/director is responsible for developing job assignments in cooperation with the activities director, program objectives, and any other information that is relative to his/her particular program. Program development will be reviewed at the conclusion of a season by the head coach/director and activities director.

The varsity head coach/director will in turn be consulted regarding who will make up the staff at the high school and middle school each year. It is recognized that current methods of hiring new personnel, determining coaching and directing assignments, and other decisions make for a coordinated, productive, and progressive activities program.

Summary:

The following goals should be utilized to fulfill a solid and successful activities program in the Huron school system:

1. Maintain the unification and communication of the entire activity staff for a stronger activity program.
2. Utilize budgets to achieve the best possible program with the available funds.
3. Develop a positive attitude and confidence in ability with all participants.
4. Strengthen the coaches and directors input to achieve a positive climate with the total student body.
5. Recognize the parent support groups for all activity programs as a liaison between the school and community.

ACTIVITY POSITIONS

FOOTBALL

Varsity – Head
Varsity – Assistant
Sophomore
9th Grade
8th & 7th Grade

BASKETBALL

Varsity – Head
Varsity – Assistant
Sophomore
9th Grade
8th & 7th Grade

WRESTLING

Varsity – Head
Varsity – Assistant
Middle School – Head
Middle School – Assistant
Combination MS/HS Ass't.

TRACK

Varsity – Head (Boys & Girls)
Varsity – Assistant
8th & 7th Grade

CROSS COUNTRY

Varsity – Head (Boys & Girls)
Varsity – Assistant

TENNIS

Varsity – Head
Varsity – Assistant

GOLF

Varsity – Head
Varsity – Assistant

GYMNASTICS

Varsity – Head
Varsity – Assistant

STRENGTH AND CONDITIONING

Winter – Head
Spring - Head

VOLLEYBALL

Varsity – Head
Varsity – Assistant
Sophomore
9th Grade
8th & 7th Grade

COMPETITIVE CHEER & COMPETITIVE DANCE

Varsity – Head
Varsity – Assistant

SOCCER

Varsity Boys – Head
Varsity Boys – Assistant (JV)
Varsity Girls – Head
Varsity Girls – Assistant (JV)

SPECIAL OLYMPICS COACH

<u>FINE ARTS</u>

HIGH SCHOOL

Vocal Music Director
Band Director
Marching Assistants
Orchestra Director
Debate Coach
Debate Assistant
Oral Interp
Oral Interp Assistant
Fall Drama
Spring Drama
One-Act Play
Drama Assistants
Yearbook
Newspaper
Student Council

MIDDLE SCHOOL

Band Director	Vocal Director
Orchestra Director	Oral Interp
Newspaper	Memory Book
Play	Tiger Follies

ELEMENTARY

Band and Orchestra Director

COACHES EDUCATION REQUIREMENTS

1. Fundamentals of Coaching (All coaches – head and assistant)

- This requirement is “one time only” during your career.
- Fundamentals of Coaching must be the non-sport specific class.
- The NFHS has this course available on line @ www.NFHSLearn.com

2. First Aid or Prevention and Care of Athletic Injuries (All coaches)

- Each coach will need to renew the First Aid course every two years.
- The NFHS has this course available on line @ www.NFHSLearn.com

3. Concussion Course (All coaches)

- This course is a mandatory requirement to be renewed each year as per SDCL.
- This course is to be taken **after July 1 for the upcoming school year**. Please do not view this course before July 1. Coaches are asked to print off the certificate and send a copy to the Activities Directors office to keep on file.
- The NFHS has this course on line @ www.NFHSLearn.com and is FREE.

4. Heat Illness Prevention (All Fall Coaches)

- Fall coaches only
- Sports Medicine Advisory Committee is recommending all fall coaches complete this class.

ORGANIZATION

There are many other items to be considered in the operation of an efficient activity program. These include such items as rules of conduct, eligibility, lettering requirements, dress codes, training rules, and many other which are too numerous to mention.

It is imperative that each coach/director formulate in writing the various regulations and requirements to be followed in the particular activity which he/she coaches or directs. Many unpleasant situations can be avoided when there is a good understanding between the coach/director and participants. The following rules of conduct, eligibility, lettering requirements, dress codes, and training rules must be adhered to and supported by the coaches of the Huron school system.

1. Rules of conduct will comply with those written by the State of South Dakota (State Law, SDHSAA, and the Huron school system).
2. Eligibility will be governed by the SDHSAA rules and regulations and Huron policy.
3. Dress codes may be established by individual coaches/directors to maintain their particular activity as they are representing the Huron School District.
4. Training rules & lettering criteria: Each coach/director will inform and distribute a written statement for his/her activity to each team member prior to the start of the season
5. Team travel: It is expected that all participants who leave on a school activity trip return with his/her team. Exceptions may be arranged with the consent of:
 - a. Coach/Director
 - b. Administration
 - c. Parents

GUIDELINES FOR HEAD COACH/DIRECTOR RESPONSIBILITIES

1. Individual coach/director or participant conflicts will be handled by the head coach/director and school administration.
2. Maintain the purchase orders through the activities director.
3. The activities director will provide a transportation schedule to each coach/director. Each coach/director is responsible to check it and let the activities director know if changes need to be made.
4. Fine Arts directors will submit pink travel requests to the activities director for each trip to be taken.
5. Complete an inventory of all equipment and turn it in to the activities director no later than one week after the season.
6. When applicable, submit lodging and food requests to the activities director for needed reservations and arrangements. The head coach/director is to remain within the assigned guidelines for meals and lodging.
7. Work with the activities director when desiring an altered schedule—all scheduling will be done through the activities director.
8. Check student eligibility for your activity.
9. Provide the activities director with recommendations concerning the total program.
10. Utilize consistency in lettering procedure throughout the high school and activities department.
11. Provide the activity director with the proper forms that need to be completed by the participants: **Medical Consent; Insurance; Tiger Beliefs; Training Rules; Physical; Concussion Fact Sheet for Athletes/Parents; Initial or Interim Pre-Participation Form; Parent/Student Consent.**
12. All coaches/directors will follow the out-of season guidelines for their respective activity. These rules can be found at www.sdhsaa.com

FUNDAMENTALS OF SPORTSMANSHIP

Reprinted from the SDHSAA Newsletter

One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics, speech and music. One of those lessons is to set and maintain high standards of sportsmanship, ethics and integrity in our schools and our society. It is up to each of us to provide the direction under which good sportsmanship can prosper and have a positive impact on our society.

