

2021-2022
Siloam Springs
Athletic Department



Student-Athlete & Parent
Athletic Handbook

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Useful Links

Siloam Springs School District Website: <http://www.siloomschools.com>

NCAA Guide for College Bound Student-Athletes: <http://www.ncaa.org/publications>

NWAA Eligibility Center: <http://www.nwaa.org>

Arkansas Activities Association: <http://www.arksssa.org>

National Federation of High Schools: <http://www.nfhs.org>

GENERAL INFORMATION

A1: Siloam Springs School District Directory

Superintendent.....Jody Wiggins
Asst. Superintendent..... Amy Carter
Asst. Superintendent..... Shane Patrick
District Athletic Director.....Jeff Williams
District Athletic Administrative Assistant.....Shona Simmons

High School Principal.....Rob Lindley
Vice Principal.....Ross White
Asst. Principals.....Barry Hardin, Brittany Haden

Middle School Principal..... Jacob Hayward
Asst. Principals.....Micah Cummings, Dennis Yocham

Fall Sports:

Boys & Girls Cross Country.....Sharon Jones (Varsity HC), Abby Ray (MS HC)
Daniel Ramsey, Ben Brisben

FootballBrandon Craig (Varsity HC), Tony Coffey, Jonathan Johnson, Ehdane Labitad, Aaron Meier, Michael Smith, Justin Wood
Jonathan Johnson (9th HC), Aaron Meier, Justin Wood
Dwain Pippin (8th HC), Henry Janes, Chuck Jones, Ehdane Labitad
Dwain Pippin (7th HC), Alan Hardcastle,

Boys & Girls Golf.....Brooke DeGaish (Varsity HC)

Boys & Girls Tennis.....Clay Taylor (Varsity HC)

Volleyball.....Joellen Wright (Varsity HC), Leigha Towell
Andee Tiffiee (9th HC)
Emily Grace Ruggeri (7th & 8th HC), Haylee Hall

Winter Sports:

Boys BasketballTim Stewart (Varsity HC), Chris Cameron, Michael Robertson
Michael Robertson (9th HC), Chris Cameron
Luke Loveless (8th HC), Conlan Efurd
Conlan Efurd (7th HC), Luke Loveless

Girls Basketball.....Tim Rippy (Varsity HC), Janet Moore, Daren Ward
Daren Ward (9th HC), Janet Moore
Kim Edmondson (7th & 8th HC), Leigha Towell

Boys & Girls Bowling.....Jami Pierce (Varsity HC)

Cheer.....Jackie Clement (Varsity HC), Cara Whorton (HS), Byanna Burris (9th),
Samantha Clark (7th & 8th), Kristin Marlatt (HS), Kelcie Madding (9th),
Marissa Farmer (8th)

Boys & Girls Swim/Dive..... Brooke Degaish (Varsity HC), James Pollard

Spring Sports:

Baseball..... Alan Hardcastle (Varsity HC), Tony Coffey, Michael Smith (9th)

Softball.....Emily Grace Ruggeri (Varsity HC), Haylee Hall, Andee Tiffiee

Boys Soccer..... Luke Shoemaker (Varsity HC), James Pollard

Girls Soccer..... Abby Ray (Varsity HC), Clay Taylor

Boys & Girls Track.....Chuck Jones (Varsity Boys HC), Sharon Jones (Varsity Girls HC),
Conlan Efurd, Henry Janes, Aaron Meier, Daniel Ramsey

Athletic Trainers.....Brian Nitz, Ashlyn Wheat

A2: Siloam Springs School District Mission, Vision and Values

- MISSION:
 - Changing Lives Through Educational Excellence

- VISION:
 - To ensure student success, Siloam Springs School District utilizes innovative approaches, partnerships, and resources to meet the individual needs of every student.

- VALUES:
 - TRUST
 - INTEGRITY
 - RESPECT
 - EXCELLENCE
 - SECURITY

A3: Siloam Springs Athletic Department Mission, Vision and Values

- MISSION:
 - Transforming Lives Through Excellence in Athletics

- VISION:
 - The Siloam Springs Athletic Department strives to provide a rigorous athletic program which complements and supports a challenging academic curriculum. Athletic personnel will model and stress good sportsmanship and lead student-athletes in a transformational manner allowing them to reach his or her greatest potential both inside and outside the arena of competition.

- VALUES:
 - COMMUNICATION
 - RESPECT
 - EXCELLENCE
 - SERVICE
 - TRANSFORMATIONAL

ORGANIZATION AND ADMINISTRATION

B1: Arkansas Activities Association (AAA)

The Siloam Springs School District is a member of the AAA. The mission of this organization is to promote the value of participation in interscholastic activities for the AAA member schools and to provide services to the schools in a fair and impartial manner while assisting and supporting their efforts to develop thinking, productive and prepared individuals as they become positive, contributing citizens modeling the democratic principles of our state and nation (AAA Handbook).

B2: 5A/6A Conference Affiliation

Siloam Springs High School is a member of the 6A classification in football. Siloam Springs is a member of the 6A West conference. In all other sports, Siloam Springs is a member of the 5A classification assigned to the 5A West conference.

Championships in men's sports are recognized in baseball, basketball, bowling, cross country, football, golf, soccer, swimming, tennis, and track & field. Championships in women's sports are recognized in basketball, bowling, cheerleading, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball.

2018-19 & 2019-20

6A West (Football)

Benton
El Dorado
Greenwood
Lake Hamilton
L. R. Hall
Russellville
Sheridan
Siloam Springs

5A West (Other Sports)

Alma
Beebe
Greenbrier
Greenwood
L. R. Christian
Russellville
Siloam Springs
Vilonia

B3: Northwest Arkansas Athletic Conference (NWAAC)

Siloam Springs seventh, eighth and ninth grade athletic teams compete with other schools in the Northwest Arkansas Athletic Conference (NWAAC) in basketball, cross country, football, track and field, and volleyball. The NWAAC is composed of schools from the Bentonville, Fayetteville, Rogers, Siloam Springs, and Springdale School Districts.

Ninth graders (freshmen) may try out for high school teams in the sports of baseball, bowling, cross country, golf, soccer, softball, swimming/diving, and tennis. Eighth grade teams will be composed primarily of 8th graders.

Siloam Springs Middle School offers team sports to seventh grade student-athletes in boys' and girls' basketball, boys' and girls' cross country, football, volleyball, boys' and girls' track. Eighth grade students may not play on high school teams (See 8th grade Athletics section).

B4: Superintendent of Schools

The executive function is the responsibility of the superintendent of schools, who establishes the ways and means of executing efficiently all policies adopted by the board of education. The superintendent recommends to the board of education the appointment of all personnel who are given any responsibility for handling interscholastic athletics, and approves all policies and procedures recommended by staff; and is, in fact, directly responsible to the school board for the successful performance of the organization.

B5: The District Athletic Director

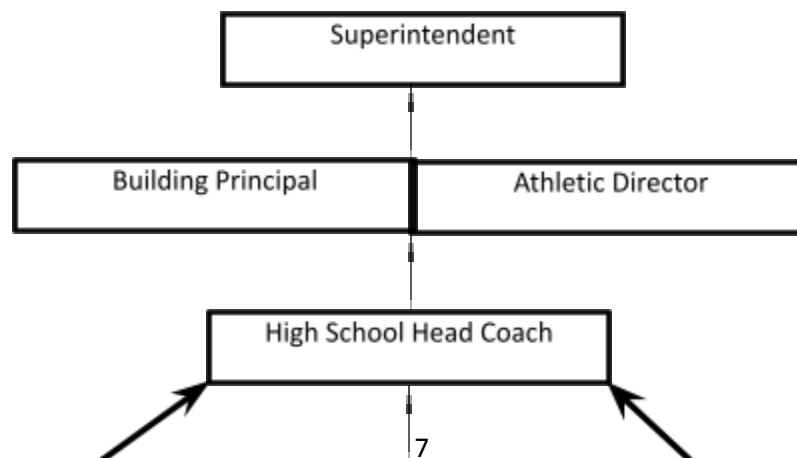
In cooperation with the superintendent and building principals, the district athletic director plans, coordinates, promotes, and supervises the total athletic program for the district. The district athletic director also handles final appeals of athletic issues after they have run through the chain of communication of the coach, head varsity coach then building level administration.

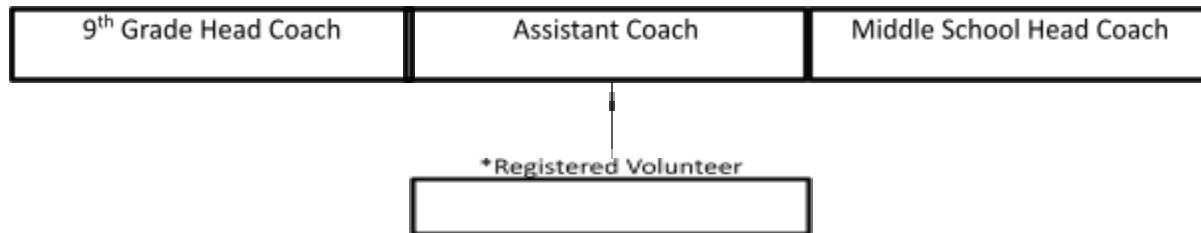
B6: The School Principal

The school principal is the administrative head of interscholastic athletic activities, as well as all other activities of his/her school. As administrative head of the school, he/she is directly responsible to the superintendent of schools, to the AAA, and the 6A Conference. Supervision of athletic contests is a cooperative matter among principals, assistant principals, and/or designated supervisors. The district athletic director, along with other district administrators may also assist in supervision as needed/appropriate.

B7: Athletic Department Organizational Structure

This athletic department organizational structure is only applied to athletic matters and it is secondary to the academic building organizational structure.





* The AAA does not allow Registered Volunteers to be head coaches in the sports of basketball, football and track & field.

The use of school athletic facilities by non-school groups must be approved by the district athletic director and building principal. School athletic facilities are for the primary use of school athletic teams and take priority over all other functions.

Certain facilities may be reserved for non-school use. A fee may be assessed depending upon the level of the group making the reservation request. This fee will be determined by the SSSD Facility Rental Fee Schedule (See below).

