

BALDWIN COUNTY



ATHLETIC HANDBOOK

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ATHLETIC STATEMENT

This athletic handbook is designed to inform the student athlete, parents and coaches of the rules, regulations, and information that helped develop the rich tradition of competition in Baldwin County athletics. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the AHSAA, Baldwin County and other specific coaches' rules for their sport. Each student athlete represents his/her school and student body. It is the student athlete's duty to conduct himself/herself in a manner becoming the student athlete, his/her family, school and the community. While an attempt has been made to answer as many questions as possible and provide information on all aspects of athletic participation, it is possible that there may be some questions that are not answered here. Please contact the principal and/or Athletic Director of your school for this information. Baldwin County Schools will enforce all rules and regulations as described in this handbook.

Departmental Philosophy

The goal of athletics in Baldwin County is to provide the best opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline and character. In addition to developing skill in a sport, the purpose is to provide each participant with experiences that will be positive and memorable and that help develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor.

Student-Athletes and Academic Priorities

Student-athletes attend Baldwin County Schools primarily for a quality education. Nothing should interfere with this objective. Athletics are a part of education, requiring student-athletes to use discipline and demonstrate good work habits in organizing a study schedule which will help lead to academic success. A student's grades should not suffer because of athletics; however, academic difficulties can occur because of a student's inability to organize their workload adequately. Participation in athletics requires a great deal of personal commitment from the student-athlete. Each student-athlete is expected to organize and discipline him/herself so that academic and athletic endeavors do not conflict. Coaches, sponsors, and administrators can determine student participation in all activities based on academic, behavior, and attendance records. Students first have an obligation to perform in the classroom on a daily basis with acceptable academics, exemplary behavior, and consistent attendance. Participation (not eligibility) decisions for all extra-curricular activities will be made by evaluating each student, making the final decision with the student's academic, behavior, and attendance record in mind.

SPORTSMANSHIP

A policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.”

We have a duty to teach and equip our young people for the future. Sportsmanship must be taught, modeled, expected and reinforced in the classroom and in all of our Baldwin County Schools' competitive activities. Knowing that athletics has become an integral part of the total educational program in Alabama high schools, we must embrace the concepts of good sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators. The contest is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

All AHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.
Expectations of all Baldwin County Schools' staff, students, and stakeholders

Coaches

1. Follow the rules of the contest at all times.
2. Accept the decisions of contest officials.
3. Display modesty in victory and graciousness in defeat.
4. Avoid public criticism of game officials.
5. Teach sportsmanship and reward/acknowledge players that display good sportsmanship.
6. Be a role model for our players and the community.

Student/Athletes

1. Show respect for opponents, coaches and game officials at all times.
2. Accept the decisions of contest officials.
3. Avoid offensive language and gestures.
4. Display modesty in victory and graciousness in defeat.
5. Follow the rules of the game.
6. Show respect for public property and equipment.

Parents/Spectators

1. Avoid criticism of game officials, players and sideline coaching which may sidetrack athletes from their performance.
2. Work cooperatively with contest officials and supervisors in keeping order.
3. Stay off playing areas while athletic contest is in progress.
4. Show respect for opposing teams, cheerleaders and bands
5. Show respect for public property and equipment.

All AHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.

***Assault of sports officials, coaches, or administrators (SB-16): This bill became law on March 31, 2002, and creates new crimes of harassing, menacing, and assaulting sports officials, coaches, and administrators. The punishments are harsher than normal for convictions of harassment, menacing, and assault. For example, a second-degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second-degree assault of a sports official, coach, or administrator could result in a sentence of up to 20 years.

CONDUCT RULE/EJECTION PENALTIES.

Penalties for coaches and players ejected from one or more contests are as follows:

- First Ejection:
A \$300 fine (An athlete's fine can be reduced to \$100 if the athlete being ejected takes the online STAR Behavioral Mode and payment is made within 10 days of the date of the ejection.)
- Second Ejection:
A one-game suspension and a \$500 fine
- Third Ejection:
Minimum penalty of a suspension for the remainder of the season plus a \$750 fine

****All fines/contest suspensions will be reviewed by the school principal to determine consequences and responsibility of payment.**

Note: If any of the ejections or suspensions occurs during the last contest of the season, a monetary fine will be placed on the school. All fines are due within 30 days.

Leaving The Bench Ejection: If players come off the bench onto the court or field and are ejected under National Federation rules, they will also be suspended for 20 percent of the team's total number of regular season contests. A tournament would count as one contest except in championship play where the suspension would be in effect contest by contest.

COMMUNICATION

For our athletic teams to be successful, all involved must work together to ensure proper communication. The following information is intended to help our Baldwin County student/athletes have a positive experience in our program. Each coach will conduct a preseason parent meeting to discuss issues specific to his or her sport. General guidelines for all sports are as follows:

Coach's Communication to Parents Will Include:

1. Information on coach's philosophy
2. Location and times of practices and games
3. Coaches expectations for players
4. Team requirements
5. Team fees
6. Request for parental support in helping the student/athletes succeed in the program

Parent's Communication to the Coach Will Include

1. Individual concerns expressed directly to the coach: This shall include the treatment of their child, areas that the student/athlete can improve and concerns of their child's behavior. It is not appropriate to discuss playing time, team strategy or other student/athletes.
2. Advance notification of any schedule conflict

Procedure to discuss a Concern with a Coach

1. Make appointment with the coach.
2. Please adhere to the 24hour rule when attempting discussions with the coaching staff. Please do not attempt to confront a coach before, during or after a game/practice. This can be an emotional time for both the parent and coach.
3. If this is unsuccessful, contact the athletic director's office to allow the athletic director to help facilitate a meeting.

