

# Colfax Middle/High School

Athletic Code of Conduct



Revised 7-10-2018

## Table of Contents

Colfax Experience/Mission Statement .....	2
Colfax Middle/High School Athletic Programs .....	3
Overview .....	4
General Policies/WIAA and Colfax Regulations .....	5
Search and Seizure/Insurance Coverage/School Athletic Trainers/Care of Equipment .....	6
Age of Majority/Revision of Policies/Uniform Fees/Awards/Individual Sport Regulations .....	7
Transportation/Attendance/Hygiene/Values/State Tournament .....	8
Parent-Athlete-Coach Communication and Expectations .....	9
Scholastic Eligibility/Training Rules .....	10
Code Violation Penalties/Clarification of Disputes .....	11
Due Process Procedure/Athletic Council .....	12
Appendix A-Letter requirements .....	14
Appendix B-Individual Awards .....	15
Appendix C- High School Athletic Eligibility Information Bulletin .....	17
Appendix D-Concussion Education Acknowledgement .....	22
Appendix E-HIPPA Information .....	23
Appendix F-ImPact Test Information .....	24
Appendix G- Athlete and Parent Signature Page .....	26
Appendix H- Informed Consent and Medical Emergency Card .....	27

### Colfax High School Athletic and Co-Curricular Experience

Participation in interscholastic athletics is a privilege. It is each student's right to be involved in athletics if he/she desires, however, it is also a privilege since it is a co-curricular activity which provides competitive experiences with athletes from other schools and places upon the student the responsibility of representing the school and community. This participation provides experiences in skill development, sportsmanship, competitiveness and physical activity. In addition, athletic competition can provide a foundation for school moral and community support. Each student participating in interscholastic athletics must follow all expectations set forth by the School District of Colfax.

The School District of Colfax prohibits discrimination against any person in employment, educational programs and activities on the basis of race, religion, gender, color, ancestry or national origin, age, political opinion, sexual orientation, marital status, veteran status, genetic information or physical or mental disability or any other basis prohibited by applicable law.

#### OBJECTIVES

1. To provide the best possible instruction to learn the skills of competitive and lifetime sport activities.
2. To provide experiences related to competition, cooperation and participation by rules during interscholastic competition while displaying a high degree of sportsmanship.
3. To learn and practice self-discipline, self-confidence, and self-understanding.
4. To provide experiences for students desiring to participate on teams in a healthy, competitive manner.
5. To help develop positive school and student value systems.
6. To promote community and school interaction through athletic and competitive experiences.

#### Mission Statement

To promote involvement in a variety of activities designed to provide meaningful opportunities that enhance the overall educational experience. Participation in high school activities gives students a better sense of belonging, helps develop time management skills, broadens their social network, develops a sense of community within the school, and the promotes healthy behaviors.

**WE  
ARE  
COLFAX**

**Colfax Middle and High School Athletic Programs****Girls' Sports**

Cross Country-Fall

Dance (9-12) –Fall&amp; Winter

Golf (9-12)-Fall

Volleyball-Fall

Basketball-Winter

Wrestling-Winter

Softball (9-12)-Spring

Track &amp; Field-Spring

**Boys' Sports**

Cross Country-Fall

Football-Fall

Dance (9-12)-Fall &amp;Winter

Basketball-Winter

Wrestling-Winter

Baseball (9-12)-Spring

Golf (9-12)-Spring

Track &amp; Field-Spring

Colfax High School is a member of the Dunn/St. Croix Conference. Schools in the Dunn/St. Croix Conference are as follows:

- Boyceville Bulldogs
- Colfax Vikings
- Durand Panthers
- Elk Mound Mounders
- Elmwood/Plum City Wolves
- Glenwood City Hilltoppers
- Mondovi Buffaloes
- Spring Valley Cardinals

Colfax High School is a member of the Wisconsin Interscholastic Athletic Association. This governing body determines the rules and regulations for all contests. The WIAA, by enrollment, classifies all schools for state tournament competition. Our division varies by sport from year to year.

### OVERVIEW

The School District of Colfax has adopted an Athletic Policies Handbook, which contains three general categories: General Policies, Coaches Code and Student Athletic Code. Each student will receive only the Student Athletic Code but will be given the remainder of the Policies Handbook upon request.

The policies discussed herein shall apply to all athletes involved in interscholastic athletics, managers, cheerleaders, and PomPom personnel in grades seven through twelve.