Gymnasium Priority Use Guidelines

1. PAC (Panther Activities Center)
 2. DEN (Auxiliary Gym)
 3. Panther Arena
 4. MS PE Gym
 5. Intermediate School Gyms
-
- A. The best gym, according to the list above, will be made available to varsity level sports first and work down to the 7th grade level.
 - B. In-season sports will have priority over out of season sports.
 - C. Interscholastic competitions will have priority over practices.
 - D. Guideline C can trump Guideline A if necessary.

Siloam Springs School District Facility Rental Fee Schedule:

| Levels for Usage Priority and Fee Schedule | |
|--|--|
| Level 1 | Siloam Springs School District officially recognized student groups |
| Level 2 | Siloam Springs School District affiliated organizations |
| Level 3 | City, governmental, or other local civic non-profit organizations |
| Level 4 | Other non-profit organizations with offices or members in our district |
| Level 5 | For-profit organizations with offices in our district |

| Fee Schedule | | | | | |
|----------------------------|----------------------|----------|------------|-------------------------|--------------|
| Facility | 1/2 Day Cost (4 hrs) | | ***Deposit | Personnel | |
| | Level 4 | Level 5 | | Required/hr (2 hr min.) | Other TBD/hr |
| High School Theater | \$200.00 | \$400.00 | \$100.00 | \$75.00 | TBD |
| High School Seminar | \$150.00 | \$300.00 | \$100.00 | \$15.00 | TBD |

| | | | | | |
|---|----------|----------|----------|---------|-----|
| Burton Elliot Fine Arts Auditorium | \$150.00 | \$300.00 | \$100.00 | \$15.00 | TBD |
| High School Cafeteria | \$150.00 | \$300.00 | \$100.00 | \$15.00 | TBD |
| Allen Cafeteria | \$125.00 | N/A | \$100.00 | \$15.00 | TBD |
| Southside Cafeteria | \$125.00 | N/A | \$100.00 | \$15.00 | TBD |
| *Panther Arena | \$200.00 | \$400.00 | \$100.00 | \$15.00 | TBD |
| *MS PE Gym | \$150.00 | N/A | \$100.00 | \$15.00 | TBD |

Facilities will not be made available for individual events such as birthday parties, wedding or anniversary receptions, etc. Cafeteria rental does not include kitchen facilities.

Level 1, 2, and 3 type organizations will generally be able to use a facility at little or no cost. Should the event require unusual equipment, staffing, or time, a charge for extraordinary services may apply.

Level 4 and 5 organizations must have general liability insurance coverage of at least \$50,000.

STUDENT-ATHLETE HEALTH & SAFETY

C1: Certified Athletic Trainer/Student Trainers

The Siloam Springs School District employs a full-time certified athletic trainer (ATC) to review competitive athletic practices and procedures from the standpoint of student safety and fitness. The athletic trainer will participate in annual parent meetings and will provide specific suggestions for off-season conditioning programs, definitions of and recommendations for acclimatization, risk factors, nutritional and fluid concepts, specifics regarding physical exams, and is available for a question and answer session.

The Siloam Springs School District supports a Student Athletic Trainer program that is under the direction of a district-employed, certified Athletic Trainer (ATC). The responsibilities of student athletic trainers are to assist certified athletic trainers (ATCs) in providing the highest care possible to the student-athletes of the Siloam Springs School District.

Responsibilities of the Student Athletic Trainer:

- Practice and Game/Event Set up:
 - a) Deliver water and emergency supplies to proper locations
 - b) Provide assistance to ATC before, during, and after practice or event. Assistance can range from minor first aid to medical emergencies.
- Assist ATC with student athlete rehabilitation
- Athletic Training Room maintenance includes, but is not limited to, the following:
 - a) Transport laundry to and from the equipment room
 - b) Fold towels – roll up ace wraps – neoprene
 - c) Stock cabinets with necessary taping supplies
 - d) Stock freezers – ice cups
 - e) Clean all taping tables, treatment tables, pillows, exercise equipment, ice buckets, coolers and whirlpool

- f) Mop floor
- g) Monitor ice bath water level – fill, if necessary
- Clerical Duties include, but is not limited to, the following:
 - a) Data inputting
 - b) Paper filing
- Attend scheduling and instructional meetings as called by ATC
- Earn First Aid and Adult CPR (AED) certification

C2: Competitive Program Selection

The Siloam Springs School District athletic teams/performance groups are competitive in nature. The following holds true for squad selection:

1. Coaches/sponsors are hired by the school district to be responsible for establishing criteria for squad selection with input from their staff. This may be a highly subjective process. Selection decisions are the sole responsibility of the coaching staff.
2. If selected, a student should be prepared to accept placement at any level and complete the season in good standing. Parents should also prepare themselves for this and accept the coach's decisions.
3. Coaches are expected to assemble the most competitive team possible by selecting individuals to fill positions according to need and by appropriately placing students on the proper team; define each individual's role, the based on certain criteria, including, but not limited to, citizenship, sport-specific ability and skills, ability to work together, and willingness to learn.
4. Participation on any squad in prior years does not guarantee a spot on the same or similar team the following year.
5. The main goal of any level of competitive athletics is to put the most talented members of any team in competition to win contests. Starting positions and playing time are not guaranteed to anyone. Each member of a team is valuable to the team's overall progress. Some members may play a great deal of the time in a contest while others may not play what a parent would consider "significant playing time". Regardless of time spent in actual competition, simply by being part of a team, a student can learn many valuable lessons such as sportsmanship, working together to meet team goals, commitment, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, and being responsible for one's own actions. Decisions regarding playing time are the sole responsibility of the coaching staff.
6. As with any extracurricular participation, there may be costs associated with team membership. While many of our sports and coaches make a conscientious effort to raise additional funds to help offset these costs, parents and students should expect these costs and be willing to bear the expense. If cost becomes an issue for any student

athlete to participate on a squad, then please meet with the head coach/sponsor of the squad or the district Athletic Director.

C3: Inherent Dangers of Athletic Competition

Student athletes and parents should be aware that any athletic participation will always have inherent dangers. Although rare, death or catastrophic injury can result from participation in sports, and care should be taken by all concerned to minimize dangers through the use of appropriate equipment, proper training methods, and common sense. Each sport offers its own set of risks. Risk minimization may be discussed with coaches and school administrators.

C4: Physical Examinations

Participants in all interscholastic athletic activities including cheer are required to undergo an approved pre-participation physical examination.

- Prior to participation (including tryouts) all students must submit the results of a pre-participation physical examination to the appropriate coach/sponsor. Results must be submitted on a standard form, provided by the school district.
 - The Siloam Springs School District will work with local health care clinics to provide an annual physical that is available to all SSSD student-athletes. The date and location will be announced prior to the scheduled day.
 - If any student-athlete misses the annual physical opportunity, then the student/parent should obtain the physical form from the school and take it to the medical doctor (MD) or doctor of osteopathy (DO) when the physical examination is conducted. In addition to MDs and DOs, the following medical professionals are allowed to perform physicals ANP (Associated Nurse Practitioner), NP (Nurse Practitioner), and PA-C (Physician Assistant Certified).
- ←Parents/guardians will be responsible for the cost of the physical examination.

Prior to participation in athletics at any grades, students will be required to complete a health and injury questionnaire and a pre-participation physical examination as specified above. Review of that questionnaire by the athletic trainer or the school nurse will be done to insure that all components of the physical and information are accurate and complete.

Negative findings within the medical exam and/or family history shall require a clearance from the student-athlete's primary care physician.

The pre-participation physical examinations and the annual health reviews should not be used as a substitute for routine health checkups performed by the student's primary physician.

C5: Insurance Claims

Siloam Springs School District carries athletic insurance which may cover injuries which athletes receive in the course of practice or interscholastic competition. It should be noted however, that this insurance is secondary insurance which pays only after the parent's primary insurance

policy pays. Although the Siloam Springs School District makes every effort to purchase a quality athletic insurance package, this insurance in most cases, will not pay 100% of the athlete's medical bills. It is strongly suggested that parents/guardians carry their own medical insurance on the child in case he/she is injured. The Siloam Springs School District will not be responsible for the payment of medical bills beyond those payments that are made by our insurance company.

To file a claim:

- Obtain an insurance claim form from the athletic trainer. Parents complete online form and/or mail the form to the insurance company.
- Athlete must see a doctor within 30 days of the injury
- Form must be sent to insurance company within 90 days of the injury
- All injuries filed with insurance must be reported to the athletic trainer
- If students have no insurance, the school's insurance may not pay the full amount

C6: Illness/Injury

Athletes and parents/guardians of those participating in extracurricular activities are required to report in writing to the appropriate coach/sponsor or athletic trainer any illness or injury which might limit the student's ability to practice or participate in the activity. Participants are specifically required to report when they are taking any physician-prescribed or over-the-counter medication. This will allow the coach/sponsor or athletic trainer to assess the appropriateness of the student's participation.

C7: Extracurricular Drug & Alcohol Policy

Participants in extracurricular activities are expected to be role models for other young people. These are elective opportunities and those who choose to participate in these activities are clearly representative of the school district, certain expectations must be met. It is very important that coaches remind student-athletes of the expected behavior and the consequences of unacceptable behavior. If a student-athlete violates the discipline policy, coaches must promptly and professionally follow the school guidelines when dealing with the situation. Participation in athletics is a privilege—not a right. Refer to the Code of Conduct at the back of this manual.

Participants are expected to be good school citizens. Students who are suspended (OSS or ISS) or expelled from school cannot participate in extracurricular activities during the time of their suspension/expulsion and are not allowed to attend school activities during this time.

Special rules apply regarding student possession or use of alcohol, tobacco, and other illegal drugs. Refer to the Code of Conduct at the back of this manual. These penalties could be applied even if the student engages in these prohibited activities during non-school time, provided school officials have sufficient proof that the behavior occurred.

C8: Drug Testing

Mission Statement

The Siloam Springs School District recognizes drug abuse is a significant health problem for students, detrimentally affecting health, behavior, learning ability, reflexes, and the total development of each individual. The Siloam Springs Board of Education is determined to help students by providing another option for them to say "NO." Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Definitions

Drug-Any substance considered illegal by Arkansas Statutes of which is controlled by the Food & Drug Administration unless prescribed by a licensed medications.

Extracurricular Activities- Any 7th-12th grade activity sanctioned by the Arkansas Activities Association ("AAA").