4. After meeting with the athletic director and coach, if the parent is still not satisfied with the result then he/she should contact the principal.

PLAYER ELIGIBILITY (AHSAA)

Eligibility Requirements

All AHSAA academic requirements for participation in middle school and high school athletics will be followed. Reference comprehensive Eligibility Bylaws at www.ahsaa.com

To represent your school in an athletic contest:

1. Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core courses must be included in those units passed and averaged. English, Mathematics, Science and Social Studies are core curriculum courses. Any combination of these courses is accepted.
2. Students entering the 8th or 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.
3. Students entering the 7th grade for the first time are eligible.
4. Students may regain eligibility at the end of the first semester by meeting the same requirements listed above during the last two semesters in attendance and summer school.
5. A maximum of two units (or subjects) earned in an approved summer school may be counted.
6. Units earned through Credit Recovery may also be among the maximum two summer units counted and must be completed before Sept. 1. If Credit Recovery is used to make up Carnegie units, those units can only be accepted if they are earned through a State Department of Education-approved program.
7. The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.
8. You must NOT have reached your 19th birthday (15th for middle school) prior to August 1 of the current school year in order to be eligible for the entire school year. A student reaching their 19th (15th for middle school) birthday on or after August 1 is eligible for the entire school year.
9. A student may be eligible only eight consecutive terms after entering the 9th grade. School attendance of 15 days or more of any semester is counted as a semester.

Residency Requirements

All student athletes must meet the residency requirements of the Huntsville City Schools Board of Education as well as all requirements that the Alabama High School Athletic Association (AHSAA) may impose. Students whose parents make a bona fide move completely out of one school district into another may transfer all of his/her rights and privileges to the member school that serves the area where his/her parents reside.

AHSAA guidelines determining a **bona fide move include:

1. Household furniture of the family must be moved.
2. All principal members of the family must reside in the new place of residence.
3. The original residence should be closed, rented or disposed of and not used by the family.
4. Nine months at the new residence will be required to make a bona fide move.

Before a student's name is sent for eligibility approval, the following items must be completed:

- Birth Certificate – Every student athlete must have on file a valid birth certificate in order to participate in interscholastic athletics. A passport is accepted for students from another country.
- Physical - In order for a student to be eligible for interscholastic athletics, he or she must have a current AHSAA Physical Form on file at the school. A physical is considered valid for 1 calendar year from the month the physical is taken. The Physical **MUST** be performed by an M.D. or a D.O. (Not a Nurse Practitioner).
- Sportsmanship Requirement – In order for a student to be eligible for interscholastic athletics, he or she must complete the “STAR Sportsmanship Course”. Make sure each athlete print a copy of the certificate as proof of completion.
- AHSAA Release Form – In order for the state to calculate the academic eligibility of each student-athlete, the parent and student-athlete must sign a release form.
- Signed Concussion Form – As required by the State Legislature.

INSURANCE

Student athletes are required to be covered under medical insurance provided by the family. Insurance verification form is in the form section. If the family does not have medical insurance then they will need to purchase the Student Insurance Plan from K&K Insurance Group. Parents can enroll their child anytime by visiting this website <http://www.studentinsurance-kk.com/>.

COACH CERTIFICATION REQUIREMENTS

- Coaches at member schools prior to 2001-02 are exempt from the course requirements but must have an active CPR certification each year.
- A school using a non-certified coach that is not involved in the Coaches Education Program will be fined \$300 and the coach will be suspended.

Certification Requirements

In order to be certified, all coaches and non-faculty coaches (Volunteers) must meet the following standards for certification: All steps must be complete before a person interact with students.

- Must complete both courses for professional development or personal development. (Courses below)
 - Must have completed the coaches' portion of STAR Sportsmanship, Heat Illness Prevention, Concussion and Sudden Cardiac Arrest courses.
 - Must be CPR certified. Certification must be active each year
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- Coaching Principles course: Fundamentals of Coaching (Fee: \$85)
 - Sports First Aid course (Fee: \$85)
 - CPR card (up-to-date)
 - STAR Sportsmanship course (Free online)
 - Concussion course (Free online)
 - Heat Illness Prevention course (Free Online)
 - Sudden Cardiac Arrest course (Free Online)

****A certificate for all courses above plus a copy of the CPR card must be on file in the principal's office.**

ATTENDANCE ELIGIBILITY

(Practice & Games)

**Student must be enrolled in the Baldwin County School system in order to tryout or participate in extracurricular activities.

Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any afterschool activity he/she must be present in school on the day of the activity. To be considered in school, a student may be in school at least half of the school day. If he/she does not at least one half of the school day then he/she is not to participate or be involved in any way with practice or games. Any exceptions must have the approval of the principal. An athlete must be in school on a regular basis in order to be eligible to participate in athletics. An athlete who accumulates an excessive number of absences or tardies as designated in the student handbook will be placed on probation for a specified time period. If absences continue during this time, the athlete will then be suspended from athletic participation until it is clear that the attendance problem is resolved. An athlete who has excessive tardies to school and/or classes may be subject to restriction from athletic participation.