As we begin the school year, please take a few minutes to emphasize to your students, coaches, and fans what is expected of them at an athletic event as a competitor or spectator. After all, such events are an extension of the school day, and we should expect the same type of respectful behavior exhibited in the athletic arena as we do in the classroom. We urge you to ask your community to demonstrate self-control and self-discipline and at the same time, enjoy the games.

Everyone should keep the following fundamentals in mind while attending a high school event.

- ▶ **Gain an Understanding and Appreciation for the Rules of the Contest.** The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, players or administrative decisions.
- ▶ **Exercise Representative Behavior at All Times.** Good sportsmanship requires one to understand personal prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior which is representative of a sound value system.
- ▶ **Recognize and Appreciate Skilled Performance Regardless of Affiliation.** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.
- ▶ **Exhibit Respect for the Officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by those involved in the contest are part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials.
- ▶ **Display Openly a Respect for Opponents.** Opponents are guests and should be treated cordially, and with thoughtfulness. They should be treated the same as a guest in your own home.
- ▶ **Display Pride in Your Actions at Every Opportunity.** Never allow your ego to interfere with good judgment. Regardless of whether you are a student, player, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.
- ▶ **Always Practice the Golden Rule.** Always treat others the way you would expect them to treat you.

Remember: Sportsmanship Begins With You!

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

YOU ARE NOT ELIGIBLE IF:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Once a student enrolls in ninth grade, all eight semesters must be consecutive unless withdrawal from school is necessary due to illness or injury.
3. You did not pass 20 hours of high school work (equivalent of 4 full time subjects) per week for the preceding semester.
4. You are not enrolled in and attending a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16th school day of the current semester
7. You have been absent from school for more than 10 consecutive school days (illness of the student or a death in the immediate family excepted).
8. You have transferred from one high school to another without a corresponding change in residence of your parents (exception pursuant to “open enrollment”).
9. You do not have a copy of your transcript on file in the principal’s office prior to competition.
10. You do not have on file in the principal’s office a signed SDHSAA physical examination and parent’s permit form for interscholastic athletics.
11. You have ever participated in an athletic contest under an assumed name.
12. You have participated in athletics at any institution of higher learning that ranks higher than a standard secondary school.
13. You have violated your amateur standing.
14. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non school team in the same sport.

CONSULT YOUR COACH OR PRINCIPAL FOR ADDITIONAL INFORMATION

ABSENCE RULES FOR PARTICIPATION

HIGH SCHOOL PARTICIPATION

A student may **NOT** participate in an interscholastic activity if he/she has been absent from school the day the activity is to be held unless the student has received permission from the building principal.

EXCEPTIONS:

- A. If the event or departure time is scheduled **prior** to school dismissal time the student must have checked into the school office and attended **at least one and one half classes (1 ½)** before he/she is eligible to participate and must also be cleared by the High School Principal. Study hall does **NOT** count towards 1 ½ classes attended.
- B. If a student comes to school and checks out for illness and then returns to school he/she will only be allowed to participate with a written note from a doctor.
- C. If the student comes to school and checks out for illness and then does **NOT** return to school that day, he/she will **NOT** be eligible to participate on that day.

MIDDLE SCHOOL PARTICIPATION

Students with two or more assignments or one assignment for more than 24 hours, on the ICU list will not be excused to miss school to attend extracurricular activities or events.

8th Grade Grading and ICU:

8th Grade will follow the above Huron Middle School ICU Policy for the first semester of the school year. Students failing any class will not be excused to miss school to attend extracurricular activities or events. Students will have the opportunity to regain eligibility up to 24 hours before dismissal for the event.

SUPERVISION AND PROPER CONDUCT

All activity programs in South Dakota schools come under the direct supervision of the South Dakota High School Activities Association (SDHSAA). The people of the community, the Huron Board of Education, and school officials expect all programs to be conducted at the highest plane. It is the duty and responsibility of every coach/director and staff to help supervise all activity programs in order that there is no violation of the SDHSAA code of ethics and rules. We would hope that no participant will ever suffer because of the negligence or over-aggressiveness of one of the coaches/director.

The attitude of the crowd at activities is greatly influenced by the conduct of the professional staff. Staff members as well as the participants serve as representatives of the community and the school. The coach/director of any activity should conduct him/herself in such a manner that he/she **serve as an example** for the students and the community.

SUPERVISION ON TRIPS

This guide has been compiled so that both bus drivers and sponsor will know what their respective duties are:

1. The coach/director who is in charge of all matters pertaining to students, destination, times, and rest stops will contact the activities director to work out an appropriate itinerary for all trips. The coach/director is to inform the activities director when and where he/she would like a group picked up when departing for an activity. The activities director will serve as a liaison between the coach/director and the transportation department.
2. **The coach/director is responsible for discipline on the bus.** Participants must keep the noise level low enough that the school bus driver is not distracted. Most accidents involving school buses are found to have a distracted driver as a good part of the cause. Drivers are instructed if the coach/advisor refuses to carry out his/her responsibility for discipline, they will notify the activities director.
3. The bus driver has the final authority on matters relating to speed, load, safety, and driving conditions. Every effort is made to secure competent people for activity events, but coaches/directors should report any driver they consider unsafe.
4. Smoking/use of tobacco is forbidden by the coaches/directors/bus drivers while participants are present in a school-sponsored activity.
5. Eating and drinking on a moving bus is not desired. However, distances in South Dakota are such that at times it may be necessary to take food on the trip. Snacking on the bus should be done only after weighing possible consequences, as the coach/director must accept responsibility for the cleanliness of the bus at the conclusion of the trip.
6. Be sure participants know when and where the bus will leave for the return trip home.
7. Coaches/directors are responsible for the conduct of the participants' for the entire trip, not just on the bus. **Supervision should be maintained at all times.**
8. Any problems which arise on a trip should be reported to the activities director as soon as possible. Call the activities director's office 353-6970 or cell 350-9014.
9. All participants who travel with their respective teams will be required to return with their team. Exception to this will be if a PARENT tells a coach he/she is taking their son/daughter or the Parental Release Form is filled out by the appropriate parties.