All members of the above groups shall hereafter be referred to as “athlete” and all persons in charge of coaching or directing a group shall be referred to as “coach”. Also all parents or guardians shall be referred to as “parents”.

The rules and regulations shall be in effect from the time the athlete and parent sign the agreement (Appendix G), on a continuous basis, for one calendar year. For example: if a girl participates in only volleyball, she will be governed by the Athletic Code through the rest of the school year. Also, if a boy participates in only baseball and signs the code at the beginning of the baseball season, the code shall govern his actions for one calendar year.

The athlete and parent must sign the agreement on **page 26-27** only once for each school year. This signed agreement must be returned to the athletic director before the athlete can participate in interscholastic athletics in the Colfax School District.

### GENERAL POLICIES

Guidelines must be established if any program is to operate smoothly. Thus, this set of regulations has been adopted by the Board of Education to govern the athletic program. Each student participating in interscholastic athletics must follow all expectations set forth by the School District of Colfax. It is the responsibility of the Athletic Director, coaches, athletes and any other directly or indirectly involved persons to adhere to these policies. Any item not expressly stated or implied shall be dealt with by the Athletic Director, High School Principal and/or Superintendent.

### **W.I.A.A. AND COLFAX REGULATIONS**

Below are listed some of the regulations of the W.I.A.A. pertaining to student eligibility. A complete set of regulations and/or their interpretations may be obtained from the Athletic Director or Coach.

#### **A student is not eligible if:**

1. You have attended more than eight semesters or 12 trimesters while enrolled in grades 9-12.
2. You reach 19 years of age prior to August 1<sup>st</sup>.
3. You have not been enrolled in some school by the 17<sup>th</sup> day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, etc.
4. You are a freshman student who has not completed all work below Grade 9, may be eligible only if he/she is meeting the academic standard in Grade 9 classes in addition to Grade 8 make-up courses.
5. You have graduated from a school offering studies through Grade 12 or its equivalent. (Exception would be those students who graduate in May are still eligible to continue their spring sports season and summer season.)
6. You do not have written evidence on file of (a) having passed an athletic physical determined by a licensed physician, (b) alternate year card if needed, (c) athletic code signed by the athlete and parent/guardian.
7. You have broken the athletic code of conduct. (The athletic code of conduct is in effect twelve (12) months of the year.
8. You and parent/guardian do not live in the school district in which you attend school, (this does not apply to open enrollment students who have enrolled prior to beginning of 9<sup>th</sup> grade) unless the WIAA has approved your residence situation.
9. You have violated your status as an amateur athlete by:
  - a. Accepting any amount of money or any kind of usable merchandise
  - b. Signing a contract for your services as an athlete
  - c. Permitting your name, picture, or personal appearance to be used for promoting anything
  - d. Playing under another name
10. You, at any time, have received an award of merchandise value such as a jacket, sweater, watch, billfold, etc. in recognition of your talent or accomplishment as an athlete. (Note: A student-athlete may receive awards which are symbolic in nature-trophies, medals, plaques, ribbons, etc.
11. You participate in a contest other than for your official interscholastic school team while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport. Note: Rule applies to same sport seasons.
12. You have played in an all-start contest.

## **SEARCH AND SEIZURE**

A student's athletic locker is the property of Colfax schools. This locker must be used for the purpose intended: a storage area for athletic apparel, clothes, and personal effects during practice and games. If school officials have a reasonable suspicion that the locker has stolen property, illegal or dangerous materials or substances in it, school officials may then search the locker, with or without the student's knowledge or consent. The Superintendent, Principal, or Athletic Director and coach will conduct the search.

## **ATHLETIC INJURIES-INSURANCE COVERAGE**

### **INSURANCE COVERAGE**

In case of injury your son/daughter will be covered first through your family's primary insurance. Colfax School District carries a secondary coverage with Student Assurance Services. A summary of the school benefit plan is available in the office along with all necessary forms. If an injury occurs every effort will be made to contact the family's physician. However, the school reserves the right to seek any qualified person in the case of an emergency. In order to eliminate any confusion or misunderstanding concerning the insurance program we ask that you please follow this procedure.

1. Please have your son/daughter notify the coach of all injuries. The coach will then report the injury and complete an injury report to the Athletic Director.
2. After your son/daughter has gone to the doctor, your personal insurance policy pays the initial bills.
3. After the injury you can request the Student Assurance Services form from the office to submit your unpaid bills to. Please notify the office prior to picking up this form, as they will need time to complete information on their end.
4. Claims must be submitted by ninety days from the date of the injury. If the claim is not filed during this time frame your right to file will be forfeited.
5. Student Assurances will then provide payment as per policy.