PLAYER EVALUATIONS

(Tryouts)

Each coach has his/her policy on how he/she will choose his/her team. Arrangements for tryouts must be made for athletes involved in overlapping sports seasons. It is the responsibility of the student athlete to contact the coach and discuss possible conflicts well in advance of tryouts. A student athlete may be cut from a team anytime during a season for appropriate reasons.

Student must submit an up-to-date physical and proof of insurance before he/she can tryout. Each school is permitted one Evaluation Period per sport during the off-season. All sports except football may a maximum five days in a consecutive 10-school-day calendar period. Football is permitted a maximum 10 days in a consecutive 20 school day calendar period. The evaluations for spring sports allow spring sports the option to either conduct their evaluation period anytime from the end of their season to the end of the school year or to conduct it during the first semester. All students may participate in the evaluations.

ACCIDENTS AND INJURIES

Every school is required to have an Athletic Emergency Action Plan (AEAP) for each venue for athletic contests. A copy of each AEAP must be place in the Eligibility file for audit review in the principal's office and a copy should be available at each venue. A template is available at www.ahsaa.com. All injuries, no matter where they occur, should be reported to the coach, athletic trainer and school nurse.

Doctor Visits

Medical expenses are the responsibility of the athlete/family. Written verification from the doctor is required when a physician removes an athlete from practices or games. Written verification from the doctor is required to return to athletic competition.

CHANGING A SPORT/QUITTING A TEAM

If a student athlete is cut from a team, he/she may join another team or program in that sport Season. A student athlete cannot quit one sport to join another sport until that sport season is concluded. For example, one cannot quit football to participate in basketball until football season is

completed. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches. Appeal can be made to the athletic director if circumstances warrant consideration.

ATHLETES PARTICIPATING IN OUTSIDE SPORTS

A student who is a member of any school athletic team (grades 7–12) may not participate (includes practice) on a non-school team in the same sport during the season of that sport. A student athlete may participate on a team of a different sport during a sports season but the school sport will take priority over any conflict, which includes practices, travel and games. The school athletic program will take priority and is not expected to work around conflicts involving outside sports teams. The head coach of the school team may work with a student athlete: however, conflicts may result in the athlete making a choice of which team to participate.

SCHOOL CLOSINGS AND PRACTICE/EVENTS

If school is closed due to severe weather, all athletic events, including practice will be canceled.

PLAYING ABOVE GRADE LEVEL

In grades 7-12, the head coach of each sport will make the decision whether or not a student should play at a higher-grade level. The coach may decide that a 9th grade player should move up to the junior varsity team or varsity.

In grades 7-8, students are to play at the middle school level if the middle school offers that sport. An exception can be made to this decision as long as the parents, middle school principal and high school coach agrees. If the middle school does not offer the sport but the high school does, then the student may play up on the high school level.

SOCIAL NETWORK GUIDELINES FOR STUDENT ATHLETES

Social Networks: Social network sites such as Facebook, Twitter, Pinterest, Snapchat, and other digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Baldwin County Schools student athlete be aware of these consequences and exercise appropriate caution if they choose to participate. Student athletes are not restricted from using any online social network sites and digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors. These guidelines are intended to provide a framework for student athletes to conduct themselves safely and responsibly in an online environment.

As a student athlete in Baldwin County Schools should:

1. Be aware that potential current and future employers, college admissions and recruiting offices often access information you place on social networking sites. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
2. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where

you can say and do whatever you want without repercussions.

3. Remember photos put on the social network site's server become their property. You may delete the photo from your profile but it still stays on their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

Things student athletes should avoid:

1. Derogatory language or remarks about teammates or coaches; other Baldwin County student athletes, teachers, coaches, athletics administrators or representatives of other Schools.
2. Incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances or any other inappropriate behaviors.
3. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
4. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

STUDENT-ATHLETE CODE OF CONDUCT

1. Student - Athletes shall not possess, use, transmit or be under the influence of alcohol and/or other drugs such as marijuana, controlled drug substances (hallucinogens, stimulants, depressants, or any other narcotic or controlled drug) or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician will not constitute a violation.)
 - A student violating the substance abuse rule, on the first offense, will be required to meet with the head coach and athletic director to evaluate the situation. Parents will be notified immediately and given the opportunity to attend the meeting with their child. A student violating the substance abuse rule will be placed on suspension from athletic competition for a minimum of 20% of their scheduled playing dates for the season. Circumstances may warrant a longer suspension or removal from the team.
 - Any succeeding offense may result in permanent dismissal from athletics.
 - Student Athletes are expected to leave situations immediately where drugs and/or alcohol is present. Failure to do so may imply guilt and violators will be dealt with accordingly.
2. Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, sexting and/or committing any act that reflects negatively on Baldwin County Schools will not be tolerated and such action(s) may lead to eligibility restrictions, probations or suspension.
3. A student who is uncooperative, i.e. sleeps in class, disrupts, refuses to complete work, etc., will be considered a discipline problem which could result in suspension from athletic competition.
4. Team members are expected to be present at all practices, meetings and games. Doctor's appointments or other similar outside activities should be arranged to avoid conflicts with practices or games.
5. Coaches may determine student participation in athletic events based on practice attendance, skills, effort, team strategy, and understanding of rules.
6. Any serious breach of school policies, both on and/or off campus, could result in suspension of athletic participation and/or removal from the team.
7. Students suspended from school will not be allowed to participate in athletic events while they are on suspension. If a student has to attend an after school detention hall, the student

will be required to attend the detention over any athletic activity.