The total coaching/directing staff carries the responsibility of instilling the pride necessary to promote the Huron activity program to all those whom we contact.

TRAVEL EXPENSES

The following should serve as a guideline in determining activity travel expenditures. Needless to say, the following guidelines do not cover every possible situation and when in doubt, you are advised to contact the activities director. The Huron Public Schools do not provide meals for the participants. The exception to this exists when the school district is in a state meet or state tournament.

MEAL ALLOWANCE:

The schedule below is listed in preferred order:

As policy of the Huron School District, meals will be provided only when the squads or individuals are competing in a state tournament or state meet.

--Participants and coaches eat at student SDHSAA rates. Payments for meals will be determined by SDHSAA policy.

--Issue money to students prior to departure. All students should initial a voucher as proof they received meal money. The voucher should be returned to the Business Office by the coach/director.

COACHES/DIRECTOR MEALS:

Coaches/directors and bus drivers eat with students, they should expect to eat the same food as the students do. Coaches/directors are reimbursed at the end of their season according to meal expense policy set by the District.

LODGING:

If at all possible, lodging arrangements are to be made in advance by the activities director, coach, or director of the fine arts. When making the advance arrangements, please ascertain whether or not the motel or hotel will allow you to have a voucher signed and the school district mail a check at a later date. Most hotels have a direct billing set up with the Huron School District so no voucher. Make sure to double check with the clerk when making reservations.

We would not expect to stay in the best motel in town nor would we expect you to stay in inadequate conditions. Reasonableness should be paramount in determining where you would stay.

STUDENT ACTIVITY CODE OF CONDUCT

General Statement of Philosophy

The Huron School District (HSD) encourages students to participate in activities due to the benefits of such participation. The HSD also recognizes the need to establish a code of conduct for activity participants that reinforces behaviors that reflect positively on the individual, school, and community.

- Student participation in student activities is a privilege, rather than a right.
- Students who voluntarily exercise the privilege of participating in student activities shall, consequently, be expected to exemplify high standards of behavior.
- The program of student activities should address the need for good order and a concern for student health and safety.

General Policy Statements

- The Training Rules are in force, year-round, for all students in grades 6-12, participating in extracurricular activities under the auspices of the Huron School District.
- **SDCL 13-32-9: Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency** for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one-year suspension may be reduced to thirty calendar days** if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. **Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence** for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one year suspension may be reduced to sixty calendar days** if the person completes an accredited intensive prevention or treatment program. **Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.** Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, **the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.** Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the school district.

If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 **and the school administrator gives notice to the South Dakota High School Activities Association and the students.**

The Huron School District will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.

The calendar days towards a state law suspension will begin (first allowable practice) and end (last SDHSAA state event) with the SDHSAA activity calendar.

Any student-athlete who possesses, used/purchased alcohol and/or tobacco products, or has been found to misuse/abuse drugs, will be suspended immediately for a Huron School District Training Rules Violation.

- The administration reserves the right to determine appropriate consequences for all criminal or civil violations or behavior that is determined detrimental to the representation of the school in any activity.
- Students who remain violation free for 12 consecutive months will receive a “clean slate”.
- Training Rules violations are cumulative from grades six (6) through (12) and will include all “school activities” during the suspension period. State law suspensions include only SDHSAA sanctioned events.
- A student must successfully complete an activity season in order for the suspension to be considered “as served”.

HURON HIGH SCHOOL/SDHSAA ACADEMIC REQUIREMENTS TO PARTICIPATE IN AN EXTRA-CURRICULAR ACTIVITY

Huron High School Policy:

The student-athlete must pass five classes at the end of each quarter (grading period) or the student/athlete must sit out the next quarter.

SDHSAA Policy:

The student-athlete must have earned two units (credits for graduation) in the previous semester; if the two units are not earned, the student is ineligible for the next semester.

HURON HIGH SCHOOL WELCOME HOME POLICY

Huron High School participates and places in a number of SDHSAA State Events. Huron High School will officially host an assembly for groups/teams that win a SDHSAA State Championship.

PARENT/COACH COMMUNICATION

Parenting and coaching are both extremely difficult vocations. Mutual understanding and respect contributes to the acceptance of the actions of both parties for the greater benefit of the student. As parents, you need to understand the expectations of specific programs. **You can expect your child's coach to communicate:**

1. Philosophy
2. Expectations of your child as a squad member
3. The potential for injury and risk management procedures
4. Student conduct responsibilities and consequences

As your child becomes involved in student activities, he/she will experience some very rewarding moments and have the opportunity to learn many of life's lessons. There may be times when your child and/or you may be disappointed. Please encourage your child to communicate questions and concerns to the coach(s). The coach has knowledge of and experience in the activity, but you know your child. At times a positive dialogue between parents and coaches may be beneficial. **Coaches should expect parents to communicate:**

1. Concerns directly to them
2. Advance notification of conflicting schedules
3. Specific questions, regarding philosophy or expectations
4. About the emotional and physical treatment of their child
5. Questions about the child's performance as well as strategies for improvement
6. Concerns about the child's behavior or attitude

Coaches are professionals who are involved in highly competitive, interscholastic sports. They are expected to make team decisions, based upon what they believe is best for all participants. Certain issues must be left to the discretion of the coach. **Topics that are not appropriate to discuss with the coach include:**

1. The playing time of team members
2. Team strategy
3. Play calling
4. Other student-athletes

Hopefully, your child will feel free to communicate with his/her coach. Interaction between the parent and coach is also encouraged. **If a parent desires a conference with a coach, the following procedure should be used.**

1. Whenever possible, call the coach at school in order to arrange an appointment (each coach has a school voice mail for messages when they are unavailable).
2. Please do not confront a coach either before or after a contest or practice. These times can be emotional for both parents and coaches. Meetings of this nature do not promote the resolution of issues.

On occasion, a parent/coach meeting does not provide satisfactory resolution. If that is the case, the parent is encouraged to schedule an appointment with the Activities Director at 353-6970. If a concern about a coach is expressed, the Activities Administrator will facilitate communication between the parent and coach for the purpose of conflict resolution.