NOTE: Only in-season and school sponsored contact days will be covered by the secondary insurance. Open fields, open gyms, summer leagues, etc. are at your own risk and not covered by the secondary insurance policy.

### **SCHOOL ATHLETIC TRAINERS**

MAYO Clinic-Red Cedar Center provides our athletic training coverage at Colfax High School. Our athletic trainer is Sydney Kapitany. Her school visitation schedule will be posted in the high school office, on the athletic director's office door, and in the high school fitness center. She will also be covering most of our home high school events.

1. All injuries should be reported to the supervising coach, athletic trainer, or advisor immediately. Unreported injuries can lead to serious complications and increased time lost from competition.
2. Our athletic trainers are specifically trained in the care of athletic injuries. However, we urge use of your family physician. Very often a complete history of an athlete's health plays a role in the care of an athletic injury.
3. Should an injury be discovered after the athlete has returned home, the coach of the sport should be contacted as soon as possible.

### **CARE AND MAINTENANCE OF EQUIPMENT**

It is the athlete's responsibility to care for the equipment purchased by the school. Any equipment lost or damaged due to careless use or negligence shall be paid for by the athlete responsible for that equipment. An athlete may not participate in any sport while he/she has an athletic fine unpaid from another sport.

**AGE OF MAJORITY DISCLAIMER**

It shall be the policy of this school to apply to all athletes, the rules and regulations, without regard to age.

**REVISION OF THE POLICIES**

Revision of the policies stated herein shall usually be done each year and submitted to the Board of Education each summer. However, the Board reserves the right to make changes at any time where they deem necessary. The procedure listed in the previous paragraphs should be followed when making proposals for revisions.

**UNIFORM FEES**

The following uniforms are required of all high school athletes to purchase. The uniforms must be purchased through the high school via the Athletic Director.

1. Football-Practice jerseys
2. Basketball-Practice jerseys and shorts
3. Baseball- Hats
4. Volleyball-Spandex and knee pads
5. Track and Cross Country-Shirts and shorts

**AWARDS**

There are three types of awards given at Colfax High School. They are Varsity Letters, Individual Awards, Most Coachable Male and Female Athlete, and Male and Female Athlete of the Year.

1. Varsity Letters
  - a. Varsity letters will be given according to the criteria set up by each sport's coaching staff and approved by the Athletic Director. These are summarized in Appendix (A). They will however, be given out right after the season.
2. Individual Awards
  - a. Individual awards or trophies will be given out at the appropriate athletic banquet. The athletes receiving these awards will have met the criteria specified by each coach at the beginning of each season. The individual awards are listed for each sport in Appendix (B).
3. Athlete of the Year
  - a. Given to a senior boy and girl who meet the criteria listed in Appendix (B).
4. Most Coachable
  - a. Given to a senior boy and girls who meet the criteria in Appendix (B).

**INDIVIDUAL SPORT REGULATIONS**

Each coach must impose the Athletic Code on its athletes. However, the Coach may have rules and expectations more strict than those listed in this Athletic Code. Each athlete and the Athletic Director shall receive a written copy of these regulations prior to the first scheduled contest.



## TRANSPORTATION TO ATHLETIC CONTESTS

Colfax School District is responsible for transporting athletes to and from contests. Note: There may be instances where, due to lack of bus drivers, athletes are only transported to a contest. All athletes are required to ride the bus to and home from athletic events. "Home" from athletic contests means the athlete will be brought back to the school building. If a situation arises where an athlete cannot ride home on the bus, the athlete must obtain, from the office, a permission slip. This form must be completed and returned prior to departure for the contest. If this takes place students are permitted to ride home with PARENTS ONLY.

## CLASS ATTENDANCE

The athlete must be in school all day the day of a contest in order to participate. Exceptions, such as medical appointments, etc. may be made in advance and in writing with the high school principal using normal procedures. Unexcused tardies will count in determining attendance. For example:

1. Tardy to school the day of a contest-suspension from contest as deemed appropriate by Athletic Director.
2. Three unexcused tardies during the school -suspension from the next contest.
3. Leaving school without permission-suspension from contest as deemed appropriate by Athletic Director.

Every effort should be made to attend school the day following a contest if applicable. Repeated failure to do so shall be dealt with by the principal and the due process guidelines.