School Year- From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

Policy Statement

Siloam Springs School District ("the District") is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all AAA sponsored activity programs for grades 7-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

Purpose of Drug Testing

- A. Establish standards of conduct for those students who are leaders and standard bearers among their peers.
- B. Promote a sense of order and discipline among students governed by AAA Guidelines for Participation. Assist student participants who desire to resist peer pressure which directs them toward the use of drugs.
- C. Discourage any student interested in participating in AAA sanctioned activities from experimenting with drugs.
- D. Support state laws that restrict the use of mood-altering chemicals.
- E. Protect against the risk of immediate physical harm to the drug user or those with whom the user encounters in AAA activities.
- F. Protect against the hazardous psychological effects, such as impairment of judgement, slow reaction time, and the lessening of the perception of pain.
- G. Promote the issue of drug awareness and prevent the further spread of this problem in school and society.

Testing Agency

The District will choose a certified agency for the purpose of randomly selecting students consistent with the criteria set forth by the district, processing sample results, and maintaining privacy with respect to test results and related matters.

Procedures for Students

Consent- Any student wishing to participate in an extracurricular activity and the student's custodial parent or guardian, shall consent in writing to drug testing pursuant to the District's drug testing policy. Written consent shall be in the form attached to this policy (as Form A). No student shall be allowed to participate in any activity program without such consent.

Student Selection- Random testing will be conducted throughout the school year. Selection for random testing will be by lottery drawing from a pool of all students participating in extracurricular activity programs in the district at the time of the drawing. The lottery drawing will be conducted by the District's testing agency.

Refusal to submit to testing or adulteration of a sample-Any student selected who refuses to submit to random drug testing and/or retesting, adulterates a sample, or violates the policy in any way will be subject to the provisions of a positive test.

Sample Collection

Samples will be collected at a scheduled time on the same day the student is selected for testing. If a student is unable to produce a sample, the student will remain until a sample is provided. All students providing samples will be given the option of doing so in an individual stall with the door closed.

Scope of Tests

Student samples will not be screened for the presence of any substances other than illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

Records

The results of drug tests pursuant to this policy will not be documented in any student's academic record. The results will only be reported to the superintendent or his/her designee, As well as all records concerning the drug testing will be maintained by the superintendent or his/her designee. A student and the student's custodial parent/legal guardian may obtain a copy of his/her drug testing records upon written request.

Non-Punitive Nature of the Policy

No student shall be penalized academically for testing positive for illegal drugs. The result of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by legal and binding subpoena or other legal process, the student and the student's custodial parent or legal guardian, will be notified as soon as possible by the District.

Procedures in the Event of an Initial Positive Result

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following steps will occur:

- A. The student and their custodial parent/legal guardian will be confidentially notified via phone and in writing (Form B) and a meeting shall be scheduled with some if not all of the following school officials; the Superintendent or his/her designee, the Principal, and the Head Coach/Sponsor.
- B. The student will be suspended from extracurricular activities for a minimum of 10 school days. This will include all games, performances, or competitions.
- C. The student may be allowed to continue attending practice with their organization at the discretion of the Head Coach/Sponsor. The student will not be allowed to dress out for or compete in any games, school performances, or school competitions.
- D. The student may reduce the suspension to 5 school days, if the student produces evidence of attending and completing a drug counseling program from a school approved agency.
- E. The student may re-enter their extracurricular activity once the suspension is completed and he/she produces a negative drug test from an accredited agency (paid for by the custodial parent/or legal guardian). They must also attend a meeting with some if not all of the following school officials; the Superintendent or his/her designee, the Principal, and the Head Coach/Sponsor. The student will also need to fulfill the guidelines of the individual sport/activity they wish to rejoin.
- F. Once the student records a positive drug test, they will automatically be included in future drug test pools.

Procedures in the Event of a Second Positive Result

If a student tests positive a second time within the same year or any 2 consecutive calendar years, the following steps will occur:

- A. The student and their custodial parent/legal guardian will be confidentially notified via phone and in writing (Form C) and a meeting shall be scheduled with some if not all of the following school officials; the Superintendent or his/her designee, the Principal, and the Head Coach/Sponsor.
- B. The student will be suspended from participating in extracurricular activities for the remainder of the school year.
- C. If the positive result occurs in the spring semester, the student will not be able to participate during the following fall semester.
- D. The student may be allowed to continue attending practice with their organization at the discretion of the Head Coach/Sponsor. The student will not be allowed to dress out for or compete in any games, school performances, or school competitions.
- E. The student may re-enter their extracurricular activity once the suspension is completed and he/she produces a negative drug test from an accredited agency (paid for by the custodial parent/or legal guardian). They must also attend a meeting with some if not all of the following school officials; the Superintendent or his/her designee, the Principal, and the Head Coach/Sponsor. The student will also need to fulfill the guidelines of the individual sport/activity they wish to rejoin.
- F. The student will automatically be included in future drug test pools.

Procedures in the Event of a Third Positive Result

If a student tests positive a third time during their enrollment in the Siloam Springs School District, they will be suspended from participating in extracurricular activities for the remainder of their enrollment in the School District.

C9: Heat/Cold Guidelines for SSSD

Physical activity in hot, humid environments, coupled with dehydration creates the possibility for a variety of heat related illnesses. Athletes need to properly hydrate before, during and after physical activity. We will provide practical guidelines regarding safe and extreme environments, and proper fluid replacement for your athlete. With proper practices many heat related illnesses can be avoided.

1. Practice should be scheduled during the coolest time of the day. If WBGT (Wet Bulb Globe Temperature) is 87 degrees or more (see chart below), the coach must stop activity and move to a cooler environment.
2. Five (5) days of gradual increase in exercise intensity must be allowed for proper acclimatization and basic conditioning. Only practice days count toward the 5.

| WBGT | Risk Level | Comments |
|-----------------|-------------------|---|
| < 65 degrees | Low | Risk low but still watch high risk athletes. |
| 65-77 degrees | Moderate | Increase risk, but no changes to activity. |
| 77-84 degrees | High | Watch at-risk players, provide at least 3 separate water breaks each hour of 4 mins. each. |
| 84-87 degrees | Very High | Limit practice time to 2 hours for outdoor activity. Helmet only for football and modify equipment for conditioning. Provide at least 4 separate rest breaks each hour, 4 mins. each. |
| Over 87 degrees | Extreme | No outdoor workouts or practices until cooler |

A safety threat exists when the physically active cannot maintain heat. Cold exposure can be uncomfortable, impair performance, increase injury risk and may be life threatening. Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures.

The following guidelines have been established for practice and event participation.

***Cold Weather Practice Recommendations:**

| RISK | WINDCHILL | |
|---------------|-----------------|---|
| LOW RISK | 36° F - 32° F | Normal practice with appropriate clothing |
| MODERATE RISK | 31° F - 26° F | No more than 40 minutes outside per session. May return after 20 minutes indoors. Be aware of the potential for cold injury. Additional protective clothing (hat, gloves). Provide re-warming facility if needed. |
| HIGH RISK | 25° F - 16° F | No OUTSIDE practice. Events-additional protective clothing must be worn. Cover as much exposed skin as possible. Provide opportunities for re-warming. |
| EXTREME RISK | 15° F and BELOW | No OUTSIDE practice or events |

*When assessing the potential for cold weather injury and planning an activity, the wind chill factor and the presence of precipitation MUST be considered.

C10: Concussion Management

Concussion Guidelines for AAA Member Schools Adopted 8/4/10 by AAA Board of Directors

1. No athlete should return to play or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day (MD, DO, Nurse Practitioner, Certified Athletic Trainer, or Physician Assistant).
3. Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
4. After medical clearance, return to play should follow a step-wise protocol with provisions for delayed return to play based upon the return of any signs or symptoms.

C11: MRSA

SSSD athletic trainers will conduct MRSA (methicillin resistant staphylococcus aureus) training for the coaches and provide information which the coaches shall make available to their athletes and parents. This information shall be provided to the parents and student-athletes at their pre-season meeting.

C12: Transportation

A student-athlete must ride in school-provided transportation to and from all interscholastic contests unless he/she is checked out by his/her parent/guardian after such contest to ride home with his/her parent/guardian.

A student-athlete may ride to an interscholastic contest with his/her parent/guardian or another parent/guardian with written permission and prior approval by building administrator or athletic director if extenuating circumstances exist.

C13: Extended Travel & Overnight Trips

The guidelines provided below govern all extended trips, including athletics. This encompasses school year trips, as well as those over times school is not in session including summer camps, leagues and team building activities, etc. Student extended travel is defined as a trip lasting more than 24 hours from the time of departure, and requiring an overnight stay of one or more nights away from Siloam Springs, Arkansas.

These trips are generally reserved for varsity teams. Coaches will provide parents with an itinerary for the trip including name, address, phone number for place of lodging, and the coach's cell phone number in case of emergency. Parents should provide their cell phone number and emergency contact information to the coaches as well.

These trips are a continuation of the school day; therefore students participating in these trips are subject to rules and regulations that govern our school while they are on campus. Because students will be representing our schools, and because their conduct, behavior, and safety are our responsibility, the following guidelines will be followed while they are away from home:

1. The luggage and personal effects of the students may be inspected prior to departing and at any time during the trip.
2. Any student found to be in possession of, or under the influence of alcohol or illegal substances will be left home if this determination is made prior to departure of the group. Students found in possession of or under the influence of controlled substances or alcohol after departure are subject to arrest and being sent home at their parent's expense.
3. Students must observe all civil laws and regulations. Apprehension by law enforcement agencies leading to a substantiated charge will not be the responsibility of the Siloam Springs School District.
4. If the trip requires overnight lodging, students will not disturb other guests at the lodging site and will abide by rules and directives issued by the group supervisor, chaperones, or coaches.
5. In the event the student is injured or becomes ill while on the trip, the coach will immediately seek medical attention and contact the parents/guardians as soon as possible.
6. Students will be expected to know and observe the time and location of all departures. The group will not be delayed by the tardiness of individuals.
7. The establishment and enforcement of guidelines necessary to ensure the success of the trip will be left to the discretion of the administrator or his/her designee in charge.

Any student who commits an infraction of the above listed rules may be sent home at the parent's expense and will be subject to further disciplinary action by the school.

C14: Inclement Weather Cancellations

Determination on whether games and practices will be played due to inclement weather will be made by the district athletic director and superintendent of schools. Once the determination has been made, the athletic director and/or varsity head coach will notify coaches, media, transportation, and opponents via email and posting information on the district website/Facebook page. Coaches will notify their student-athletes and their parents once they obtain the information.