ImPACT TEST POLICY

All Huron High School athletes, grades 9-12, will be required to take a concussion test (ImPACT Test) prior to the start of an athletic season. The test is also required for all athletes in grades 7-8 who participate in football, soccer, gymnastics, and wrestling. This test can only be taken at school and online. The ImPACT test is a “preseason physical of the brain”. The ImPACT test tracks information such as memory, reaction time, speed, and concentration.

The ImPACT test will establish a baseline so designated appropriate health care professionals can determine when an athlete will return to play after suffering a concussion. The test will take 20-30 minutes and the baseline score is good for two years. The maximum time to complete this test is 45 minutes. If the athlete does not finish in 45 minutes, the test will stop and the athlete will start over. It is imperative that the athletes are in an environment where there are no distractions.

When completed, the baseline score for the athlete will be stored in a data base. Each athlete who suffers a concussion will be required to take a post-test. This test is similar to the original test in which a baseline was created. If the athlete does not score well enough with the post-test, they will not be allowed to return to practice until they do. The athlete will not be allowed to take a 2nd post-test for at least 48 hours. The athlete will not return to play until they reach their baseline score. If at any time a Huron High School athlete fails an ImPACT post-test TWO times, it is recommended they see a neurologist for further evaluation.

A testing administrator must be present during the test. Once the administrator gives the student the ID number, the athlete works at his/her own pace. It is very important to read the instructions carefully. It is also important to do your very best to get an accurate baseline. If an athlete does not try to do their best, a baseline score will not be saved and the athlete will have to take the test again. Huron has paid for 300 tests so we can't afford for athletes to not take this serious.

If you have any questions, please do not hesitate to contact the Director of Activities.

Board Approved, Aug, 2011

RETURN TO PLAY POLICY

The Huron Superintendent of Schools and Activities Director agree that a certified licensed athletic trainer, medical doctor, chiropractor, or physical therapist will be authorized to allow an athlete to return to either practice or competition after a head injury. Huron School District certified licensed athletic trainers will be the main personnel who may need to make a determination during a contest. If there is any possibility of a concussion, the certified licensed athletic trainer will err on the side of caution and the athlete will not return to competition.

The certified licensed athletic trainer will remove the athlete from action and refer him/her to a medical provider of their choosing if felt necessary. In the case of a referral, only that medical provider can release the athlete to start the ImPACT testing and proceed with the guidelines for returning to competition, practice, or training after a concussion.

The signatures of parents/guardians, head coaches and school administrators on our form is simply to acknowledge their awareness of the decision by our “appropriate health care professionals”.

Board approved, Aug, 2011

RETURN TO COMPETITION, PRACTICE, OR TRAINING

This form is to be used after a youth athlete is removed from (and not returned to) competition, practice, or training after exhibiting concussion symptoms. The youth athlete should not be returned to competition, practice, or training until written authorization is obtained from an appropriate health care professional and the parent/guardians. A licensed health care provider is a person who is (1) Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and (2) Trained and experienced in the evaluation, management, and care of concussions. This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: _____ School: _____ Grade: _____

Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

Guidelines for returning to competition, practice, or training after a concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

Step One: No activity, complete rest with no symptoms.

Step Two: Pass the ImPACT test post-test.

Step Three: Light exercises: walking or stationary cycling with no symptoms.

Step Four: Sport specific activity without body contact and no symptoms.

Step Five: Practice without body contact and no symptoms. Resume resistance training.

Step Six: Practice with body contact and no symptoms.

Step Seven: Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, the athlete will return to Step One of Huron High School's Return to Competition, Practice, or Training Policy with the possibility of retaking the ImPACT test if deemed necessary.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. **When in doubt, sit them out.**

HEALTH CARE PROFESSIONAL'S ACTION

I have examined the named student-athlete following this episode and determined the following:

_____ **Permission is granted** for the athlete to return to competition, practice, or training

_____ **Permission is not granted** for the athlete to return to competition, practice, or training

COMMENT: _____

_____ Date: _____

Health Care Professional

_____ Date: _____

Parent/Guardian

_____ Date: _____

School Administrator

TREATMENT OF INJURIES

CONTACT A SCHOOL TRAINER IMMEDIATELY. IF TRAINER IS NOT AVAILABLE, PROCEED WITH THESE STEPS.

If a student is injured to the extent that a physician is to be consulted, the following procedure is to be followed.

1. Telephone the hospital immediately and at the same time inform the hospital staff of the name of the student's family physician.
2. Telephone the parents to let them know their son or daughter is being taken to the hospital.
3. The coach/director will attempt to contact the doctor preferred by the family. If that doctor is not available, the doctor assigned to the emergency room will be used.
4. A report of the accident and care will be turned in to the activity director on the following day for each injury.

Coaches/Directors and Student Trainers

1. Disposable gloves are to be worn when working with students in any situation that may involve contact with any form of human body fluids. After glove removal, hands must be thoroughly washed with soap and water.
2. Participants who have open sores or wounds must wear a protective cover to guard against transfer of blood or body fluids from person to person.
3. Any surfaces exposed to blood or other body fluids are to be cleaned with soap and water, then disinfected with a solution of 1:10 household bleach and water or other appropriate disinfectant.
4. Any potentially infective waste will be contained and transported in sealed plastic bags.
5. Participants are to be provided individual, disposable drinking containers during practices and activity events.
6. Wastes which cannot be flushed down the toilet may be disposed of in regular trash pickups, using sealed plastic bags.

EMERGENCY MEDICAL PLAN TIGER STADIUM

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: North West Corner Of Gym Next To Training Room
4. The closest working phone is located: Cell Phone or Phone in Concession Stands
5. Keys to access phone are: HHS Staff Member
6. Calls 911: Athletic Training Staff/Coach/HHS Staff Member
7. The exact address of the activity site is: 1590 Arizona Ave SW
The major cross streets are: On Arizona, between 18th St SW and 15th St SW
8. The exact entry location for the closest emergency vehicle is: North Gate of Tiger Stadium
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/HHS Staff Member
10. Keys to unlock these passageways will be at the activity site in the possession of: HHS Staff Member
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/HHS Staff Member/Parent
14. Gives injury report to A.D.: Athletic Trainer