8. Attendance in academic classes is mandatory on a game day. Students must be in attendance at school to be eligible to participate in athletics. A student must be present for half of the school day or they will be unable to participate in any athletic activity.
9. Team uniforms are the property of the school and should only be worn during athletic contests. Uniforms should be returned to the coach immediately after the season has been completed. Lost uniforms are the responsibility of the athlete. If an athlete loses or damages a uniform (other than the normal wear and tear), he or she is responsible for reimbursing the school full replacement cost for the uniform.
10. Travel attire to away games for students is up to the head coach. Regardless of the specifications, Baldwin County student-athletes should always project a favorable image of the team and the school.
11. Students are expected to complete coursework in the allotted time frame. Make-up exams or incomplete academic work that interferes with practices or games are considered, and will be treated as, unexcused absences.
12. Student-athletes are expected to maintain high standards of behavior and sportsmanship. Use of profanity and displays of anger toward teammates, coaches, officials, opponents, and fans will not be tolerated. Any infringement could result in disciplinary action.
13. Hazing is intolerable in any form and will result in disciplinary action.
14. Coaches are not allowed to give private lessons or extra help and receive compensation in any form to student athletes trying out for teams they will be choosing.
15. Athletes are expected to behave appropriately towards themselves, their families, coaches/staff, teachers and all Baldwin County Schools on social media.

TEAM TRAVEL GUIDELINES

1. Baldwin County transportation policy require that student-athletes travel to and from athletic contests with their team when transportation is provided or arranged by the school. If a bus is provided for transportation then all athletes must ride the bus. Coaches can let athletes ride home with their parents if he/she choses with proper documentation. (see Forms)
2. When traveling to destinations outside Baldwin County, students may only be transported by school bus, charter bus, or car. If transported by car, the driver of the car must be an adult. A permission form must be signed by the parents and on file in the coaches' office for the student to ride in a car driven by an adult.
3. When traveling to destinations inside Baldwin County, students may be transported by school bus, charter bus, or car. If transported by car, the driver must be an adult or the student can transport themselves. Under no circumstances may a student driver transport another student. Permission form must be signed by parents and on file in the coaches' office for an adult to transport student/athletes or for a student to transport themselves.
4. Buses are restricted from driving on the Interstate 10 Bayway. Buses should use the Causeway when traveling to Mobile. Buses can travel through the tunnels in Mobile.

PARENT PICKUP

A coach or designated adult will remain with athletes until all are picked up after practices and games. Please respect the time of our coaches by picking up your student-athlete immediately following practices and/or games. If you are not able to transport your student-athlete home, please make other arrangements prior to the event.

FUNDRAISERS

All fundraisers must follow the Baldwin County policy for accountability. The school bookkeeper can provide the forms needed. ALL fundraisers, whether initiated by the coach of that sport or the sport's booster club, must be approved by the building principal.

GAME PARKING

The only sport that can charge for parking will be varsity football. The Principal and Athletic Director of each school can determine who is in charge of parking.

Parking Charges: \$4.00 for all schools except Spanish Fort
\$5.00 at Spanish Fort (includes bus shuttle)

GAME ADMISSION

Varsity Football Game:

\$7.00 Adults, Students Grades 6-12

\$4.00 Students Grades K-5

All other Varsity Sports, JV/Freshman Games:

\$5.00 Adults, Students Grades 6-12

\$3.00 Students Grades K-5

Middle School Games:

\$4.00 Adults, Students Grades 6-12

\$2.00 Students Grades K-5

**The school principal can authorize a smaller admission charge for all sporting events except varsity football.

LAST NAME

FIRST

M.I.

SEX

GRADE

BIRTHDAY

BALDWIN COUNTY SCHOOLS

Insurance/Medical Form

School Year: _____

As an athlete/athletic parent in the Baldwin County Schools Athletic Program, I/we understand that participation in any sport can be an activity involving risks of injury. Recognizing these risks, I/we consent to the participation of my/our son/daughter in the sports program offered by Baldwin County Schools. I/we also agree to comply with all rules, regulations and recommendations of administrators and coaches concerning injury prevention and care. I/we consent to assume the following responsibilities:

1. To furnish a copy of your son/daughter's birth certificate.
2. To furnish a completed copy of the AHSAA Physical Examination form sign by a physician.
3. Copy of the insurance card that corresponds to the insurance information below.
4. To provide transportation home on dates of practice sessions and scheduled competition.
5. To accept full responsibility for all medical expenses which might occur during practice sessions, traveling to practice/games, participation in games and other related activities.
6. To provide accidental/hospital insurance on your son/daughter (school insurance is acceptable).
7. Upon your son/daughter making a team, all of the conditions listed above remain the same for the duration of the season. If any change is necessary, it is the responsibility of the parent(s) to show written evidence of the change to the coach/administration.