The following are general provisions:

- Snow days – No home games will be played unless an exception is made by the superintendent, building principal and athletic director. Out-of-town varsity games will be played only with permission of the Superintendent and Athletic Director. There will be no required practices on school days dismissed because of inclement weather. Any practices scheduled on days of cancelled school for inclement weather shall be approved ahead of time by the athletic director. If a student-athlete cannot attend an approved practice on a day when school was cancelled, then no punitive consequences will be given to the student-athlete
- School dismissed early for weather – there will be no practices.

C15: Lockers & Locker Rooms

Many sports provide lockers and locks for their team members in locker rooms. Some lockers are open lockers and simply provide a place for storing clothes and personal belongings. When practice is being conducted, many of these locker rooms are locked for safekeeping. Student-athletes are expected to lock their belongings in their lockers before, during, and after use. Siloam Springs School District is not responsible for lost, damaged, or stolen items. Locker room conduct should be civil and respectful. There should be no horseplay, rough-housing, hazing, or initiations. Locker rooms should be kept neat, free of litter, and personal items locked in assigned lockers.

Damaged lockers will be the responsibility of the athlete to which they are assigned. Damage to lockers should be reported to your coach immediately upon notice.

Cell phones and smart phones with cameras and recording devices should not be used while in the locker rooms. Students who violate this rule may be subject to immediate suspension or dismissal from the athletic program.

Coaches are responsible to lock/unlock locker rooms and supervise student-athletes when locker rooms are in use.

C16: Social Media

All stakeholders in the athletic program (coaches, student-athletes, parents) should realize that different forms of social media may be used to communicate program information. These may include, but not be limited to Facebook, Twitter, Snapchat, Instagram, personal websites, etc. Student-athletes should understand that these platforms are worldwide and can be monitored by anyone, including current and future employers, college and universities, and prospective coaches who may be recruiting. Student-athletes should refrain from posting comments or pictures that are not conducive to positive team chemistry or could constitute a violation of the Code of Conduct. If you have a question about appropriateness you may visit with your coach or consult the SSSD Student Discipline Guidelines.

NOTE: Treat every conversation you have on any form of social media as if it were a nationally televised press conference.

C17: Bullying, Hazing & Harassment

Any form of bullying, hazing, and/or harassment will not be tolerated, whether adult to adult, adult to student, or student to student. If this occurs to a student-athlete, he/she should report this immediately to their building administration or coach. Student-athletes committing the offense may be subject to suspension or dismissal from the team for the remainder of the season and from the athletic program for an entire school year. This may be in addition to the regular discipline that he/she is subject to according to school board disciplinary guidelines.

STUDENT-ATHLETE ELIGIBILITY/PARTICIPATION

D1: Academic Requirements & Eligibility

Participants must meet all guidelines established by the Arkansas Activities Association, the Arkansas Department of Education, and the school district. As a minimum, students must maintain a "C" average (2.00 GPA) (or be enrolled in an approved Supplemental Instruction Program) and have passed four academic courses in the previous semester. (See Eligibility also)

Junior High Academic Requirements as stated in the AAA Handbook: A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester.

The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools. Ninth grade students must meet senior high academic eligibility by the end of the second semester in order to be eligible to participate during the fall of their tenth grade year.

Academic eligibility must be verified by the coach for each athlete before the season starts. The high school registrar will then certify each student's grades for eligibility. Athletes must earn two credits toward graduation per semester and have a 2.0 GPA to be eligible. Parents and students alike should monitor their grades to ensure they do not fall into academic distress.

D2: Supplemental Instruction Program (SIP)

To participate in interscholastic competition, students passing four academic courses but failing to meet the 2.0 GPA requirement must be enrolled in and attending 100 minutes per week a Supplemental Instruction Program meeting established criteria and approved by the AAA. The Siloam Springs Athletic Department requires 25 min per day during the regularly scheduled ENCORE period (125 min per week). Students are not allowed to remain in the program if they do not meet the minute requirements each week.

Only students who earn two credits and fail to attain a 2.0 will be eligible to participate, if they are enrolled and regularly attend the Supplemental Instruction Program.

To maintain eligibility under the Supplemental Instruction Program and be eligible to continue for a second semester, the student must show improvement of at least one tenth of one point in his/her GPA after the first semester of participation in the supplemental program. To continue to participate following the second semester in the SIP, the student must have reached the 2.0 GPA as well as passing four academic courses. The maximum length of involvement in SIP is two consecutive semesters. If a student earns a GPA of 2.0 and leaves the SIP, that student may later return to the SIP for a maximum of two semesters if the GPA drops below 2.0.

The AAA will be requesting that the GPA of each student involved in the SIP be submitted each semester until the student makes a 2.0 or completes the maximum semester allowed.

D3: Eligibility (from the Arkansas Activities Association)

ARTICLE III ELIGIBILITY

SECTION 1. ATHLETIC COMPETITIVE ACTIVITIES

- A. Participation in competitive interscholastic activities as a part of a school's educational program is a privilege and not a right. The eligibility rules of this association are designed to promote the educational values derived from participation in interscholastic activities, prevent exploitation of youth by special interest groups, and to ensure that interscholastic activities shall remain an integral part of the educational program.
- B. Students wishing to participate in interscholastic activities shall have the opportunity to become eligible for these activities when they meet ALL eligibility rules. They will remain eligible for the opportunity to participate provided they do not: (1) exceed any limitations, (2) fail to meet any minimums, or (3) violate any other rules of the association. They may, however, regain their opportunity to participate at a later date by correcting any deficiencies that caused the ineligibility.
- C. Students who exceed the junior high age rule or junior high semester rule limitations may have the opportunity to be eligible for senior high activities.

NOTE: Students who exceed the senior high age rule or the senior high semester rule limitations shall have no further opportunity to be eligible.

D. Eligibility rules apply to students in grades 7-12 inclusive; specific rules for junior high schools apply to students in grades 7-9 inclusive; specific rules for senior high schools apply to students in grades 10-12 inclusive. A ninth grade program is considered to be the varsity junior high team regardless of where students are housed.

NOTE: In the rules that follow, the singular includes the plural and the plural includes the singular as the context requires or permits. Where appropriate, personal pronouns refer to either gender.

Rule 8. SEMESTERS

A. Junior High—A student has six semesters of opportunity for eligibility. A student repeating either the seventh or eighth grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.

B. Senior High- A student is limited to eight consecutive semesters of opportunity for eligibility beginning with the student's first enrollment in the ninth grade (or earlier as defined in Rule 9. Age, Note).

Note 1: A ninth grade student may compete for the junior high or for the senior high in the same member school district with separate campuses with permission from the involved principals. (Refer to Bylaws, Art. II, Section 7, Rule 1 - Classification of Students.)

Note 2: A student first entering an AAA member school at the beginning of the tenth grade shall have six consecutive semesters of opportunity for eligibility; at the beginning of the 11th grade shall have four consecutive semesters of eligibility; and, at the beginning of the 12th grade shall have two consecutive semesters of opportunity for eligibility.

1. If a ninth grade student competes for the junior high, the student may then compete at the senior high level after the completion of that junior high sport season. A ninth grade student may not compete for the senior high and return later to compete for the junior high in the same sport.

2. Semesters are applied toward the limitations regardless of the following:

- a. if the school doesn't offer a sport; or
- b. if the student doesn't participate, or
- c. if the student isn't eligible; or
- d. if the student's earlier enrollment was in a different school system.

NOTE: The fifth and sixth semesters (normally the 9th grade) are applied toward both the junior and senior high limitations. This is due to the rule allowing the school's administration to permit a 9th grade student to participate at either level. (Refer to Bylaws, Art. II, Section 7, Rule 1 - Classification of Students).

3. A seventh or eighth grade student who is ineligible for junior high athletics due only to the age rule may be eligible to participate in senior high. (Refer to Bylaws, Art. II, Section 7, Rule 1- Classification of Students.)

4. A student is limited to a total of 12 semesters of opportunity for eligibility upon entering the seventh grade. The final eight semesters shall be consecutive.

Rule 9. AGE

A. **Junior High.** A junior high student is not eligible for junior high competition if the student's 16th birthday is on or before August 1.

NOTE: In the year a student in junior high school becomes too old for junior high participation, the student may be allowed to participate for the senior high if all other eligibility rules are met.

B. **Senior High.** A senior high student is not eligible for interscholastic participation if the student's 19th birthday is on or before August 1.

Rationale - The age rule and the semester rule are both attempts to equalize competition among athletes in AAA member schools as well as to encourage athletes to graduate with their class.

Rule 10. AMATEURISM

A. The AAA endorses the general principle of amateur athletics that prompts an individual to participate in activities solely for the pleasure and physical, mental or social benefits from the activity.

B. A student that violates the amateur rule in any AAA Sponsored Sport may lose eligibility in that sport for up to 365 days.

C. **Violations.** A student may not:

1. Compete under an assumed name.
2. Directly or indirectly accept monetary awards or compensation other than the actual or reasonable cost of necessary meals, lodging or transportation in connection with participation.
3. Directly or indirectly accept gifts, products, awards or monetary compensation for permitting his/her name, picture, or person to be used to advertise, promote or recommend a product, service, commercial venture or political venture.
4. Compete for or directly or indirectly accept gifts, awards, or monetary compensation in any form for participation in an event for those permitted in the amateur rules of the governing body of that specific sport.
5. Student apparel or equipment to be used at a competition site may not be used to advertise, promote or recommend a product, service, commercial venture or political venture. Uniform and equipment manufacturer names, logos or marks are permitted.

D. Students may receive reasonable fees or compensation commensurate for their duties performed for officiating, instructing, coaching or supervising events or athletic activities.

NOTE 1: An athlete may be named a player of the week or game and be presented a certificate or plaque.

NOTE 2: Since it is impossible to cover all instances of possible violations to the amateur rule, it is suggested that the Executive Director be consulted in any questionable case.

* The above section is only a small excerpt from the AAA Handbook. This handbook can be found online at the AAA website (<http://www.ahsaa.org/>). Any questions regarding a student-athlete's eligibility should be directed to the sport's coach or the athletic director.

