Haverford College Club Sports Handbook

Effective September 1, 2018

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Introduction

The Club Sports Program at Haverford College is designed to provide opportunities for students to participate and compete in a variety of sports activities. Haverford clubs are supported by Students’ Council, the Athletic Department and the Deans’ Office.

Members of club sports are responsible for the administration and organization of their club activities. The success and strength of a club is dependent on the effective leadership of its officers and the degree of involvement of club members. All club activities must be performed in compliance with the community standards for conduct as determined by Haverford College policies and the Honor Code. The conduct of third parties (i.e. coaches, officials, etc.), whose services are employed by the college must conform to Haverford College policies as explained in this handbook and Haverford College Employment policies.

This handbook has been developed to serve as a resource for club leaders, members, advisors and coaches in the operation of their club. It contains specific policies and procedures to be followed, identifies privileges and responsibilities associated with becoming affiliated and recognized as a Club Sport at Haverford College, and serves as a guide for overall management of club sport teams at Haverford.

Definition of a Club Sport

A club sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition.

Participation in a club sport is completely voluntary. Membership is open to all current students regardless of skill level. No student may be discriminated against by any organization at Haverford College for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex or sexual orientation.

To be recognized as a club sport at Haverford, each organization must agree to abide by the guidelines and expectations outlined in this handbook.

Club sport practices and matches are limited to Haverford and Bryn Mawr college students whose names appear on the official roster. Alumni/ae or students on leave are specifically excluded.

Eligibility for some club sports may depend on various league or divisional rules established by outside organizations. Practices and schedules vary since all activities are organized and administered by students.

Club Sport designation will be considered only for sports not already offered at the varsity level at Haverford College. (Men's and women's soccer will be the sole exceptions as part of a grandfather clause. If at any time, either team does not meet the requirements for a Club Sport, it will lose its club sport status and not be reinstated.) Rationale: Every student has the opportunity to try out for a varsity team. Limited resources should be provided to those students who do not already have the opportunity to try out for a varsity team. In lieu of a varsity or club sport option, students can form an intramural program when facilities and equipment are available.
Organization of Club Sports

A. Recognized Club Sports (as of 9/1/18) – co-ed badminton, co-ed golf, men’s and women’s crew, men’s and women’s ultimate frisbee, men’s and women’s soccer and men’s rugby.

Recognized club sports compete against outside teams in scheduled games, leagues and tournaments. Recognized club sports are listed on the College’s catastrophic injury coverage and may use athletic vans, when available, free of charge. **Team members receive PE credit from the Athletic Department for “in season” competition only for a maximum of three credits per year.**

PE Credit is granted for recognized clubs provided they meet the following criteria:
1. Club practices and competes regularly, at least twice a week and/or a minimum total of 20 hours per quarter.
2. Individuals participate regularly - Club leader must maintain attendance sheet and turn in summary to Athletic Administrative Assistant within one week after end of season. **More than two unexcused cuts per quarter mean no credit** (excused cuts are only for medical reasons, family emergency or religious holiday, and any class/lecture etc. required during club practice/game time). Pressure of academic work or other activities does not provide an excused cut.
3. The club must show an understanding that in the event PE credit is granted, it will have to obtain approval for all aspects of their activities as a club, including schedule and travel and remain in good standing with the Athletic Department.

B. Forming a New Club Sport
Students who are interested in forming a new Club Sport should consult with the Director of Student Engagement and Leadership.

C. Provisional Clubs – All new clubs.
All new club sports will exist as Provisional Club Sports for at least one year if the club has the desire to become a Recognized Club sport. In that time, Provisional Club sports may compete against outside competition but may not host an event. Provisional Clubs must also demonstrate sufficient student interest, proficient club administration, and adherence to all Haverford College Club Sport Guidelines and Expectations. Provisional Clubs may apply to become a Recognized Club at the end of any semester after their first year; however, please note that during this time as a Provisional Club, the organization is still considered to be a Student Activity. Elevation to Recognized status is subject to Board approval.

D. Student Activities
Clubs that do not participate in intercollegiate competition are considered Student Activities and may contact the Student Engagement office for assistance. Like all student activities at Haverford College, sport and recreational clubs and organizations are self governing and must follow the guidelines and responsibilities outlined in the Constitution of the Haverford College Students’ Association.
Guidelines and Requirements for Club Sports

1.) All Clubs must be involved as a team or individuals in **athletic competition against students from other colleges.**

2.) Communication with the Athletic Administrative Assistant and Director of Student Engagement and Leadership must be regular and consistent. Copy the Athletic Administrative Assistant and Director of Student Engagement and Leadership on all facilities, budget, transportation, and other requests related to club sport activity.

3.) All Provisional and Recognized clubs must submit the following documentation to the Athletic Administrative Assistant and Director of Student Engagement and Leadership **no less than one week before** the start of each season.

   - Official Squad List/Roster with a designated leader or captain as contact person
   - Signed Waiver for each team member
   - Contact Information (email and phone number) of team captain(s)
   - Practice, game and transportation schedules (subject to approval by Club Board)
   - Requests for transportation as early as possible

   **End of the season summaries due to the Athletic Administrative Assistant and the Director of Student Engagement and Leadership at the end of each season.**

4.) **There shall be no practice or competition until all club sport requirements have been met.**

5.) All club sports are required to follow Haverford College transportation, playing and practice regulations.

6.) No alcohol may be consumed nor be in the possession of any participant at the site of or in transit to or from any event.