Signature of Parent/Guardian

Date

Signature of Student

Date

EMERGENCY INFORMATION

Parent/Guardian Name(s) : _____

Home Phone: _____ Father's work/cell #: _____ Mother's work/cell #: _____

Family Doctor: _____ Doctor's Phone # : _____

Preferred Hospital: _____

HEALTH INSURANCE INFORMATION: *Note: This must be completed. All athletes **must** have insurance to participate. If you do not have health insurance, you must take out the school accident insurance.*

Carrier: _____ Policy No.: _____ Group No. : _____

Policyholder's Name: _____ Relationship: _____

In case of an EMERGENCY, if parents/guardian cannot be contacted, notify:

Name(s): _____ Relationship: _____

Phone # Work: _____ Home: _____ Cell: _____

ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION
Concussion Information Form
(Required by AHSAA Annually.)

2018-19 School Year

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

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> • Headaches • "Pressure in head" • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • "Don't feel right" • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can't recall events prior to hit • Can't recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness 	

(Continued on Page 2)

AHSAA Concussion Information Form (Page 2)

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

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

AHSAA Concussion Policy: Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from the contest and shall not return that day. Following the day the concussive symptoms occur, the student-athlete may return to practice or play only after a medical release has been issued by a medical doctor.

Any health care professional or AHSAA certified coach may identify concussive signs, symptoms or behaviors of a student athlete during any type of athletic activity. Once concussive signs are identified, only a medical doctor can clear an athlete to return to play. Any school in violation of the AHSAA policy application of the National Federation rule will be subject to sanctions.

If you think your child has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity on the same day he/she sustained an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. The athlete may return the following day or anytime thereafter with written clearance from a medical doctor. Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

This form is required by Alabama Law established in June 2011. The form was revised in April 2012, coinciding with the current AHSAA Concussion Policy.

I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.

_____	_____	_____
Student-Athlete Name Printed	Student-Athlete Signature	Date
_____	_____	_____
Parent Name Printed	Parent Signature	Date



Participant Agreement, Consent, Release, And Venue

This completed form must be kept on file by the school. This form is valid for the 2018-19 school year.

Part 1. Student Agreement, Consent, And Release (to be signed by student at the bottom)

I know of no reason why I am not eligible to represent my school in interscholastic athletic competition. If accepted as a representative, I agree to follow the rules of my school and AHSAA and to abide by their decisions. I know that athletic participation is a privilege. I know of the risks involved in athletic participation and choose to accept such risks. I hereby authorize the use or disclosure of my individually identifiable health information should treatment for illness or injury become necessary. I also authorize physicians or other designated medical professionals associated with the AHSAA to review my individually identifiable health information and/or a video live feed of a health-related inspection/exam for the purpose of determining my eligibility to participate in certain athletic events. I further authorize the disclosure of my individually identifiable health information by any physician performing such examination to appropriate AHSAA and/or school officials or other health care officials involved in determining eligibility for participation in athletic events. I hereby consent to the disclosure by my school to AHSAA, upon its request, and hereby grant AHSAA the right to review all records including my SSID number relevant to my athletic eligibility including, but not limited to, my official transcripts, and records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. This Consent includes granting AHSAA the right to review all records otherwise protected by the Family Educational Rights and Privacy Act and all official transcripts provided to my school from any school that is in the Youth Services Department District. I hereby grant the released parties the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

Part 2. Parental/Guardian Agreement, Consent, And Release (to be completed and signed by a parent(s)/guardian(s) at the bottom; where divorced or separated, parent/guardian with legal custody must sign.)

A. I hereby give consent for my child/ward to participate in any AHSAA recognized or sanctioned sport EXCEPT for the following sport(s):

_____.
List sport(s) exceptions here

B. I know of, and acknowledge that my child/ward knows of, the risks involved in interscholastic athletic participation. I authorize emergency medical treatment for my child/ward should the need arise for such treatment while my child/ward is under the supervision of the school. I further hereby authorize the use or disclosure of my child's/ward's individually identifiable health information should treatment for illness or injury become necessary. I consent to the disclosure, by my child's/ward's school, to the AHSAA, upon its request, of all records relevant to his/her athletic eligibility including, but not limited to, his/her records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. I grant the released parties the right to photograph and/or videotape my child/ward and further to use said child's/ward's name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

C. I am aware of the potential danger of concussions and/or head and neck injuries in interscholastic athletics. I also have knowledge about the risk of continuing to participate once such an injury is sustained without proper medical clearance.

D. **VENUE FOR ANY AND ALL LITIGATION AND ATTORNEY FEES.** I agree that in the event I, or anyone acting on my child's behalf, files suit against AHSAA or any of its officers, directors, agents, or employees alleging any cause of action and seeking either legal or equitable relief impacting my child (individually) or my child's team participation in AHSAA contests, such action shall be filed in the Montgomery County, Alabama, Circuit Court. I also agree that filing such action in the Montgomery County Circuit Court is both fair and reasonable. I further agree that should AHSAA prevail in such litigation, either in Circuit Court or any Appellate Court, then AHSAA shall be entitled to reasonable attorney fees and costs associated with the litigation.