D4: Attendance at School, Games and Practices

Student-athletes must attend class for at least 50% of the school day on the day of an interscholastic completion or practice, unless excused at another school sponsored activity. Failure to do so may result in the student not being able to play or practice that day. A building administrator may grant exceptions (such as doctor appointments, funerals, etc.) to the above rule prior to an absence. A student who knowingly or unknowingly participates in a practice or game for violation of this rule may be suspended from participating in the next scheduled game or practice, or both.

Student-athletes are expected to participate in all scheduled interscholastic competitions and practices. If a student-athlete misses a practice or competition, then the parent/guardian should contact the coach. The student-athlete may have consequences that range from extra conditioning to loss of playing time.

If a future absence is known, then the parent should contact the coach as soon as the absence is known. The student-athlete may have consequences that range from extra conditioning to loss of playing time.

NOTE: Coaches are expected to be present at least 30 minutes prior to the start of any scheduled practice to allow student-athletes time to dress for practice and to provide supervision of student-athletes as they arrive.

D5: Multi-Sport Philosophy

It is the philosophy of the SSSD Athletic Department to encourage and allow student athletes to participate in multiple sports/activities. Therefore, the coaching staffs of individual sports and activity directors/sponsors must communicate and make arrangements for multiple-sport student athletes to participate in more than one sport/activity (this includes band, FFA, FBLA, etc.).

In the event that a student athlete participates in multiple school sponsored AAA recognized sports/activities that have overlapping seasons, the following guidelines will be followed:

- A. Interscholastic competition will take priority over practice.
- B. In the event that interscholastic competitions for multiple sport student athletes are scheduled on the same date, then the following order of priority will be used to determine what competition the student athlete will participate in:
 - 1. A state championship competition
 - 2. A state playoff competition
 - 3. A state event qualifying competition
 - 4. A conference level competition
 - 5. A non-conference or non-state qualifying competition

In the event that the conflict cannot be settled by the above criteria, then the student-athlete and his/her parents in conjunction with the Athletic Director will be allowed to choose the competition to compete in.

- A student-athlete will not be subjected to punitive actions from a coach if a scheduling conflict has to be resolved according to the above criteria.
- If another student-athlete has to compete in the place of a student-athlete that misses a competition because of a scheduling conflict, then the student-athlete may be expected to earn his/her position or rank on the team back depending on the outcome of their replacement's performance.

D6: Quitting Student-Athletes

Any athlete who quits an in-season sport will not be allowed to move to off-season sports until the regular season of the sport they quit ends, except with the following conditions:

- The athlete quits prior to the start of games, or
- The in-season coach meets with the athlete and parent to understand the full nature of the circumstances leading to the athlete quitting, and
- The in-season coach, off-season coach, and athletic director must mutually agree it will be in the best interest of the student-athlete to begin off-season; therefore releasing them from the in-season sport.

If a player is dismissed from a team for team or school violations, he/she may not participate in off-season programs until that team's season ends.

A player may be denied moving on to another off-season sport by the coach, athletic director, or principal if a student has quit in a negative or disrespectful way or if the student has displayed negative behavior or actions directed at the coach, program, or school.

A player must turn in all equipment and pay any money due before being allowed to move to another sport.

All outstanding financial obligations shall be paid by the student athlete to the team he/she quit or was dismissed from prior to being approved to move on to the next sport. Failure to meet these obligations will result in the student being placed on the fines list and holding of grade cards until paid.

D7: Scheduling of Games/Practices

The AAA sets competition limits on how many games and tournaments can be played by each sport. The conference schedule is set first, then non-conference games and tournaments are added to develop a full schedule. Every effort is made to ensure all teams play their maximum allowable number of games as permitted.

Cross Country

High school teams, ninth grade, and eighth grade teams are allowed 12 meets. Meets may not begin prior to 3:30 p.m. unless on a non-school day or Saturday.

Football

Seventh and eighth grade football games will be played on Thursday nights. Ninth will play on Monday or Thursday night. Seventh, eighth and ninth grade teams may play ten (10) games each.

Junior varsity (JV) football games will be played on Monday nights. The junior varsity team may play ten (10) games.

Senior high football games will be played on Friday nights at 7:00 p.m. unless noted. Senior high may play (10) games.

Golf

Varsity and JV teams may each play 12 matches of which six (6) may start before 3:30 p.m. on a school day. Freshmen may participate/tryout.

Tennis

Varsity and JV teams may each play 12 matches. Freshmen may participate/tryout. Matches may not begin prior to 3:30 p.m. unless played on a day school is not in session.

Volleyball

High school varsity teams may play 18 regular season matches plus three (3) invitational tournaments or 20 regular season matches and two (2) invitational tournaments.

Ninth grade has the same contest limitations as high school. Eighth grade is limited to 18 regular season matches.

Winter Sports

Basketball

Eighth and ninth grade teams may play 18 games plus two (2) tournaments or 16 games plus three (3) tournaments.

Varsity teams may schedule 20 games plus two (2) tournaments or 18 games plus three (3) tournaments.

Bowling

High school team is allowed ten (10) matches plus two (2) tournaments. Freshmen are able to participate/tryout for the team. Matches may not begin prior to 3:30 p.m.

Cheer

High school varsity cheer may participate in five invitational competitions prior to state competition.

Swimming

High school team is allowed ten (10) regular season meets. Freshmen are able to participate/tryout for the team. Meets may not begin prior to 3:30 p.m.

Spring Sports

Baseball

High school varsity is allowed 22 regular season games with two (2) invitational tournaments. JV baseball team may play 22 regular season games. Freshmen may participate/tryout for the team. Games may not begin prior to 3:30 p.m.

Soccer

High school varsity teams may play 16 regular season games and two (2) invitational tournaments or 18 regular season games and one (1) invitational tournament. JV teams may play 16 regular season games. Freshmen may participate/tryout for the team. Games may not begin prior to 3:30 p.m.

Softball

High school team is allowed 22 regular season games with two (2) invitational tournaments. JV softball team may play 22 regular season games. Freshmen may participate/tryout for the team. Games may not begin prior to 3:30 p.m.

Track Meets

Senior high is allowed thirteen (13) meets starting at 3:30 p.m. (plus conference, regional, and state).

Eighth and ninth grade teams are also allowed up to thirteen (13) meets starting at 3:30 p.m., except conference and regional, which will begin earlier.

Scheduling of Games/Events and Practices:

1. Snow days – No home games will be played. Out-of-town varsity games will be played only with permission from the superintendent and athletic director. There will be no required practices on school days dismissed because of inclement weather. Any practices called on days of cancelled school for inclement weather shall be approved ahead of time by the athletic director.
2. School dismissed early for weather – there will be no practices.
3. Holiday games:
 - B. No games after Tuesday night of Thanksgiving week without permission of the athletic director and building administration.
 - C. No games on Christmas Eve or New Year's Day, unless approved by the athletic director.
 - D. Any holiday game or practice must have approval of the athletic director. The Christmas break schedule will include at least four consecutive days with no practices or games.
4. Final Exams – No game will be scheduled the day before a final exam unless approved by the athletic director and the building administration.
5. CAP Conferences (high school) - No game will be scheduled the day of CAP Conferences unless approved by the athletic director and the building administration.
6. Sundays – Practices shall be voluntary and not required.

D8: 9th Grade Athletics

Ninth grade teams will be composed primarily of ninth grade students. Sports offered to ninth grade student-athletes are football, volleyball, boys' and girls' cross country, boys' and girls' basketball, boys' and girls' track, and cheer. Student-athletes in the ninth grade may also participate in varsity level sports of golf, tennis, swim/dive, boys' and girls' soccer, baseball and softball if they try-out for and make the team according to the standards set by that sport's coach.

Sometimes a student-athlete in the ninth grade has the maturity and skill level to compete on the varsity level in the sports of football, volleyball and boys' or girls' basketball. A ninth grader will be allowed to compete at the varsity level in these sports if the coaches at both the ninth grade and varsity level believe the student-athlete has the ability to make a substantial contribution to the varsity team. This decision will be made in conjunction with the student-athlete's parents/guardians.

If a ninth grade student-athlete competes at the varsity level, then that student-athlete cannot return to and compete at the ninth grade level in that sport.

D9: 8th Grade Athletics

Eighth grade teams will be comprised of primarily eighth grade students. Sports offered to eighth grade student-athletes are football, volleyball, boys' and girls' cross country, boys' and girls' basketball, boys' and girls' track, and cheer.

A student-athlete in the eighth grade may have the maturity and skill level to compete on the ninth grade level in the sports of football, volleyball and boys' or girls' basketball. An eighth grader will be allowed to compete at the ninth grade level in these sports if the coaches at both the eighth grade and ninth grade level believe the student-athlete has the ability to make a contribution to the ninth grade team.

An eighth grade student may compete in both eighth grade and ninth grade competitions during the same season, but are subject to the 5 quarter/set rule. This rule states that an eighth grader may only play in five (5) quarters (football and basketball) or sets (volleyball-non tournament) per day.

D10: 7th Grade Athletics

Seventh grade teams will be composed solely of seventh grade students. Sports offered to seventh grade student-athletes are football, volleyball, boys' and girls' cross country, boys' and girls' basketball, and boys' and girls' track.

PARENT/BOOSTER INFORMATION

E1: Parent Pre-Season/Pre-Tryout Meetings

Every head coach is expected to conduct a pre-season or pre-tryout parent information meeting. Communication is one of the best ways to avoid misunderstandings among all stakeholders. The pre-season parent meeting will provide an organized means to begin communications between coaches and parents each year. This meeting will typically address heat illness and sickness, proper hydration, and proper nutrition. Additional information such as practice and game expectations, tryout process, squad selection process, season information, etc. will be covered as well as other guidelines of the respective sport.

A statement of anticipated expenses for the sport should be given at the pre-tryout and pre-season parent meeting. This should reflect expenses that students and their family will be expected to cover. Additional information may be given to describe any fundraising efforts that will assist in covering or reducing these expenses for participants.

E2: Sportsmanship of Players & Spectators

The Siloam Springs School District, in conjunction with the National Federation of High Schools, Arkansas Activities Association, and the 5A, 6A & NWAAC Principal's Associations, expects all players and spectators to practice good sportsmanship in all aspects of competition. Expectations for each group are:

Student-Athletes

- b) Applaud along with spectators during introduction of players, coaches, and officials
- c) Shake hands with opponents before/after the game
- d) Accept the decisions of officials
- e) Avoid offensive gestures or language
- f) Display modesty in victory and graciousness in defeat
- g) Follow the rules of the game
- h) Exercise self-control
- i) Show respect for public property and equipment
- j) At no time engage in any type of activity that would interfere with an opposing team's warm-up or demean their mascot/logo

NOTE 1: If a student-athlete receives any type of unsportsmanlike conduct penalty (technical fouls, yellow card, etc.), then the student-athlete must meet with the coach. The coach will submit documentation of the meeting to the athletic director.