## PERSONAL HYGIENE

It is a well-established doctrine that a well-cared for mind and body can perform better than an abused one. It therefore, is the athlete's responsibility to maintain a proper diet at all times and get an adequate amount of sleep. Cleanliness and personal appearances are also important factors, which each person must deal with to meet the established requirements of the coach. The athlete should remember that they are a representative of the school and community when participating.

## ATHLETIC VALUES

There may be occasions when an athlete will have a conflict of responsibilities. The School District of Colfax suggests the following set of priorities for athletes to help aid in determining the athletes' primary responsibilities.

1. Family responsibilities
2. Academic responsibilities
3. Athletic responsibilities
4. All other social and school responsibilities.

## STATE TOURNAMENT ATTENDANCE

The following policies have been established for students wanting to attend a state tournament.

1. Parental approval for release from school must be presented to the principal previous to final clearance on classes.
2. Transportation, lodging, meals, and proper chaperones will always be the responsibility of the student.
3. Individual or team participants in the tournament will attend according to WIAA regulations with expenses paid per WIAA regulations. The school will provide the following for a student participating in a state tournament and the coach of the participant.
  - a. Hotel accommodations arranged by Athletic Director, Principal or Superintendent.
  - b. Transportation
  - c. Meals provided according to district policy

## PARENT/ATHLETE/COACH COMMUNICATION AND EXPECTATIONS

The School District of Colfax believes in having a set of clear expectations for their parents, athletes, and coaches. Each one of these individuals is representing the school and community and therefore should do so in a respectful manner. When a child becomes an athlete involved in co-curricular activities both parents and coaches have a right to understand the expectations placed on the athlete and on each other. Clear communication is the key to establishing a positive relationship with all these groups of people.

Communications parents and athletes should expect from coaches:

1. Team member expectations.
2. Practice times and locations.
3. Specific team requirements, fees, equipment, game attire, and off-season opportunities.
4. Policies for missing games or practice, both excused and unexcused.
5. Team rules beyond the Colfax School District Athletic Code.
6. Lettering requirements.
7. The coaches display good sportsmanship, use appropriate language, promote a healthy environment, and use safe teaching techniques.

Communications/expectations coaches should have from parents:

1. Notification of any schedule conflicts that may occur, well in advance.
2. Support for the School District of Colfax Athletic Code and all team rules/expectations.
3. Support for all team members and coaching staff.
4. Positive support at games for their son/daughter, their teammates, and coaching staff.
5. Good sportsmanship and positive language at all events.
6. If a parent has a concern that they would like to address with the coach, please wait **48 hours** before contacting the coach.
7. Parents should not expect to meet with a coach immediately before or after a game to communicate concerns. Any meeting should follow the proper channels and be schedule in advance.

Communications/expectations coaches should have from all athletes:

1. Communication with employer, to adjust work schedule, if possible, based on sport practice and game schedule.
2. Notification of any schedule conflicts that may occur, well in advance.
3. Support for the School District of Colfax Athletic Code and all team rules/expectations.
4. Support all team members and coaches. (Team comes first)
5. Positive support at games for their teammates and coaching staff.
6. Good sportsmanship and appropriate language at all events, including practice.
7. A great work ethic and attitude at practice and in games.
8. If the athlete has a concern, please see the coach ASAP to talk about the issue at hand.

## PROCESS OF ADDRESSING CONCERNS

Any concerns or communications the athlete and/or parents may have about their specific sport should be addressed in the following manner.

1. The athlete speaks with the coach. Parents should help the athlete prepare to discuss his/her concerns with the coach while encouraging the athlete to take personal responsibility.
2. If the meeting between the athlete and coach is not resolved, the parent should schedule a conference with the coach. This conference should also include the athlete. **DO NOT** try to contact the coach immediately before or after a contest. If the coach cannot be reached please contact the Athletic Director.
3. If the conference between the parent, athlete, and coach does not resolve the concern, please contact the Athletic Director. The Athletic Director will then set up a meeting with the coach, parent, and athlete. The Athletic Director will mediate the conference.

### Scholastic Eligibility and Training Rules

#### Scholastic Eligibility

1. No student may have an “F” in any subject during a grade report period.
2. Any student who receives an “F” for any grading period will be ineligible for 15 school days during which time the grades will be reviewed. If the “F” is upgraded the student will regain eligibility on the 16<sup>th</sup> school day. If the “F” remains the same, the student will remain ineligible until the athletes’ grade is raised. Documentation from the teacher is required.
3. Grades for 1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, and 2<sup>nd</sup> semester will be used.
4. Determination of fall eligibility shall be based on the previous spring term. The ineligibility period should be as follows, based on WIAA guidelines:
  - a. The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the earliest allowed competition of a sport or (2) one-third of the maximum number of games/meets allowed in a sport.