**EMERGENCY MEDICAL PLAN
HHS PRACTICE FOOTBALL FIELDS**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: Northwest Corner of Gym Next Next To Training Room
4. The closest working phone is located: Cell Phone/Athletic Training Staff
5. Keys to access phone are: None
6. Calls 911: Athletic Training Staff/Coach
7. The exact address of the activity site is: north of Huron High School on 15th St.
8. The exact entry location for the closest emergency vehicle is: Northeast side of field through main entrance
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/Assistant Coach
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Head Athletic Training Staff
13. Accompanies injured athlete to hospital: Athletic Training Staff/Assistant Coach
14. Gives injury report to A.D.: Athletic Trainer

**EMERGENCY MEDICAL PLAN
HMS PRACTICE FOOTBALL FIELD**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/MS Staff Member: Middle School Office
4. The closest working phone is located: Cell phone or MS Office
5. Keys to access phone are: MS Staff
6. Calls 911: Athletic Training Staff/Coach/MS Staff Member
7. The exact address of the activity site is: 1045 18th ST SW
The major cross streets are: Arizona Ave SW and 18th ST
8. The exact entry location for the closest emergency vehicle is: Street off 18th ST between MS building and High School Vo-Tech building
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/Assistant Coach/MS Staff Member
10. Keys to unlock these passageways will be at the activity site in the possession of: MS Staff Member
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/MS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/MS Staff Member/Parent
14. Gives injury report to A.D.: Athletic Trainer

EMERGENCY MEDICAL PLAN HURON ARENA

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Coach/HHS Staff Member: North Wall in main arena by entrances
4. The closest working phone is located: Cell Phone or Phone in Arena Office
5. Keys to access phone are: HHS Staff Member
6. Calls 911: Athletic Training Staff/Coach/HHS Staff Member
7. The exact address of the activity site is: 150 5th St SW
The major cross streets are: Attached to the Crossroads Hotel and Event Center
8. The exact entry location for the closest emergency vehicle is: North side of Arena through the main entrance off of 5th St SW
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/Assistant Coach/HHS Staff Member
10. Keys to unlock these passageways will be at the activity site in the possession of: HHS Staff Member
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/HHS Staff Member/Parent
14. Gives injury report to A.D.: Athletic Trainer

EMERGENCY MEDICAL PLAN HIGH SCHOOL GYM

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member; NW corner of gym, by training room.
4. The closest working phone is located: Cell phone or Front Office in High School.
5. Keys to access phone are: HHS Custodial Staff
6. Calls 911: Athletic Training Staff/Coach/HHS Staff Member
7. The exact address of the activity site is: 801 18th Street SW
8. The exact entry location for the closest emergency vehicle is: West Gymnasium doors located on the north side of HHS; drive way between HHS and Tiger Stadium
9. Meets paramedic at gate and guides to injured athlete: Assistant Coach/HHS Staff
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/Parent/HHS Staff Member
14. Gives injury update to A.D.: Athletic Trainer

EMERGENCY MEDICAL PLAN MIDDLE SCHOOL GYM

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: Next to Middle School Office
4. The closest working phone is located: Cell Phone/Front Office In Middle School Office
5. Keys to access phone are: HMS/HHS Staff Member
6. Calls 911: Athletic Training Staff/HHS Coaching Staff/HHS Staff Member
7. The exact address of the activity site is: 1045 18th Street SW
8. The exact entry location for the closest emergency vehicle is: Main Entrance to Gym: West Side; by NCR entrance.
9. Meets paramedic at gate and guides to injured athlete: Assistant Coach/HHS Staff
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives emergency card to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/Parent/HHS Staff Member
14. Gives injury report to A.D.: Athletic Trainer

EMERGENCY MEDICAL PLAN TAC BUILDING

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: Middle of West Wall
4. The closest working phone is located: Cell Phone/Front Office
5. Keys to access phone are: Athletic Training Staff/HHS Staff Member
6. Calls 911: Athletic Training Staff/HHS Coaching Staff/HHS Staff Member
7. The exact address of the activity site is: 716 Nebraska Ave SW
8. The exact entry location for the closest emergency vehicle is: South side of building through main entrance
9. Meets paramedic at gate and guides to injured athlete: Assistant Coach/HHS Staff
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives emergency card to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/Parent/HHS Staff Member
14. Gives injury report to A.D.: Athletic Trainer

USE OF EQUIPMENT

1. Check out or in of equipment: It is the responsibility of the staff of each activity to check in the equipment that is used. It is the staff's responsibility to check out/check in all equipment. Student managers/helpers can be used, but discretion is advised.
2. Care and Maintenance of Equipment: The care and maintenance of equipment will fall equally upon the shoulder of each coach/director. The proper seasoning or conditioning of equipment will be a reflection on activity staff and can be dealt with by you and the activity director.
 - a. **All equipment should be hung up whenever possible** (i.e., jerseys, pants, basketball uniforms, band uniforms, robe, etc.
 - b. All leather footballs, basketballs, volleyballs, and instruments should be properly conditioned and stored away.
 - c. Football helmets, pads, etc., should be stored properly.
3. Responsibility for Loss or Destruction of Equipment: All equipment purchased or belonging to the activity department of the Huron school system will be the responsibility of that coach/director, and he/she in turn is responsible to the activity director for this equipment.

After the participant has checked out his/her equipment, the participant assumes all responsibility and will be held accountable for that equipment to the activity staff. This rule applies to equipment lost or intentionally destroyed, not equipment that wears out through normal use. Once equipment is checked in, the liability for all equipment rests with the head coach/director.

A list of participants who have lost school equipment should be turned in to the activity director at the end of the season. Any intentional destruction of equipment should be turned in to the activity director immediately. **NO EQUIPMENT WILL BE SOLD TO ANY STUDENT!!**

FACILITY CONFLICTS

No one has a "priority use" regarding any facility in activities where scheduling conflicts may exist (i.e., basketball/volleyball, gymnastics/cheer-dance/pole vault, and football-soccer). Those activity coaches/directors should contact the activity director with summer schedules. The AD will assign gym/field time and practice times throughout the school year. Unforeseen conflicts will be handled on an individual basis by the activity director.

REQUIRMENTS FOR ACTIVITY LETTERING

This lettering policy adopted for Huron High School is intended to utilize consistency and fairness to all participants. We believe it is a privilege to take part in interscholastic activities and feel that this lettering procedure will allow individual consideration for all participants.