I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE AND VENUE CLAUSE (Only one parent/guardian signature is required)

Name of Parent/Guardian (printed)

Signature of Parent/Guardian

____ / ____ / ____
Date

Name of Parent/Guardian (printed)

Signature of Parent/Guardian

____ / ____ / ____
Date

I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE AND VENUE CLAUSE (student must sign)

Name of Student (printed)

Signature of Student

____ / ____ / ____
Date

ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

Preparticipation Physical Evaluation Form
Revised 2018

Revised 2018

History

Name _____ Sex _____ Age _____ Date _____
 Address _____ Date of birth _____
 School _____ Grade _____ Phone _____
 Sport _____

Explain "Yes" answers below:	Yes	No
1. Has a doctor ever restricted/denied your participation in sports?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been hospitalized or spent a night in a hospital? Have ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any ongoing medical conditions (like Diabetes or Asthma)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you presently taking any medications or pills (prescription or over-the-counter)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any allergies (medicine, pollens, foods, bees or other stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever passed out during or after exercise? Have you ever been dizzy during or after exercise? Have you ever had chest pain or discomfort in your chest during or after exercise? Do you tire more quickly than your friends during exercise? Have you ever had high blood pressure? Have you ever been told that you have a heart murmur, high cholesterol, or heart infection? Have you ever had racing of your heart or skipped heartbeats? Has anyone in your family died of heart problems or a sudden death before age 50? Does anyone in your family have a heart condition? Has a doctor ever ordered a test on your heart (EKG, echocardiogram)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have any skin problems (itching, rashes, staph, MRSA, acne)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever had a head injury or concussion? Have you ever been knocked out or unconscious? Have you ever had a seizure? Have you ever had a stinger, burner, pinched nerve, or loss of feeling or weakness in your arms or legs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever had heat or muscle cramps? Have you ever been dizzy or passed out in the heat?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have trouble breathing or do you cough during or after activity? Do you take any medications for asthma (for instance, inhalers)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you use any special equipment (pads, braces, neck rolls, mouth guard, eye guards, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you had any problems with your eyes or vision? Do you wear glasses or contacts or protective eye wear?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you had any other medical problems (infectious mononucleosis, diabetes, infectious diseases, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you had a medical problem or injury since your last evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you ever been told you have sickle cell trait? Has anyone in your family had sickle cell disease or sickle cell trait?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones or joints? <input type="checkbox"/> Head <input type="checkbox"/> Back <input type="checkbox"/> Shoulder <input type="checkbox"/> Forearm <input type="checkbox"/> Hand <input type="checkbox"/> Hip <input type="checkbox"/> Knee <input type="checkbox"/> Ankle <input type="checkbox"/> Neck <input type="checkbox"/> Chest <input type="checkbox"/> Elbow <input type="checkbox"/> Wrist <input type="checkbox"/> Finger <input type="checkbox"/> Thigh <input type="checkbox"/> Shin <input type="checkbox"/> Foot	<input type="checkbox"/>	<input type="checkbox"/>
17. When was your first menstrual period? _____ When was your last menstrual period? _____ What was the longest time between your periods last year? _____		
Explain "Yes" answers: _____ _____ _____		

I hereby state that, to the best of my knowledge, my answers to the above questions are correct.

Signature of athlete _____ Date _____

Signature of parent/guardian _____

DUPLICATE AS NEEDED

Preparticipation Physical Evaluation

Rule 1, Sec. 14 — In order for a student to be eligible for interscholastic athletics, there must be on file in the Superintendent's or Principal's office a current physician's statement certifying that the student has passed a physical exam, and that in the opinion of the examining physician (M.D. or D.O.) the student is fully able to participate in interscholastic athletics (Grade s 7-12). The AHSAA Physicians Certificate (Form 5 Rev. 2018) must be used. **A physical exam will satisfy the requirement for one calendar year through the end of the month from the date of the exam. For example, a physical given on May 5, 2018, will satisfy the requirement through May 31, 2019.**

Student's name _____

Physical Examination

Revised 2018

LIMITED	Height _____ Weight _____ BP ____ / ____ Pulse _____		
	Vision R 20 / ____ L 20 / ____ Corrected: Y N		
		Normal	Abnormal Findings
	Cardiovascular		
	Pulses		
	Heart		
	Lungs		
	Skin		
	E.N.T.		
	Abdominal		
	Genitalia (males)		
	Musculoskeletal		
	Neck		
	Shoulder		
	Elbow		
	Wrist		
	Hand		
	Back		
	Knee		
	Ankle		
Foot			
Other			

Clearance:

A. Cleared

B. Cleared after completing evaluation/rehabilitation for: _____

C. Not cleared for: Collision Contact Noncontact _____ Strenuous _____ Moderately strenuous _____ Nonstrenuous

Due to: _____

Recommendation: _____

Name of physician _____ Date _____

Address _____ Phone _____

Signature of physician _____, M.D. or D.O.

(Form must be signed and dated by the attending physician.)



Student In Good Standing Release Form

It is the policy of the Alabama High School Athletic Association that a transfer student enrolling in a new AHSAA member school must be in “good standing” with the student’s previous school(s) attended in the past calendar year in order to be eligible to participate in athletics at the new school.

Please indicate whether or not _____, was a student-athlete in good standing at the time of his/her withdrawal from your school. If not, please explain the circumstances that prevent this student from being in good standing.