#### Training Rules

Athletes represent the School District of Colfax to the community and general public and must do so in a manner that displays respect for themselves and others. Their behavior must reflect the standards of the school and community. Since interscholastic athletics is a voluntary involvement, each athlete must live within certain training rules. It is the responsibility for each athlete to know and abide by the rules and procedures listed. The rules and regulations of this code shall apply to an athlete throughout the calendar year, not just their sport season.

Information pertaining to violations of the rules herein shall be submitted to the Athletic Director or School Authorities in writing. The statement should clearly describe the violation that has occurred and shall be dated and signed by the witnesses.

An athlete shall be suspended from interscholastic athletics for:

1. Use, sell, deliver, or possess any form of tobacco or nicotine products including vape and/or vaping products.
2. Use, sell, deliver, or possess intoxicating liquor, wine and fermented malt beverages.
3. Use, sell, deliver, or possess illegal drugs or controlled substances as defined by Chapter 161.02 and 161.275 of Wisconsin State Statutes.
4. Involvement in any immoral/unacceptable conduct or lying contrary to the ideals, principals, and standards of the school and athletic association.
5. Commit flagrant violations of game rules
6. Commit any inappropriate use of technology, social media, and/or electronic devices, including but not limited to, inappropriate language comments, harassment, bullying, and inappropriate/illegal images.
7. Commit any criminally related activity (shoplifting, burglary, illegal use of a weapon, vandalism, theft, trespassing, poaching, possession of stolen property, etc.), obstruction of law, or municipal/county ordinances, or state or federal law violation.

Students guilty of violations 1-7 will be subject to the following suspensions. However, those guilty of a criminal activity (#7) may have a penalty based on the severity of the criminal activity at the discretion of the Athletic Director. Athletes who in good faith refer themselves or parents who refer their son/daughter for help in dealing with chemical use (#1-3) will have their penalty reduced as deemed appropriate by the student’s School Counselor and Athletic Director, for their first violation only. The length of any suspension will be calculated using WIAA rounding procedures.

### CODE VIOLATION PENALTIES

**1<sup>ST</sup> OFFENSE:** The athlete will be suspended from the team for a minimum of 25% of the total scheduled contests in the sport that he/she is participating and will carry over to the next sport the athlete participates in.

**2<sup>ND</sup> OFFENSE:** Within one year of the enactment of any previous suspension, the athlete will be suspended for the equivalent of one sport season. (Example: If an athlete is suspended with 40% of a season remaining, then they shall remain suspended for 60% of the next season in which they participate.)

**3<sup>RD</sup> OFFENSE:** Within 2 years of any previous suspension, the athlete shall be suspended for one year.

### **AODA ASSESSMENT**

The athletic director will reduce a penalty by up to 50% if the athlete seeks an AODA Assessment from a community agency and follows all of the recommendations of the assessor. Documentation of completion must be submitted to the Athletic Director, on letterhead, from the community agency assessor.

### **SUSPENSION**

Suspension from athletics will be made by the Athletic Director. The Athletic Director will notify the athlete and his/her parents of the suspension. A follow-up letter will be sent home detailing the steps that need to be followed during the suspension.

### **ENACTMENT OF SUSPENSION**

1. If the violation requires suspension, and the athlete appeals the suspension, the athlete is ineligible during the appeal process.
2. Athletes who have committed a violation may not join a sport already in progress in order to serve that penalty.
3. An athlete must complete the entire sport season, even after the suspension has been served, in order for their suspension to be considered complete.
4. An athlete may appeal a suspension. The appeal must be submitted to the Athletic Director in writing within 5 days of the issuance of the suspension.

### **CLARIFICATION OF DISPUTES**

An athlete, his/her parents, and/or his/her coach can appeal an athletic suspension by requesting a meeting with the Athletic Director. If it is not possible to resolve the dispute by meeting with the Athletic Director, the appeal should be brought to the following parties in order and following the procedure outlined in this section.

1. Athletic Director
2. Athletic Council
3. High School Principal

## DUE PROCESS PROCEDURE

If the accused feels that a wrong decision has been made, he or she may follow the procedure outlined below to appeal the decision. It is imperative that the accused follows this exact procedure. If an athlete appeals a suspension, according the school's appeal procedure, the student is ineligible during the appeal process.