While each sport has its own criteria for lettering, there are some other criteria that pertain to all activities:

- A. Three consecutive years in a program will qualify a senior for a letter.
- B. Each individual coach/director along with the activities director will be allowed to use discretion in the following categories for lettering purposes:
 - 1. Injuries
 - 2. Individual conduct, attitude, citizenship
 - 3. Post-season play
 - 4. Managers or trainers
 - 5. Student transfers
- C. Any condition not provided for concerning lettering in the above categories will be discussed with the activities director and the individual coach/director of the activity in question.

Football	* Participate in at least one-half of all varsity quarters of play.
Soccer	*Participate in at least one-half of all the varsity games.
Cross Country	*Finish the season with 10 points or less and has a minimum of 36 "stars".
Boys Basketball	* Participate an average of one quarter per varsity game.
Girls Basketball	* Participate an average of one quarter per varsity game.
Wrestling	* Wrestle 3 varsity matches, attend all practices, and have no un-excused absences.
Gymnastics	* Participate in at least 7 varsity meets and contribute toward team scoring in 4 varsity meets. * Participate or place in ESD or STATE meet.
Golf	* Must play in one-half of the varsity meets or place in ESD, state tournament.
Tennis	* Participate in one-half of all varsity matches.
Volleyball	* Participate in one-half of all varsity matches.
Track	* Place in a major meet (4 or more teams make up a major meet). * Earn 5 team points throughout the season (individual event-receive the points you earn, relays-receive one-fourth of relay points).
Competitive Cheer	* Participate in 5 competitions * Participate or place in ESD and State Competition.
Competitive Dance	* Participate in 5 competitions * Participate or place in ESD and State Competition.
Sideline Cheer	* To be a varsity letter winner the cheerleaders must: <ul style="list-style-type: none">1. Be at all games unless approved from the coach.2. Be at all practices unless approved from the coach.

Vocal

* To letter in choir, students must accumulate 50 points. You receive points in the following manner:

- 12 points for Concert Choir (4 concerts & large group contest)
- 10 points for Mixed Chorus (3 concerts & large group contest)
- 12 points for Madrigals (3/4 of scheduled performances)
- 12 points for Show Choir (3/4 of scheduled performances)
- 6 points for Contest Solo (Superior Rating – I)
- 4 points for Contest Solo (Excellent Rating – II)
- 2 points for Contest Solo (Good Rating – III)
- 3 points for Contest Ensemble (Superior Rating – I)
- 2 points for Contest Ensemble (Excellent Rating – II)
- 1 point for Contest Ensemble (Good Rating – III)
- 1 point for Local Performances (clubs, churches, etc.)
- 5 points for Selection into All-State Chorus
- 3 points for All-State Chorus auditions
- 7 points for Choir Librarian (weekly duties)
- 7 points for Choir Officer
- 2 points for Robe Custodians

After receiving the letter, each additional year in choir an honor bar will be earned for every 50 points accumulated. Additional points may be awarded at the director's discretion regarding extra duties: including All-State Chorus audition workers, decorating committees, concert advertisement, etc.

Debate

* To letter in Debate, students must meet the following criteria:

- (1) Must complete 2 full years of debate competition
- (2) Must attain 300 N.F.L. points on file in the national office of the National Forensic League.

Publications

* To letter in Publications, students must accumulate 50 points. Points are Earned in the following manner:

- 1 point per hour for after school or study hall work sessions
- 5 points for editor per deadline
- 8 points for Editor in Chief
- 5 points per yearbook layout

After receiving the letter, each additional year in Publications an honor bar will be earned for every 50 points accumulated.

Band

- * To be a letter winner in band, students must accumulate 50 pints. You earn Points in the following manner:
- 12 pints for concert Band (3 concerts and large group contest)
- 12 points for Marching Band (if present at all performances)
- 10 points for Pep Band (3/4 of scheduled performances for points)
- 6 points for Band Camp in August
- 6 points for Contest Solo (Superior Rating – I)
- 4 points for Contest Solo (Excellent Rating – II)
- 2 points for Contest Solo (Good Rating – III)
- 3 points for Contest Ensemble (Superior Rating – I)
- 2 points for Contest Ensemble (Excellent Rating – II)
- 1 point for Contest Ensemble (Good Rating – III)
- 1 point for Local Performances (clubs, churches, etc.)
- 5 points for Selection into All-State Band
- 5 points for Selection into All-State Orchestra
- 3 points for All-State Band auditions
- 7 points for Band Librarian (weekly duties)
- 2 points for being Section Leader
- 2 points for being Uniform Custodians
- 4 points for being Jazz Band Member

After receiving the letter, each additional year in band an honor bar will be earned for every 50 points accumulated. Additional points may be awarded at the director's discretion regarding extra duties; including logistics crews, All-State Band audition workers, concert advertisement, etc.

Orchestra

- * To letter in Orchestra a student must earn a total of 30 points. The points maybe earned in the following manner:
- 10 points for audition for All-State Orchestra
- 10 points for participating in All-State Orchestra
- 6 points for participating in Regional Solo & Ensemble & receiving a Superior rating.
- 5 points for participating in Regional Solo & Ensemble & receiving an Excellent rating.
- 4 points for participating in Regional Solo & Ensemble & receiving a Good rating.
- 6 points for participating in the Contest Ensemble & receiving a Superior rating.
- 5 points for participating in the Contest Ensemble & receiving an Excellent rating.
- 4 points for participating in the Contest Ensemble & receiving a Good rating
- 10 points for participating in Orchestra Camp
- 5 points for Local Performances (non-school)
- 10 points for participation in Huron Symphony (or other orchestras)
- 10 points for participation in all Orchestra performances

Other activities (at director's discretion) after receiving your letter, each additional year in orchestra will earn an honor bar.

SCHEDULING OF ACTIVITY EVENTS

1. If at all possible, no more than two varsity events in the same activity will be scheduled during a school week.
2. If at all possible, the same participants should not be expected to compete in more than two scheduled events per week.
3. If at all possible, a coach/director shall not be called up to attend, supervise, or transport students more than two school days per week.
4. Lower level squads, with separate schedules, shall adhere to #'s 1 and 2.
5. The number of scheduled coaching/directing assignments shall be determined by the coach/director, activities director and the administration.
6. Scheduling conflicts can be brought to the activities director for special consideration.
7. All scheduling must be done with transportation budget limits in mind.
8. All efforts will be made for contests to be scheduled later in the school day or on weekends in order to miss less school time.