NOTE 2: If a student-athlete is ejected or suspended from an interscholastic competition for reasons of conduct, then the student-athlete must meet with the athletic director and coach prior to being reinstated for interscholastic competition. This meeting will be documented and parents will be contacted.

Spectators

- a) Encourage and support of own team without being rude, negative or derogatory to opponents
- b) Do not wear extreme or unusual clothing to the game

- c) No full face painting is permitted. Partial face painting is permitted such as small markings on the cheeks.
- d) No derogatory or suggestive slogans on apparel
- e) No bare chests are permitted; shirts must be worn
- f) Do not throw trash on the playing surface or throw objects at other spectators
- g) Refrain from negative, demeaning, or obscene yells before, during, or after the contest
- h) Do not turn one's back or hold up newspapers while teams are being introduced or when teams, cheerleaders, or dance teams are performing
- i) Avoid criticism of game officials and sideline coaching
- j) Stay off the playing surface
- k) Take part in cheers with the cheerleaders
- l) Show respect for public property and equipment

E3: Behavior Expectations

Acceptable Behavior

- Applaud during introduction of players, coaches, and officials
- Accept all decisions of the officials
- Shake hands with other student-athletes and coaches after the contest regardless of the outcome
- Respect all student-athlete competitors regardless of school affiliation
- Search out opposing players to recognize them for outstanding performance or coaching
- Applaud at end of contest for performances of all participants
- Show concern for injured players regardless of team
- Encourage surrounding people to display only sportsmanlike conduct
- During the National Anthem, students, participants, and fans should remove any hats, face the flag, not talk, and remain still until the end of the anthem
- During the National Anthem follow the music and lyrics precisely when singing
- Cheerleaders lead fans in positive school yells in a positive manner

Unacceptable Behavior

- Making derogatory yells, chants, songs, or gestures
- Booing or heckling officials or opposing team
- Criticizing officials in any way; displays of temper with an official's call
- Refusing to shake hands or to recognize a good performance
- Blaming losses on contest officials, coaches, or participants.
- Laughing or name-calling to distract an opponent
- Using profanity or displays of anger that draw attention away from the contest
- Doing own yells instead of following lead of cheerleaders
- Demeaning acts such as audible remarks, actions, or gestures (ex: turning backward during introductions, holding up newspapers, shaking car keys, comments after each player is introduced, etc.)

Spectators who choose to demonstrate inappropriate conduct while attending any SSSD athletic event, home or away, are subject to removal from the contest. No admission refund will be given if ejected or arrested. A severe violation of conduct by any fan may result in a ban from future games. Repeated offenses of inappropriate conduct may result in temporary or permanent suspension from SSSD athletic events.

E4: COMMUNICATIONS BETWEEN PARENTS & COACHES

Parenting and coaching are both challenging roles for the adults in the lives of student-athletes. By understanding the proper communication expectations between parents and coaches, both may create a better setting to resolve differences and provide a more positive experience for the student-athlete. Parents have an expectation to know and understand the expectations that coaches place on them and their children. Meanwhile, coaches have the right to know that if parents have a concern, they will discuss it directly with the appropriate coach at the appropriate time and place.

- Communication parents should expect from coaches:
 - pre-tryout and/or pre-season team meeting for players and coaches
 - the coach's philosophy
 - expectations of players and their roles they play on the team
 - locations, times, places of practices and contests
 - team requirements, associated costs or fees, special equipment needed, school and team rules, off-season expectations
 - procedures that will be used if your child is injured during participation

- Communication coaches should expect from parents:
 - concerns regarding their child expressed directly to the coach at the appropriate time and place (not right after a game)
 - specific concerns in regard to the coach's philosophy and/or expectations
 - notification of any schedule conflict well in advance

During the course of the season student athletes may experience many successful experiences, as well as challenging experiences. There are times when things don't go well for a student-athlete and a parent wishes to communicate with a coach. These discussions are encouraged so all may be on the same page.

- Appropriate communications with coaches:
 - what your child needs to do to improve their performance
 - treatment of your child, both physical and mental
 - concerns about your child's behavior

- Inappropriate communications with coaches:
 - playing time or skill level of other student-athletes
 - team strategy
 - play calling
 - any situation that deals with another-student athlete and not your child

When a conference is required or needed between the coach and parent, the following procedure should be used:

Step 1:

- call the coach to set up an appointment
- if the coach cannot be reached, call building administration or the athletic director and ask for assistance to set up a meeting with the coach
- prepare for what the end result of the meeting should be
- stick to the facts as you understand them

- do not confront the coach before, during, or after a practice or contest. These can be emotional times for both the coach and parent.

Step 2:

- If this conference does not provide resolution, then the parent should contact the building level principal or athletic director for a meeting.

If a resolution cannot be reached then decisions rendered by the district athletic director and building level administration are final, as they pertain to the athletic program.

Parents may often try to go directly to the building administration or the athletic director without first speaking to the coach. The most common reason cited is a fear the coach will punish a player if confronted by the player and/or the parents. There is little evidence to support this claim, yet this belief strains relations among all involved. Stakeholders who fail to first meet with the coach will be sent back to that step before the district athletic director will meet. Anonymous “tips” and “information” will not be considered nor addressed.

E5: Fund Raising Guidelines (Board Policy 6.6)

The school district acknowledges that student and parent organizations connected to the school can conduct fund-raising activities to provide support for school projects and activities. The board of education allows such fund-raising, within the guidelines outlined below.

Each sport or booster club is expected to conduct no more than two (2) fundraisers per fiscal year (July 1 to June 30) unless permission is requested and granted by the superintendent. All athletic fund-raising activities by student or adult groups, must have prior approval of the athletic director, the building principal, district fund-raising coordinator, and superintendent.

Requests must include:

- the duration of such activities
- the amount to be raised and for what purpose the fund will be used
- the amount needed to initiate the fundraiser
- the product to be sold and/or description of activity

E6: Collection of funds by Booster Clubs

Funds shall be brought to the SSSD athletics assistant and deposited in school activity accounts upon their receipt. The athletics assistant will write a receipt for the booster club officer. Deposits should be made daily. If an activity concludes after regular school hours and arrangements could not be made for a daily deposit, then funds should be brought to the SSSD athletics assistant and deposited the morning of the next business day.

E7: Donations & Sponsorships

Occasionally donors will wish to make cash or goods and services donations to various sports or teams. These may be accepted by the coach after consulting with the district athletic director and building administration. If monetary donations are given, it will be deposited in the Siloam

Springs Athletic Department's donation account. All donations are subject to "no strings attached" with funds being used solely at the discretion of the athletic director.

Teams may also seek sponsorships for pre-game meals and/or post-game meals. Sponsorship offers must be reviewed first by the Athletic Director before being sought by the coach.

E8: Booster Clubs and VIPS (See Appendix B)

The SSSD encourages parental and community support of its athletic teams through booster club membership. Booster clubs assist individual sports with fundraising and expenses not covered in the sport's activity account.

Each booster club has an activity account set up through the district. These activity accounts are subject to the policies and guidelines of the SSSD. No external bank accounts may be maintained by a SSSD Booster Club.

Please follow these rules for obtaining and returning event startup money:

1. Establish a pre-determined amount for the request. This should be large enough to provide for the normal needs of the concession/event but no larger than necessary for the intended purpose.
2. Request a purchase order for the amount of the request determined in step one. The purchase order should be made in the name of the **school employee** who will pick up the startup money advance check. The comments on the PO should say that it is startup money and should list the event name
3. The advance check will be cut in the name of the school employee on the PO. This person must come to the central office to pick up the check and sign the cash advance paperwork.
4. Once the check is cashed, the beginning change should be counted and two people sign off on the count. This should be recorded in writing on the count sheet. We have an athletic form that should work for this purpose.
5. At the end of the event, two people should count the cash and it should be recorded on the count sheet. If this is for a recurring event like a concession stand during the season, keep out the amount for the change drawer from the night's **proceeds**.
6. Two deposit tickets and receipts need to be created. The total of the two must reflect the amount on the count sheet.
 - a. One deposit ticket and receipt should be made to reflect that the start-up money has been re-deposited. It should be the exact amount of the advance check that was created. **A copy of the deposit ticket and receipt should be given to the person to whom the advance check was cut so that it can be given to central office to close the paperwork on the cash advance.** Even if the event was a recurring event, this deposit of the startup money should be made after the first event so that the cash advance paperwork is complete.
 - b. The second deposit ticket and receipt should be made to reflect the rest of the proceeds. Again, if the event is recurring each week like a concession stand, subtract the startup change for the **next** event from this amount.

SSSD Athletic Department Purchase Order Procedure:

1. Get a quote from the vendor for the requested purchase.
 - This quote must be from the vendor and include all shipping/handling charges.
 - This quote cannot be an email from you, but it can be an email from the vendor.
 - If the quote is over \$10,000, then STOP because you must follow bid procedures.
2. Fill out the SSSD Athletic Department PO request form.
 - This form is available in the athletic director's office.
3. Submit the PO request form, along with the vendor quote, to the athletic director.
 - PLAN AHEAD....Please allow two (2) weeks for the request to be processed.
 - The request will be approved or denied by the athletic director within one to two days.
 - If the request is "Denied," then the Athletic Director will contact you via email.
 - The PO request is then "encumbered" in APSCN by the athletic assistant within one to two days.
 - The "encumbered" request is then approved in APSCN by the Athletic Director within one to two days.
4. Once the PO has been approved in APSCN, the athletic assistant will contact you with a PO number within one to two days.
5. Once you have received a PO number from the athletic assistant, then the coach will contact the vendor and place the order.
 - The athletic assistant will NOT place the order.
6. Once you have received the order and confirmed that it is accurate, then sign and date the invoice or other documentation stating the order was received.
7. Submit the invoice and all other documentation to the athletic assistant for payment.

Reimbursement of funds to booster club members:

Prior approval from the district is required on all requests for reimbursements from a booster club activity account. You must also have written authorization from the booster club president. This authorization and all itemized receipts must be brought to the athletics assistant for athletic director approval and then submitted to the central office for processing.