1. If the athlete and/or parents are not satisfied with the findings of the Athletic Director, they may request in writing to the Athletic Director, a hearing before the Athletic Council. This request must be made within 5 days of the decision of the Athletic Director. The Athletic Director shall summarize all information regarding the violation, in writing and provide it to the accused and the parents of the accused within 5 days of the appeal request. The date, time and place of the Athletic Council hearing shall be included in this letter.

Present at the hearing shall be the Athletic Director, Athletic Council, athlete, parents of the athlete and any other directly involved individuals. The athlete may have representation if desired. The proceedings of this hearing and the decision of the Athletic Council shall be made to the accused and the parents of the accused in writing within 5 days after the hearing.

2. If the athlete and/or parents are not satisfied with the findings of the Athletic Council, they may request in writing to the Athletic Director a hearing before the High School Principal. This request must be made within 5 days of the decision of the Athletic Council. The Athletic Director shall summarize all information regarding the violation, including summary in writing and provide it to the accused and parents of the accused within 5 days of the appeal request. The date, time and place of the appeal hearing shall be included in this letter.

Present at the hearing shall be the High School Principal, Athletic Director, athlete, and any other directly involved individuals. The athlete may have representation if desired. The proceedings of this hearing and the decision of the High School Principal shall be made to the accused and the parents in writing within 5 days.

3. The decision of the High School Principal shall be the final decision in the ruling of the alleged violation.

## ATHLETIC COUNCIL

The Athletic Council, chaired by the High School Athletic Director, shall be the judiciary body to rule on alleged violations of the rules and regulations described herein. The Athletic Council will be selected by the High School Principal or Superintendent Designee and meet as needed.

1. Membership
  - a. Athletic Director (Chairperson)
  - b. Threeout of season, on-staff, head coaches or assistant coaches
  - c. Two non-athletic activities advisor
2. Voting Power
  - a. All members have 1 vote per person
  - b. The Athletic Director shall not be a voting member
3. Quorum

- a. A quorum of at least three voting council members must be present before the council can hold a meeting. If a quorum is not present, the meeting shall be rescheduled and the accused will be notified either verbally if he/she is present or in writing if he/she is not present, of the new meeting date, time and place.
4. If a violation has occurred, the council shall then vote by motion on the penalty taking into consideration the penalties stated in the Athletic Code.
5. The Athletic Council may elect to go into executive session during which members shall be present. However, only discussion can take place and not actual voting.

## APPENDIX A

The following are criteria for earning a varsity letter at Colfax High School.

GENERAL REQUIREMENTS

Each athlete must participate during the entire season. An athlete who quits will not receive a varsity letter. Special consideration shall be given to an athlete injured during the season and because of that injury does not meet the minimum requirements. Excused absence will be permitted if the coach is notified prior to practice or performance. The coach will determine whether an absence is excused or unexcused. The coaching staff reserves the right to award a letter to any individual that displays exceptional dedication and desire but fails to meet the minimum requirements.

## Baseball

- Must participate in  $\frac{1}{2}$  of the varsity games

## Boys Basketball

- Participate in  $\frac{1}{4}$  of the total quarters during the season.

## Girls Basketball

- Participate in  $\frac{1}{4}$  of the total quarters during the season.

## Football

- An athlete must play in at least  $\frac{1}{4}$  of the quarters of varsity competition.

## Dance

- Must complete one full year on the squad.
- Must have participated in all required performances unless excused by the coach.

## Softball

- Must have completed in  $\frac{1}{2}$  of all varsity games.

## Track

- Must participate in 70% of all varsity track meets.
- Must earn 20 points or more per season.

## Golf

- Must have competed in  $\frac{1}{2}$  of the varsity contests.

## Volleyball

- The athlete must play in at least one game in half the total matches. For example: if there are 12 matches during the season, the athlete must play in at least 6 games.

## Cross Country

- The athlete must participate in 70% of the meet as a varsity runner.

## APPENDIX B

**INDIVIDUAL AWARDS**

Those athletes receiving individual awards and senior awards must complete the entire season to receive the award. If a player has received an award prior to the end of the season and fails to complete the season, because he/she has quit the team, the award must be forfeited back to the school.