___ (Yes) this student was in “good standing” and not under any form of disciplinary suspension at the time of his/her withdrawal from our school.

___ (No) this student was not in “good standing” at the time of his/her withdrawal from our school. Please explain why in the space below. If the student was under suspension at the time of withdrawal, when would the suspension expire?

(Signature of Principal of Former School)

(Name of Former School)

(Date Signed)

Thank you for your cooperation with this request.



BALDWIN COUNTY PUBLIC SCHOOLS
Building Excellence

Date of Trip: _____
 Description: _____
 Activity#: _____
 Form _____ of _____ (Multiple Buses)

FIELD TRIP REQUEST FORM / INVOICE

DESCRIPTION

SCHOOL: _____ DATE OF REQUEST _____
 TEACHER/COACH/SPONSOR: _____
 GRADE / SUBJECT / SPORT: _____ DATE OF TRIP: _____
 DESTINATION: _____
 OBJECTIVES FOR SDE COURSE OF STUDY AND/OR SYSTEM CURRICULUM PLAN: _____
 METHOD OF EVALUATION: _____
 THIS FIELD TRIP IS INCLUDED IN MY LESSON PLAN CHAPERONE RATIO: _____
 ARRANGEMENTS FOR STUDENTS NOT PARTICIPATING: _____
 APPROXIMATE DEPARTURE TIME: _____ APPROXIMATE RETURN TIME: _____

ESTIMATED COSTS

a) Number of Students Attending: _____
 b) Admission per student: _____ Vendor: _____
 c) Meal cost per student: _____ Vendor: _____
 d) Total Miles Roundtrip: _____ @ Current per Diem (\$1.20) X Number of Buses: _____
 e) Bus Driver Pay: _____ Number of Drivers: _____ Select Rate: _____
 Hours Away: _____ Base Pay: _____ Additional 10% for Special Benefits Reimbursement: _____
 f) Transportation other than School Bus: _____
 g) Other: _____
 Total Estimated Cost of Trip: _____

No student may be denied participation solely because of inability to pay. (Round to Nearest \$.25) Cost Per Student:

**P-CARD NEEDED FOR TRAVEL
RECEIPT BOOK NEEDED**

**CHECK(S) NEEDED FOR ADMISSIONS/MEALS/HOTEL/TRAVEL
ALLOW PARENTS TO PAY ONLINE VIA ESCHOOL PAYMENTS**

NOTIFICATION / APPROVALS

NURSE NOTIFIED _____ NURSE'S SIGNATURE _____ DATE _____ CAFETERIA NOTIFIED _____

TEACHER/COACH/SPONSOR SIGNATURE _____ DATE _____ PRINCIPAL'S SIGNATURE _____ DATE _____

Submit for Superintendent's Approval (If Applicable):

Overnight (Attach schedule and lodging details) Out of State SUPERINTENDENT'S SIGNATURE _____ DATE _____
 Over 100 Mile Radius Other than land trip (No trip permitted by boat)
 Non-instructional activities which require students to be released from academic class time.

SCHOOL BUS DRIVER'S REPORT : ACTUAL MILEAGE / DRIVER INVOICE

ODOMETER READING	MILEAGE
BEGINNING:	
ENDING:	
TOTAL TRIP MILEAGE:	_____ X \$1.20
TOTAL FUEL USAGE / PAYABLE TO BCBE:	\$ _____

BUS # _____
 ACTUAL TRIP TIME/BASE PAY: _____
 DEPARTURE DATE/TIME: _____
 RETURN DATE/TIME: _____
 TOTAL TIME AWAY: _____
 BASE PAY: \$ _____

❖ 8 hours of sleep time is not compensable for overnight field trips. Meal allowance paid separately.
 (Pay Rate: < 3 Hrs=\$33.61 / 3+ Hrs=\$11.55 per hour)

BUS DRIVER'S SIGNATURE _____ EMPLOYEE NUMBER _____

EXTRA-CURRICULAR TRIP

ACADEMIC TRIP

CODE: 12-5-4150-391-CCTR-7101-0-PROG-0000 (PROG: 4500 Athletics / 4400 BAND)

CODE: 12-5-4150-391-CCTR-7101-0-4400-0000

- Teacher / Coach / Sponsor will submit form to School Secretary/Bookkeeper by email 2 weeks prior to the activity.
 - School Secretary/Bookkeeper will attain Principal's approval and submit to Transportation by email. Print approved form and return to Teacher / Coach / Sponsor.
 - Teacher / Coach / Sponsor will give approved form to Bus Driver on trip day.
 - Bus Driver will complete the Bus Driver' Report, sign and return to Teacher / Coach / Sponsor.
 - Teacher / Coach / Sponsor will return completed form to School Secretary / Bookkeeper for payment.
- ❖ A signed Purchasing Card Agreement must be on file in the Bookkeeper's office prior to issuing a P-Card to any cardholder.

Baldwin County Public Schools

(PASSENGER MANIFEST FORM)

DATE: _____

DRIVER: _____

DESTINATION: _____

BUS NUMBER: _____

It is the responsibility of the sponsor, teacher, or coach (**or bus driver if no one else is available**) who organizes and/or accompanies a special trip to complete this form prior to the bus' departure and to present it to an administrator at the school where the trip originates. The copy should be kept on the bus in the space provided. If any changes (**additions, deletions, updated material, etc.**) must be made to the manifest prior to the return trip, the copy should be used for that purpose.