PURCHASE OF EQUIPMENT/SUPPLIES

Huron school employees will be responsible for the payment of any merchandise that is charged to the Huron School District **WITHOUT** a purchase order.

A purchase order can be obtained by submitting a requisition, **with all necessary information,** to the office of the Activities Director for approval. The requisition will then be forwarded to the business office for approval and processing. A purchase order may be used by a coach/advisor to purchase the merchandise locally prior to filling out a requisition.

IN EMERGENCY CASES ONLY: A purchase order number may be obtained by giving the activities director a completed requisition. At that time the **activities director** may call the business office and obtain a purchase order number, after which the requisition and a copy of the invoice must be forwarded to the business office for approval. **THE PURCHASE ORDER NUMBER THAT IS OBTAINED MUST BE INCLUDED IN THE UPPER RIGHT HAND CORNER OF THE REQUISITION!**

MEDIA CONTACT INFORMATION

Score Reporting Agencies

Phone Number

Email

SDIAAMediaResults@k12.sd.us Email Joey Struwe, SF Lincoln AD, if you want on this list serve.

*****I will email scores &/or stats in VB, WR, GBB, and BBB right after home contests.**

***This is supposed to go to all media outlets in SD who have signed up and most, if not all, have done this.

Huron Daily Plainsman	1-605-353-7435	mcarroll.plainsman@midconetwork.com editor.plainsman@midconetwork.com
Performance Radio-KOKK	1-605-352-1933	duffy@kokk.com
Associated Press	1-800-300-8340	
KDLT TV Sioux Falls	1-605-361-1357 1-800-727-5358 1-605-361-5555 <u>dial 9</u> – do not leave a message – not checked until next day.	sports@kdlt.com
KSFY TV Sioux Falls	1-605-373-7376 1-800-955-5739	
KELO TV Sioux Falls	1-800-888-5356 1-800-888-5692 Twitter Like Matt on Facebook	mholsen@keloland.com sports@keloland.com www.twitter.com/KELOHolsen www.facebook.com/kelomattholsen
KOTA TV Rapid City	1-605-342-2000 Ext 712 ***When playing RCC, RCS, Douglas, Sturgis, or Spearfish	
Argus Leader Sioux Falls	1-800-636-4263	FAX: 1-605-331-2294 argus-sports@argusleader.com
Aberdeen American News	1-800-925-4100 ext 307	FAX: 1-605-229-3954 ipaperdick@aberdeennews.com
Mitchell Daily Republic	1-800-529-5516	FAX: 1-605-996-7793
Rapid City Journal	1-800-843-2300	FAX: 1-605-394-8463
Watertown Public Opinion	1-605-886-6903	FAX: 1-605-886-4280 rogerm@thepublicopinion.com
Yankton Press & Dakotan	1-800-743-2968 ext 221	FAX: 1-605-665-1721

Out of Season Rules

- **Allow coaches to work with their kids on an unrestricted basis during the Summer Time Period except for:**
 - **Moratorium from July 1 through July 7 for any activity**
- **Teams limited to the “four team contacts” which include any activity that occurs on- or off-school grounds that:**
 - **Involves a team camp, scrimmage, or league, or,**
 - **An event that involves competition or participation with multiple teams from different schools being involved.**
- **No longer a restriction on the number of athletes you may work with at any given time for private lessons, open gym or any other conditioning programs.**
 - **Removes the number of athletes restriction.**
 - **Allows coaches more freedom to work with athletes.**

Out of Season Summer Additions

Coaches:

- **4 Team Contact Rule (still in effect)**
- **Includes a restriction on football coach/athlete contacts during the “Summer Period” that limits coaches to a maximum of ten days of contact with football athletes where any pads beyond a helmet may be worn. Additionally, no more than five of these ten days can be consecutive in nature.**

South Dakota High School Activities Association
Regulations on Student & Coach Participation
Specific to the Regular-Season & Out-of-Season Time Periods
In- and Out-of-Season Regulations & Participation Limitations
Allowable Activities for Coaches and Athletes Grades 9-12

ARE STUDENTS ALLOWED TO PARTICIPATE IN?							
FROM	CLINICS	CAMPS	NON-SDHSAA LEAGUES, GAMES or TOURNEYS	PRACTICE	ALL-STAR EVENTS	CLUB TEAMS	PRIVATE LESSONS
August 1 to Sport Season Begins	YES	YES	YES	YES	NO	YES	YES
Sport Season Begins to Sport Season Ends	YES	NO	NO	YES	NO	NO	YES
Sport Season Ends to Midnight, May 27 th	YES	YES	YES	YES	SENIORS ONLY	YES	YES
May 27 th through July 31 st	YES	YES	YES	YES	YES	YES	YES
ARE COACHES ALLOWED TO PARTICIPATE IN?							
FROM	CLINICS	CAMPS	NON-SDHSAA LEAGUES, GAMES or TOURNEYS	PRACTICE	ALL-STAR EVENTS	CLUB TEAMS	PRIVATE LESSONS
August 1 to Sport Season Begins	YES	NO	NO	NO	NO	NO	NO
Sport Season Begins to Sport Season Ends	YES	NO	NO	YES	NO	NO	YES
Sport Season Ends to Midnight, May 27 th	YES	NO	NO	NO	SDHSCA ONLY	LIMITED	NO
May 27 th through July 31 st	YES	LIMITED	LIMITED	YES	YES	YES	YES

YES = UNLIMITED PARTICIPATION ALLOWED

LIMITED = LIMITED BY RULE DEFINITION AS COVERED IN NEXT SECTION

NO = NO PARTICIPATION ALLOWED

NOTE: No School-Sponsored or Affiliated Activity may take place during the days of July 1 through July 7 Annually. This time period shall be known as the Summer Moratorium.

*All of the In/Out of Season Regulations are available online at www.sdhsaa.com/Athletics/AthleticHandbook.aspx

SDHSAA IN- & OUT-OF-SEASON CHANGES (2016-17):

1. Amended Language – March 2016. The SDHSAA Board of Directors amended this section in March of 2016 to allow reduced limitations on coach/athlete contact during the summer months. Ultimately, coaches are only bound to the four-contact rule as a limitation in the summer time period. All other contacts may now be unlimited in nature. Additionally, two components were added to the handbook (#2 and #3)

2. Football-Specific: During the summer months, schools may only organize or operate activity for the sport of football that includes a maximum of ten days of events that shall have athletes wearing any protective gear beyond a helmet. Of those ten days, no more than five may be consecutive.