BASEBALL

Most Valuable Player  
Leading Hitter

BOYS BASKETBALL

Most Valuable    Top Rebounder  
Most Improved    Best Defensive Player

GIRLS BASKETBALL

Most Valuable    Top Rebounder  
Most Improved    Best Defensive Player

CROSS COUNTRY-BOYS

Most Valuable    Most Improved

CROSS COUNTRY-GIRLS

Most Valuable    Most Improved

FOOTBALL

Most Valuable                      Back of the Year  
Lineman of the Year              Most Improved

GOLF

Most Valuable    Most Improved

DANCE

Most Improved    Best Showmanship  
Most Valuable    Best Choreographer

SOFTBALL

Most Valuable                      Most Improved  
Best Offensive Player              Best Defensive Player

TRACK-BOYS

Most Valuable  
Most Improved

TRACK-GIRLS

Most Valuable  
Most Improved

VOLLEYBALL

Most Improved                      Most Valuable  
Defensive Award                      Offensive Award  
Hard Hat Award



## MOST COACHABLE ATHLETE

1. Awarded to a senior boy and girl.
2. Selected by the Varsity coaches.
3. **Most have committed no Athletic Code Violations**

## ATHLETE OF THE YEAR

1. Awarded to a senior boy and girl
2. Must have earned six letters in at least two separate sports.
3. Individual's contribution to athletics.
4. Chosen by the Letter Club.
5. **Must have committed no Athletic Code violations.**

Appendix C  
WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

**2018-2019 High School Athletic Eligibility Information  
Bulletin**

To: Student-Athletes and Their Parents  
From: Wisconsin Interscholastic Athletic Association and Colfax High School

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, which are current for the 2018-2019 school year:

#### AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

#### ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

#### ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

#### DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

#### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.

- F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

#### TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Open enrolled and/or tuition paying students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

#### PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

#### TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.
- H. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

#### SPORTS ACTIVITIES OUTSIDE OF SCHOOL

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).

- (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
  - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

***In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.***

## Appendix D

## Concussion Education Acknowledgement

**Statement Acknowledging Receipt of Education and Responsibility to report signs or symptoms of concussion to be included as part of the “Participant and Parental Disclosure and Consent Document”.**

I, \_\_\_\_\_ *Appendix (G)* \_\_\_\_\_, of Colfax High School  
*Student/Athlete Name*

hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. I also acknowledge my responsibility to report to my coaches, parent(s)/guardian(s) any signs or symptoms of a concussion. I certify that I have read, understand, and agree to abide by all of the information contained in this sheet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

\_\_\_\_\_ *Signed and dated in Appendix (G)* \_\_\_\_\_  
*signature and printed name of student/athlete* *Date*

I, the parent/guardian of the student athlete named above, hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. . I certify that I have read, understand, and agree to abide by all of the information contained in this sheet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

\_\_\_\_\_ *Signed and dated in Appendix (G)* \_\_\_\_\_  
*signature and printed name of parent/guardian* *Date*



Appendix E  
HIPAA Information

### ***Authorization to Disclose Protected Health Information Sports Medicine***

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits disclosures of protected health information (PHI). PHI is any information, including demographics, whether oral, electronic, or paper, which is created or received by a health care provider and relates to your healthcare or payment for the provision of health care.

Mayo Clinic Health System Sports Medicine personnel (physicians, advanced care providers, athletic trainers, nurses, dieticians, and physical therapists) are present at many athletic practices and events. In their role in ensuring the continuum of care for the student athletes, they may need to relate student athletes' PHI to coaches, game officials, athletic department personnel, and parents (authorization required for disclosure to parents, if student athlete is 18 years of age or older). Mayo Clinic Health System Sports Medicine requires this written authorization for the purpose of these disclosures.

I authorize Mayo Clinic Health System Sports Medicine personnel to verbally disclose to my coaches, athletic directors, game officials, athletic department, and school personnel, and my parents, any of my PHI that may affect my participation status for interscholastic/collegiate sports. This includes, but is not limited to, information about my past injuries or illnesses and injuries or illnesses that I may suffer during the recommended restrictions for those injuries or illnesses.

This authorization is valid for 12 months. I understand that I have the right to revoke this authorization in writing. Written revocation should be sent to Privacy Officer, Mayo Clinic Health System, Health Information Services. I understand that the revocation will not apply to information that has already been released prior to the written notification. I understand that Mayo Clinic Health System will not condition treatment on whether I sign this authorization. I understand that authorizing the discloser of this PHI is voluntary and I may refuse to sign this authorization. Information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by HIPAA. A copy of this authorization is as valid as the original.