VIPS (Volunteers in Public Schools):

A booster club member is classified as a Level 1 Volunteer. A Level 1 Volunteer is limited to being with students while a school employee is present and at no time should a Level 1 Volunteer be left alone with students.

Booster club (band, athletics, agri. etc.) volunteers are sometimes called upon to help with concession stands, end-of-the-year celebrations, or other fundraiser activities supporting student activities, but not directly working with students.

E9: Awards

Each sport will furnish letterman awards for all high school varsity letter winners in that sport.

E10: Athletic Department Lettering Guidelines

Student/Athletes can earn a letter for high school varsity level competition by:

- Participation - compete in varsity level competitions for that sport. Each varsity level sport will determine the number of quarters, matches, innings, etc. that determine a letter.
- Performance - obtain a level of pre-determined achievement in that sport. Each varsity level sport will determine the number of points/runs scored, times/standards achieved.
- Special Circumstance - the sport coach can award a letter to a student/athlete that has experienced extenuating circumstances. These circumstances could involve an injury, illness or special service rendered to the team (i.e. student manager or student trainer).

All student-athletes that participate as a member of a team for three (3) consecutive years of high school competition (grades 9 - 12) will automatically earn a letter. If a sport is not offered in the ninth grade, the above requirement will be for two (2) consecutive years.

All student-athletes will be allowed to purchase a Siloam Springs High School jacket with a letter during their freshman year, but will only receive the award inserts when they earn them according to the criteria above.

All jackets will be the same and not changed based upon an individual coach's or team's preference. Jackets will have a maroon wool body and grey leather sleeves.

The purchase of Siloam Springs High School athletic letter jackets will be coordinated through the athletic department office, however, student-athlete and/or parent/guardian is responsible for payment directly to the vendor.

E11: Uniforms

Varsity sports uniforms are ordered on a rotation basis. Previously worn uniforms may be passed down to ninth grade.

Replacement uniforms will be ordered as needed.

ATHLETIC DEPARTMENT CODE OF CONDUCT

F1: SSSD Student-Athlete Code of Conduct

I accept responsibility for my behavior on and off the field. I understand that what I do and say affects my teammates, school, and other people either positively or negatively.

I lead courageously and live with integrity by speaking up against injustice and on behalf of others even when it is hard or unpopular.

I act with respect toward myself and the people and things around me including my parents, my coaches, my teammates, my teachers, my opponents, and the spectators.

I do not put people in boxes according to their race, gender, religion, neighborhood, sexual orientation or abilities. I judge people by the content of their character.

I act with empathy. I try to understand what is going on in the hearts and minds of others and what is causing those feelings so that I can be supportive and encouraging. I ask, "How can I help you?"

I serve as a role model at all times by talking politely and acting courteously toward coaches, teammates, opponents, officials, and spectators. I understand that it is a privilege to represent my family, school and community as a student-athlete.

I give 100% effort to practices, games, and events. I understand that effort demonstrates my commitment to the team and my respect for my coaches and teammates.

I display good sportsmanship. I acknowledge and applaud the efforts of others. I encourage my teammates with positive statements. I refrain from boasting to my teammates and 'trash-talking' to members of other teams. I accept defeat graciously by congratulating my opponents on a game well played.

Because I represent my family, school, and team, I abide by the policies, rules and guidelines of the school, team, and coaches.

F2: Code of Conduct Violations

Student-athletes committing code of conduct or school handbook violations will be handled on a case-by-case basis. Repeated offenses may result in additional consequences from the coach and/or building administration. Consequences may range from a minimum of a warning to a maximum of dismissal from the team and/or activities program in addition to any other consequences as defined in the Siloam Springs High School or Middle School Student Handbooks.

Student-athletes who are suspended (OSS or ISS) or expelled from school cannot participate in extracurricular activities during the time of their suspension/expulsion and are not allowed to attend school activities during this time. A student-athlete who exhibits inappropriate behavior may be removed from extracurricular participation (including practices) at the discretion of the

coach, athletic director or building administrator. However, no such action will occur without parental/guardian contact.

F3: Alcohol & Drug Violations

Students in the Siloam Springs School District and who are in its activities program who possess, use, sell, distribute, or are under the influence of alcohol, illegal drugs, look-alike drugs, any prescription drug without proper prescription, or drug devices, or any items purporting to be alcohol or drugs shall be subject to the consequences as defined by SSSD School Board policy and the Siloam Springs High School and Middle School Handbooks.

During the duration of any consequences imposed due to the alcohol/drug offense, the student-athlete is ineligible to participate in any interscholastic competition or practice. Repeat violations of the SSSD alcohol/drug policy may result in dismissal from the athletic team or athletic program. However, no such action will occur without parental/guardian contact.

Student-athletes that miss competitions or practices due to disciplinary consequences imposed by building level administration are subject to team consequences as defined in the sport-specific information located in Appendix C.

F4: Tobacco Violations

Students in the Siloam Springs School District and who are in its activities program who possess, use, sell, distribute, or are under the influence of tobacco, tobacco products, or items purported to be tobacco shall be subject to the consequences as defined by SSSD School Board policy and the Siloam Springs High School and Middle School Handbooks.

During the duration of any consequences imposed due to the tobacco offense, the student-athlete is ineligible to participate in any interscholastic competition or practice. Repeat violations of the SSSD tobacco policy may result in dismissal from the athletic team or athletic program. However, no such action will occur without parent/guardian contact.

Student-athletes that miss competitions or practices due to disciplinary consequences imposed by building level administration are subject to team consequences as defined in the sport specific information located in Appendix C.

NOTE:

The Siloam Springs School District's athletic program will be monitored by the superintendent, athletic director, and building principals. Any student-athlete that misses a competition or practice due to consequences for misbehavior imposed by building level administration will be subject to team consequences as defined in the sport-specific information located in Appendix C. The SSSD believes that consistent administration of this policy is important from school to school, and from sport to sport, and that appropriate due process procedures must be followed before any student is dismissed from an athletic team or athletic program.

THE SILOAM SPRINGS ATHLETIC DEPARTMENT
WOULD LIKE TO THANK THE FOLLOWING FOR
SERVING ON THE COMMITTEE FOR THE 2021-2022
STUDENT-ATHLETE & PARENT ATHLETIC HANDBOOK:

| | |
|---------------------|----------------------------------|
| Jackie Clement | Head Cheer Coach |
| Brandon Craig | Head Football Coach |
| Alan Hardcastle | Head Baseball Coach |
| Chuck Jones | Head Boys Track Coach/Parent |
| Sharon Jones | Head XC/Girls Track Coach/Parent |
| Brooke DeGaish | Head Swim/Dive Coach |
| Brian Nitz | Head Athletic Trainer |
| Abby Ray | Head Girls Soccer Coach |
| Tim Rippy | Head Girls Basketball Coach |
| Brooke DeGaish | Head Golf Coach |
| Jami Pierce | Head Bowling Coach |
| Emily Grace Ruggeri | Head Softball Coach |
| Luke Shoemaker | Head Boys Soccer Coach |
| Tim Stewart | Head Boys Basketball Coach |
| Joellen Wright | Head Volleyball Coach |
| Scott Wright | Head Tennis Coach |
| Jeff Williams | Athletic Director |

Appendix A

Booster Clubs



- Booster Club Officers Information Sheet
- Booster Club Constitution and Bylaws
- VIPS Information Sheet



Booster Club Officers:

(please complete and return to the Athletics Office)

President:

Name _____

Address _____

Phone (home)_____ (cell)_____

e-mail _____

Vice-President:

Name _____

Address _____

Phone (home)_____ (cell)_____

e-mail _____

Secretary:

Name _____

Address _____

Phone (home)_____ (cell)_____

e-mail _____

Treasurer:

Name _____

Address _____

Phone (home)_____ (cell)_____

Siloam Springs Athletic Department



Constitution and Bylaws of Booster Club

Article One Name and Location

Section 1. The name of the organization shall be _____ Booster Club.

Section 2. All club meetings may be held at such places within the Siloam Springs School District (SSSD) as designated by SSSD administration and club officers.

Article Two Purposes and Structure

Section 1. Purposes. This club is organized exclusively for charitable, literary, and educational. The purposes of the _____ Booster Club include raising funds and purchasing needed equipment and services to be used by student-athletes and coaches of the SSSD _____ team.

This club shall be governed by the policies of the SSSD and is subject to the financial and accounting procedures of the SSSD. This club shall be self-supporting, non-commercial, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the SSSD or the SSSD Athletic Department nor to control its policies.

No part of the net earnings of the club shall inure to the benefit of any director of the club, officer of the club, or any private individual (except that reasonable compensation may be paid for services rendered to or for the club affecting one or more of its purposes). No substantial part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The club shall observe the following regulations: Siloam Springs School District Booster Club Guidelines, SSSD Board Policies and financial accounting procedures, Arkansas Activities Association guidelines and all pertinent local, state and federal laws.

Article Three Membership

Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children who participate in the

Booster Club, and who will uphold the policies of this organization and agree to its Bylaws.

Siloam Springs Athletic Department



Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.

Section 4. Dues. Annual dues shall be assessed in such amounts as determined by a 2/3 majority of the members present at the organizational meeting for the upcoming year. Dues shall be paid upon joining the club.

Article Four **Leadership**

Section 1. Officers. Officers shall be elected at the last general business meeting at the end of each season and will take office immediately. The nominating committee will name a slate of officers and the floor will also be open for nominations. The officers will be elected by simple majority of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers. The officers and their respective duties are as follows:

a. The President (required) shall:

- Regularly meet with the designated district representative regarding booster activities;
- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Authorize purchase order and reimbursement requests.

b. The Vice President (optional) shall:

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.

Siloam Springs Athletic Department



c. **The Secretary (*required) shall:**

- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the bylaws of the organization.

d. **The Treasurer (*required) shall:**

- Deposit money as collected on a daily basis;
- Present a current financial report to the general membership within thirty days of the previous month end;
- File current financial reports with the district representative on a quarterly basis;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Other specific duties as outlined in the bylaws of the organization.

* Can be combined into one position if desired.

Section 5. Term. Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed.

Section 6. Meetings. Officers shall provide for by resolution the time and place for the holding of meetings of the club membership.

Section 7. Quorum. A majority of the club membership shall constitute a quorum for the transaction of business at any meeting of the club.