3. Summer Contacts – First Date: Per SDHSAA Board of Directors action, the summer contact period shall begin at 12:01 AM of the day following the State Track Meet and ends on July 31 annually. This rule change returns policy to match its previous time-frame.

4. Uniforms. Uniforms may now be allowed to be checked out to coaches, parents or other individuals throughout the school year according to local district policy without penalty.

5. All-Star Games. Coaches are now allowed to participate as a part of an All-Star Game during the school-year time period provided that the All-Star Game in question is the specific, designated, single event sponsored for that sport during that given year. No SDHSAA Coaches may participate in any other organization's All-Star Game that occurs during the school year. Additionally, Coaches may not participate in an All-Star Game during the school year that involves any athletes with high school eligibility remaining in that sport.

TRAINING RULES FOR INTERSCHOLASTIC ACTIVITIES IN THE HURON PUBLIC SCHOOLS

THE KEYNOTE TO PERFECT PHYSICAL CONDITIONING IS THE PROPER TRAINING OF THE WILL POWER AND A WILLINGNESS TO ABIDE BY A FEW FUNDAMENTAL TRAINING RULES. THE RULES FOR THE HURON PUBLIC SCHOOL'S INTERSCHOLASTIC PARTICIPANTS ARE AS FOLLOWS:

Eligibility/Participation in Co-curricular Activities

There are specific requirements governing student eligibility for participation in activities. Some regulations are set by the South Dakota High School Activities Association and some by Huron School District. For a complete listing of requirements, please contact the Athletic Director or the High School Office.

1. The Training Rules are in force, year-round, for all students in grades 6-12, participating in extracurricular activities under the auspices of the Huron School District.
2. One specific regulation has been established by law: SDCL 13-32-9. **Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency** for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one-year suspension may be reduced to thirty calendar days** if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. **Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence** for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities. Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

No local school board may impose a lesser consequence than those established in § 13-32-9, but

a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the school district.

If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

The Huron School District will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.

The calendar days towards a state law suspension will begin (first allowable practice) and end (last SDHSAA state event) with the SDHSAA activity calendar.

Any student-athlete who possesses, used/purchased alcohol and/or tobacco products, or has been found to misuse/abuse drugs, will be suspended immediately for a Huron School District Training Rules Violation.

ABSTINENCE FROM ALCOHOLIC BEVERAGES, TOBACCO, VAPING, ILLEGAL DRUGS, AND MISUSE/ABUSE OF DRUGS:

- Throughout any calendar year, the following rules apply to a member of any school activity team, grades 6-12, who has possessed, used or purchased alcohol, tobacco products, or illegal drugs.
- The individual is to be suspended from the activity he/she is presently participating.
 - **First suspension** will have a minimum of 14 calendar days of activity competition or two contests, whichever is greater, for the participant even though the present activity ends and the next activity begins. An individual involved in a fine arts program will not be allowed to participate in the next public appearance of each activity. Suspensions may include more than one activity depending upon the time of the violation. The time frame of the suspension will only be in force as long as the individual is officially involved in an activity. The suspension may carry over to the next activity or school year.
 - **Second suspension**, as long as it is within 12 months of the prior violation, will result in the individual being suspended for 42 calendar days of activity competition or six contests, whichever is greater, for the participant even though the present activity ends and the next activity begins. An individual involved in a fine arts program will not be allowed to participate in the next two public appearances for each activity. The suspension may carry over to the next activity or school year.
 - **Subsequent violations** occurring within 12 months of a previous violation, will result in the individual being suspended for 42 calendar days of activity competition or six contests, whichever is greater, for the participant even though the present activity ends and the next activity begins. The student/athlete **MUST** also successfully complete a rehabilitation/treatment program before being reinstated.
- The administration reserves the right to determine appropriate consequences for all **criminal or civil violations** or behavior that is determined detrimental to the representation of the school in any activity.
- Students who remain violation free for 12 consecutive months will receive a “clean slate”.
- Training Rules violations are cumulative from grades six (6) through (12) and will all include all “school activities” during the suspension period. State law suspensions include only SDHSAA sanctioned events.
- A student must successfully complete an activity season in order for the suspension to be considered “as served”.
- Individuals on suspension must practice with a team under the supervision of the coach, but cannot dress for or participate in interscholastic competition. If it is determined that the individual’s presence at practices is creating a disruption, additional actions may be taken. The student/athlete must also finish the season or the suspension will not be considered “as served”.
- **The above rules apply if the report is made and substantiated by a Huron Public Schools staff member, legal authorities, or the individual’s voluntary admission.**
 - Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws. Notwithstanding any other provision of law, a law enforcement agency may provide notice to public or nonpublic school officials and parent or guardian of any incident occurring within the agency’s jurisdiction in which the agency has probable cause to believe a school student has violated any provision of state law involving alcohol or illegal drugs. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing and sent to the Superintendent, Activities Director and Principal.
- **The AD/Building Principal will inform parents or guardians and coach when disciplinary action is taken regarding these rules.**

PARTICIPANT’S SIGNATURE _____

PARENT’S/GUARDIAN’S SIGNATURE _____

ANNUAL FORMS TO BE FILLED OUT

1. **Initial Pre-Participation History** (Blue form – front/back); Must be filled out before having a physical.
2. **SDHSAA Physical Examination Form** (White form); Physicals are good for three years. Forms are available in the AD office and clinics.
3. **Interim Pre-Participation History** (Pink form – front/back); Must be filled out the years the athlete does not need a physical.
4. **SDHSAA Annual Parent and Student Consent Form** (Green form – front/back)
5. **Consent For Medical Treatment Form** (Yellow form – front/back); This form stays with the coach in case you need medical treatment when parents are not available.
6. **Training Rules For Interscholastic Activities in the Huron Public Schools** (White form)
7. **Huron's Tiger Beliefs** (White form)
8. **Concussion Fact Sheet For Parents and Athletes** (White form – front/back)
9. **Insurance Form** (White form)