Write the names of all students and adults in the spaces provided for that purpose. If a passenger does not ride the bus back on the return trip, mark through his/her name on the copy. If a passenger rides the bus on the return trip but was not on the original trip manifest, list his/her name under "**Additions**". Recount all people on the bus before starting the return trip and write the total number of people on the bus, including the driver, in the space provided. Return the copy to the designated storage area.

STUDENTS:

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 21. _____ | 41. _____ |
| 2. _____ | 22. _____ | 42. _____ |
| 3. _____ | 23. _____ | 43. _____ |
| 4. _____ | 24. _____ | 44. _____ |
| 5. _____ | 25. _____ | 45. _____ |
| 6. _____ | 26. _____ | 46. _____ |
| 7. _____ | 27. _____ | 47. _____ |
| 8. _____ | 28. _____ | 48. _____ |
| 9. _____ | 29. _____ | 49. _____ |
| 10. _____ | 30. _____ | 50. _____ |
| 11. _____ | 31. _____ | 51. _____ |
| 12. _____ | 32. _____ | 52. _____ |
| 13. _____ | 33. _____ | 53. _____ |
| 14. _____ | 34. _____ | 54. _____ |
| 15. _____ | 35. _____ | 55. _____ |
| 16. _____ | 36. _____ | 56. _____ |
| 17. _____ | 37. _____ | 57. _____ |
| 18. _____ | 38. _____ | 58. _____ |
| 19. _____ | 39. _____ | 59. _____ |
| 20. _____ | 40. _____ | 60. _____ |

ADULTS:

ADDITIONS:

Total Number of People on Bus at **START** of trip: _____

Total number of People on Bus for **RETURN** trip: _____

**BALDWIN COUNTY BOARD OF EDUCATION TRANSPORTATION
AGREEMENT FORM**

The following requirements shall apply to any student leaving campus under circumstances where the students will be transporting themselves via privately owned vehicles to participate in any school related program or activity. It is the sole responsibility of the undersigned student and parent/guardian to comply with the following:

- Students must be in the 10th, 11th or 12th grade and possess a valid driver's license.
- All vehicles shall be maintained in a reasonably safe condition.
- All vehicles and drivers shall be insured in accordance with all mandatory insurance requirements imposed by the State of Alabama.
- Students and parents/guardians are responsible for all aspects of transportation and all costs associated therewith.
- Other than parents or guardians, students shall not transport passengers.
- Parents/Guardians shall assume responsibility for their child during all periods of transportation hereunder.
- Students shall comply with all applicable laws of the State of Alabama and all policies of the Baldwin County Public Schools.
- There shall be no obligation on the part of the Board to monitor or supervise student transportation hereunder.
- Each student, his/her parents/guardians and the principal must sign this Transportation Agreement Form prior to any period of transportation provided for herein.
- Students shall comply with all applicable attendance policies.
- Students shall follow any additional accountability measure implemented in furtherance of this agreement.

We, the undersigned student and parent/guardian, agree to release and hold harmless the Baldwin County Board of Education and its employees from any liability for injury to person or damage to property which may occur during the course of any period of transportation hereunder. We further assume full responsibility for the conduct of the undersigned student driver. We acknowledge that the driving privileges provided for herein may be revoked in the discretion of the school principal for failure to adhere to the requirements set forth above.

SIGNATURES REQUIRED:

Student Name	Student Signature	Date
Address _____ _____	Phone _____	
Parent Name	Parent Signature	Date
Principal or Principal Designee	Date	

BALDWIN COUNTY PUBLIC SCHOOLS

ACADEMIC/ATHLETIC EVENT & TRANSPORTATION PERMISSION

DATE REQUESTED : _____

Your permission is required for _____ to participate in the academic/athletic event described below.
(Print student's name)

Date(s): _____

Departure Time: _____ Return Time: _____

Event Location: _____

Comments:

_____ has my approval to be transported by _____,
(Print student's name) (Print driver's name)

or _____, or _____, or _____,
(Print driver's name) (Print driver's name) (Print driver's name)

or drive him/herself to the event described above.

I understand and agree that school officials, teachers and/or coaches/drivers will not be held liable for any accidents or injuries that might occur during the transportation on you child. In the event an accident occurs, teachers/coaches/drivers have my permission to seek professional medical attention for my child.

Parent Name (Please Print)

Emergency Contact (Please Print)

Phone No.

Phone No.

Signature

** Note: All drivers have a valid driver's license and proof of insurance on file with the school.

BALDWIN COUNTY PUBLIC SCHOOLS

Private Vehicle Manifest

_____ Date Submitted: _____
Class / Group / Club / Sport

Name of Teacher / Coach / Sponsor

Event Location: _____

Date of event: _____

Departure Time: _____ Return Time: _____

Transportation will be provided in the following vehicle:

Driver's Name: _____

Alabama Driver's License Number: _____

Make, Model and Year of Vehicle: _____

Insurance Issued By: _____

Names of Individuals to be Transported

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Note – Attach Parental Permission Forms for Each Event.