Student Athlete's Name: \_\_\_\_\_ Appendix (G) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Appendix (G) \_\_\_\_\_

High School Name: \_\_\_\_\_ Appendix (G) \_\_\_\_\_

Involved Sport(s): \_\_\_\_\_ Appendix (G) \_\_\_\_\_

Student Athlete's Signature: \_\_\_\_\_ Appendix (G) \_\_\_\_\_

Parent or Legal Representative: \_\_\_\_\_ Appendix (G) \_\_\_\_\_ (parent must sign if athlete is under 18 years of age)

Date: \_\_\_\_\_ (Appendix (G)) \_\_\_\_\_

White Copy – Medical Record Yellow Copy – Participant Pink Copy - School

©2012 Mayo Foundation for Medical Education and Research

\*D10133\* ## 4845 we/MC/sports ROI 8/13



Appendix F  
ImPACT Information

Dear Parent/Guardian,

Colfax School District is currently implementing an innovative program for our student-athletes. This program will assist our team physicians/athletic trainers in evaluating and treating head injuries (e.g., concussion). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in “video-game” type format and takes about 15-20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. It, however, is not an IQ test.

If a concussion is suspected, the athlete will be required to re-take the test. Both the preseason and post-injury test data is given to a local doctor or, to help evaluate the injury. The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risks to your student-athlete. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with multiple concussions. The Colfax School District administration, coaching, and athletic training staff are striving to keep your child’s health and safety at the forefront of the student athletic experience. Please return the attached page with the appropriate signatures. If you have any further questions regarding this program please feel free to contact me at [kapitany.sydney@mayo.edu](mailto:kapitany.sydney@mayo.edu)

Sincerely,

Sydney Kapitany, MS, LAT/ATC  
Licensed Athletic Trainer-Orthopedics  
Mayo Clinic Health System-Eau Claire  
Email: [kapitany.sydney@mayo.edu](mailto:kapitany.sydney@mayo.edu)  
Office: 715-838-6149

## Consent Form

For use of the Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)

I have read the attached information. I understand its contents. I have been given an opportunity to ask questions and all questions have been answered to my satisfaction. I agree to participate in the ImPACT Concussion Management Program.

Appendix (G) \_\_\_\_\_

Signature of Athlete

\_\_\_\_\_

Date

Appendix (G) \_\_\_\_\_

Signature of Parent

\_\_\_\_\_

Date

## Appendix G

## Athlete and Parent Signature Page

Please complete this page and return it to the Athletic Director before the first scheduled practice. **You will not be allowed to participate in any interscholastic competition before this is completed and returned.**

## TO BE COMPLETED BY THE ATHLETE:

I certify that I have read, understand, and agree to abide by all of the information contained in this handbook. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

Athletes Printed Name: \_\_\_\_\_ Athletes Date of Birth: \_\_\_\_\_

Colfax Middle/High School Athletic Policies

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

Concussion agreement (pg.22)

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

HIPPA agreement (pg. 23)

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

Impact Consent (pgs. 24-25)

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY THE PARENT:

I certify that I have read, understand, and agree to abide by all of the information contained in this handbook. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

I hereby give my permission to allow a Licensed Athletic Trainer, Family Physician or Orthopedic Surgeon to inform the coaches, physical education teachers and athletic director of the medical condition or injury pertaining to the student athlete.

I also attest to the fact that the above named student(s) has not been hospitalized or suffered any serious illness or injury since the time of their last physical examination. If the above has suffered a hospitalization or serious injury, another physical examination may be required before he/she may compete.

Colfax Middle/High School Athletic Policies

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

WIAA Eligibility Form (pgs. 17-21)

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Concussion Agreement (pg. 22)

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

HIPPA (pg. 23)

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

IMPACT Consent (pgs. 24-25)

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix H

## Informed Consent and Emergency Medical Form

**Informed Consent**

I understand that injuries could occur as a result of participation in athletics. I understand that these injuries could include minor injuries such as bruises or abrasions, muscle strains, sprains, or broken limbs. I understand that it is possible that a catastrophic injury could occur rendering my son/daughter paralyzed, and that death could also occur as a result of a catastrophic injury.

\_\_\_\_\_  
Parent's Signature\_\_\_\_\_  
Date**Emergency Medical Form**

In case of possible injury to my son or daughter please contact the medical persons listed below, if possible.

School Year: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Name of Athlete: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sports involved in for this school year:

Fall: \_\_\_\_\_

Winter: \_\_\_\_\_

Spring: \_\_\_\_\_

Parent or Guardian Phone Number: \_\_\_\_\_

Physician: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Dentist: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_