Section 8. Voting. Each qualified family unit, as described in Article Three, Section 2 of these Bylaws, shall have the right to cast one vote at any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

Article Five **General Provisions**

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a SSSD activity account and are subject to the rules and regulations of the SSSD.

Siloam Springs Athletic Department



Section 3. Annual Statement. The officers shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization. This statement must also be presented to the athletic director.

Article Six **Standing Committees**

Section 1. Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet.

Section 2. Fundraising Committee. Responsible for developing and managing fundraising projects.

Section 3. Membership Committee. Distribute membership information and coordinate membership drive.

Article Seven **Amendments**

Section 1. Amendments to Bylaws. These bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the club membership, provided that such alterations, amendments, or proposed substitute bylaws have been read or distributed to all members present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

CERTIFICATE OF CLUB OFFICERS

We certify that we are the duly elected and acting officers of the _____
Booster Club and these bylaws constitute the club's bylaws. The bylaws were duly adopted at a
meeting of the board of directors held on _____, 20 ____.

Printed Name (President of the Club)

Signature (President of the Club)

Printed Name (Vice-President of the Club)

Signature (Vice-President of the Club)

Printed Name (Secretary of the Club)

Signature (Secretary of the Club)

Printed Name (Treasurer of the Club)

Signature (Treasurer of the Club)

**Siloam Springs School District
Volunteers in Public Schools
Information Form**



Thank you for your interest in the VIPS program. Our school district is creating a resource database of volunteer information that will enable the schools to track our volunteer hours. Your involvement is important to your child's education. Only one form needs to be filled out regardless of how many buildings you have children attending. One form can be used to submit the names of both parents if both would like to volunteer. Thank you for your willingness to volunteer. A representative from our VIPS program should contact you soon.

First Volunteer: Name (Please Print) Relation to Student(s)

Second Volunteer (if applicable): Name (Please Print) Relation to Student(s)

Student # 1 Name: _____ Teacher: _____ Grade: _____

Student # 2 Name: _____ Teacher: _____ Grade: _____

Student # 3 Name: _____ Teacher: _____ Grade: _____

Student # 4 Name: _____ Teacher: _____ Grade: _____

First Volunteer: Contact Information

Home E-mail Address: _____

Work E-mail Address: _____ Work Phone: _____

Home Phone: _____ Mobile Phone: _____

Preferred Method of Contact: Home Phone Cell phone Email

I previously completed a background check for the VIPS program and verify that nothing in my background has changed since that check was run that would prohibit me from working with children. (Mark this box only if applicable.)

Signature of Volunteer Date

Second Volunteer (if applicable): Contact Information

Home E-mail Address: _____

Work E-mail Address: _____ Work Phone: _____

Home Phone: _____ Mobile Phone: _____

Preferred Method of Contact: Home Phone Cell phone Email

I previously completed a background check for the VIPS program and verify that nothing in my background has changed since that check was run that would prohibit me from working with children. (Mark this box only if applicable.)

Signature of Volunteer Date

Information Below is for office use only:

District Level Orientation Complete Date: _____

Trainer's Initials: _____

Student Level Cleared Date: _____

VIPS Coordinator's Initials: _____

Appendix B

Forms



- **Student-Athlete & Parent/Guardian Signature Form (Dragonfly)**
- **Physical Form – Part I**
- **Physical Form – Part II**
- **Physical Form – Part III**
- **Permission to Leave Campus & Travel Form (Dragonfly)**

PART II - MEDICAL HISTORY

STUDENT-ATHLETE _____

| MEDICAL HISTORY OF STUDENT & FAMILY | YES | NO | MEDICAL HISTORY OF STUDENT & FAMILY | YES | NO |
|---|-----|----|--|-----|----|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason? | | | 30. Have you had infectious mononucleosis (mono) within the last three months? | | |
| 2. Do you have an ongoing medical condition (like diabetes or asthma)? | | | 31. Have you ever had mono or any illness lasting more than two weeks? | | |
| 3. Are you currently taking any prescription or non-prescription (over the counter) medicines or pills? | | | 32. Do you have any rashes, pressure sores or other skin problems? | | |
| 4. Do you have allergies to medicines, pollens, foods or stinging insects? | | | 33. Have you ever had herpes skin infection? | | |
| 5. Do you have prescriptions for use of epinephrine, adrenalin, inhaler or other allergy medications? | | | 34. Have you ever had a head injury or concussion? | | |
| 6. Have you ever passed out or nearly passed out during or after exercise? | | | 35. Date of last head injury or concussion: _____ | | |
| 7. Have you ever passed out or nearly passed out at any other time? | | | 36. Have you ever been hit in the head and been confused or lost your memory? | | |
| 8. Have you ever had discomfort, pain or pressure in your chest during exercise? | | | 37. Have you ever been knocked unconscious? | | |
| 9. Have you ever had to stop running after 1/4 or 1/2 mile for chest pain or shortness of breath? | | | 38. Have you ever had a seizure? | | |
| 10. Does your heart race or skip beats during exercise? | | | 39. Do you have headaches with exercise? | | |
| 11. Has a doctor ever told you that you have (circle all that apply): High Blood Pressure A heart murmur High cholesterol A heart infection | | | 40. Have you ever had a numbness, tingling or weakness in your arms or legs after being hit or falling? | | |
| 12. Has a doctor ever ordered a test for your heart? | | | 41. Have you ever been unable to move your arms or legs after being hit or falling? | | |
| 13. Has anyone in your family died suddenly for no apparent reason? | | | 42. When exercising in heat, do you have severe muscle cramps or become ill? | | |
| 14. Does anyone in your family have a heart problem? | | | 43. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease? | | |
| 15. Has any family member or relative died of heart problems or sudden death before age 50? (That is not accidental) | | | 44. Have you had any other blood disorders or anemia? | | |
| 16. Does anyone in your family have Marfan Syndrome? | | | 45. Have you had any problems with your eyes or vision? | | |
| 17. Have you ever spent the night in a hospital? | | | 46. Do you wear glasses or contact lenses? | | |
| 18. Have you ever had surgery? | | | 47. Do you wear protective eyewear, such as goggles or a face shield? | | |
| 19. Have you ever had an injury, like a sprain, muscle or ligament tear, or tendonitis that caused you to miss a practice or game? | | | 48. Are you happy with your weight? | | |
| 20. Have you had any broken or fractured bones or dislocated joints? | | | 49. Are you trying to gain or lose weight? | | |
| 21. Have you had a bone or joint injury that required X-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? | | | 50. Do you limit or carefully control what you eat? | | |
| 22. Have you ever had a stress fracture? | | | 51. Has anyone recommended you change your weight or eating habits? | | |
| 23. Have you ever had an x-ray of your neck for atlanto-axial instability? OR Have you ever been told that you have a disorder or any neck/spine problem? | | | 52. Do you have any concerns that you would like to discuss with a doctor? | | |
| 24. Do you regularly use a brace or assistive device? | | | 53. What is the date of your last Tetanus immunization? | | |
| 25. Have you ever been diagnosed with asthma or other allergic disorders? | | | FEMALES ONLY | | |
| 26. Do you cough, wheeze or have difficulty breathing during or after exercise? | | | 54. Have you ever had a menstrual period? | | |
| 27. Is there anyone in your family who has asthma? | | | 55. Age when you had your first menstrual period? _____ | | |
| 28. Have you ever used an inhaler or taken asthma medicine? | | | 56. How many periods have you had in the last 12 months? | | |
| 29. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ? | | | 57. Do you take a calcium supplement? | | |

This form must be completed and signed, prior to the physical examination, for review by examining physician.
 Explain "Yes" answers below with number of the question. Circle questions you do not know the answers to.

Parent/Guardian Signature _____

Date _____

Student-Athlete Signature _____

Date _____

PART III: PHYSICAL EXAMINATION

NAME: _____ SCHOOL: _____

| | | | | |
|---|---------------|--------------------------------|------------|------------|
| HEIGHT: _____ | WEIGHT: _____ | SEX: _____ | AGE: _____ | DOB: _____ |
| *Tanner Stage or maturation index (males only): _____ | | BP: _____ | | |
| * Percent Body Fat: _____ | | Pulse *(rest) _____ | | |
| | | * (exercise) _____ | | |
| * Audiogram: _____ | | * (recovery) _____ | | |
| | | *FEV or peak flow (rest) _____ | | |
| * Vision: Corrected (L) _____ (R) _____ (Both) _____ | | * (exercise) _____ | | |
| Uncorrected (L) _____ (R) _____ (Both) _____ | | * (recovery) _____ | | |

| | N | ABNORMAL | | N | ABNORMAL |
|------------------------------|---|----------|---------------------------------------|---|----------|
| Eyes | | | Cervical spine/neck | | |
| Ears | | | Back | | |
| Nose | | | Shoulders | | |
| Throat | | | Arm/elbow/wrist/hand | | |
| Teeth | | | Knees/hip | | |
| Skin | | | Ankle/feet | | |
| Lymphatic | | | Marfan Screen | | |
| Lungs | | | *Urine | | |
| Heart | | | *Hemoglobin or HCT and/or Iron stores | | |
| Peripheral Pulses | | | ^Echocardiogram | | |
| Abdomen | | | ^ Neuropsych Testing | | |
| Genitalia/hernia (male only) | | | ^ Pelvic Examination | | |

* WHEN MEDICALLY INDICATED
(Physician judgment based on history, exam, and knowledge of other recent physical and laboratory evaluations)

^ WITH SPECIAL INDICATIONS
(These studies may be recommended for the athlete because of history or physical findings and may or may not be required before making participation decision.)

I have reviewed the data above, reviewed his/her medical history form and make the following recommendations for his/her participation in athletics:

CLEARED WITHOUT RESTRICTIONS

- Cleared **AFTER** further evaluation or treatment for: _____
- Cleared for **LIMITED PARTICIPATION** (check and explain "reason" for all that apply):
- Not cleared for (specific sports)
 - Cleared only for (specific sports)
- Reason(s): _____

NOT CLEARED FOR PARTICIPATION:

- Recommend close monitoring during early conditioning because of weight/fitness/other
- Recommend restrictions or monitoring or weight gain or loss
- Other: _____

Reason(s): _____

Physician Signature: _____ +M.D. Date of Examination: _____

Date Signed: _____

+ (MD, DO, NP, PA)