7.) Club sport members are expected to function in a mature and responsible manner on and off campus in all club-related activities. Club sport programs and/or individuals may face disciplinary action for inappropriate behavior while representing Haverford College. Inappropriate conduct could jeopardize the club’s continued status as a member of the club sports program.

8.) Club teams are responsible for the behavior of any teams or groups they bring to campus. It is the club’s responsibility to communicate and enforce the policies in this handbook.

9.) Each club sport is obligated to obtain the approval of the Director of Student Engagement and Leadership, Athletic Administrative Assistant and/or Club Board prior to acting on items, issues or ideas that are not covered in this handbook. If a club sport chooses to act independently, that club will risk losing its Recognized club status, and all rights and privileges associated with that status.

10) Club sports cannot compete on Haverford’s campus against outside competition without medical personnel appropriate to the event.
Responsibilities of Club Sport Captains

All Clubs must have a designated leader or captain. The captain’s responsibilities include:

- Serve as liaison between the club and Athletic Administrative Assistant and Director of Student Engagement and Leadership.
- Be aware of and comply with all club sport rules and regulations as stated in the Club Sports Handbook.
- Ensure timely communication with Athletic Administrative Assistant and Director of Student Engagement and Leadership and completion of necessary paperwork (rosters, schedules, registration forms, facility request forms, travel forms).
- Provide the Director of Student Engagement and Leadership with a copy of all contracts and agreements.
- Maintain (add and delete as semester/season continues) current roster information for each team member.
- Each team member must complete a Participation Waiver (See Appendix A). Participation without a waiver may lead to the team being suspended. You can download a copy of the waiver from the club sports web site or get hard copies from the Athletic Administrative Assistant or Director of Student Engagement and Leadership.
- Submit club reports summarizing club activities at the end of each semester to the Athletic Administrative Assistant and Director of Student Engagement and Leadership.
- Meet financial obligations incurred as a club.
- Complete Accident/Incident report form for any accident/incident that occurs during on-campus or off-campus practice or competition. These reports should be submitted to the Director of Student Engagement within 24 hours of the occurrence. Failure to complete forms in a timely manner can lead to the team being suspended. Captains should follow up with their injured athletes and provide feedback to the Director of Student Engagement and Leadership as needed. The report must be completed online and can be found on the Club Sports web page or by following this link: http://www.haverfordathletics.com/information/clubs/clubaccidentform
- Discuss and distribute the Concussion Fact Sheet with all team members. (See Appendix B).
- Concussion Fact Sheets must be signed and returned to Athletics Administrative Assistant.
- Maintain equipment for your team.
- Order supplies for the team med kit – ordered/re-ordered through Director of Student Engagement and Leadership.
- Make arrangements for medical or Athletic Training coverage for home events for the contact sports (soccer, ultimate and rugby). To request a Certified Athletic Trainer for your event, you must contact NovaCare Representative via the Director of Student Engagement and Leadership. Novacare will confirm coverage and communicate directly to captains, Director of Student Engagement and Leadership and the Director of Athletic Facilities. **No events will be permitted without ATC coverage.**
- Submit changes to the Club Sports website such as changes in captains to the Athletic Administrative Assistant.
- Conduct club meetings/practices sessions and provide on-going daily management such as reserving facilities for practice and/or competition.
- Facilities can be reserved, for home events, by using EMS (Event Management System).
- Teams can order box meals for meals missed due to competition only. (See Appendix C).
- Submit budget requests to Students’ Council and the Director of Student Engagement and Leadership.
• Ensure all club members comply at all times with the Haverford College code of conduct and the information contained in this handbook.
• Attend at least four meetings with the Director of Student Engagement and Leadership each semester.

Club Sport Coaches

Each Club may identify one or more volunteer coaches or instructors to assist with practice and competition. Coaches and instructors must abide by the following guidelines:
• The selection of the coach/instructor is the responsibility of the club, and is subject to the approval of the Club Board. The Board also reserves the right to terminate a coach’s association with any club team.
• The coach/instructor is a volunteer position (with the exception of rugby and crew.) The coach does not receive payment or benefits from and is not considered an employee of the Haverford College Athletic Department.
• The prospective coach/instructor must sign a Volunteer Coach/Instructor Agreement prior to commencing such a role. The agreement is available through the Director of Student Engagement and Leadership.
• The Coach/Instructor has an obligation to protect the safety of club members and should ensure steps are taken to reduce the risk of injury.
• The club officers, not the coach/instructor must serve as the liaison between the club and the Athletics Administrative Assistant.
• Coaches and Instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner consistent with Haverford College’s ideals and policies.

Role of Athletics Administrative Assistant

• Collect and review all paperwork submitted by club teams.
• Collect, review, confirm rosters.

Role of the Director of Student Engagement and Leadership

• Oversee the conduct of club sports and evaluate as needed.
• Serve as liaison between club sports organizations and Club Sports Board.
• Periodically observe club team activities to ensure policies are being followed.
• Support the logistical, budgetary, programmatic efforts of the club sports teams.
• Supervise the coaches for Crew and Rugby.
• Coordinate the scheduling of trainer hours for the fall and spring semesters.

Athletics Field and Facilities Use

Any requests for facilities, including season contest and practice schedules, must be submitted to the Director of Athletic Facilities at the start of each semester with a copy to the Athletics Administrative Assistant and Director of Student Engagement and Leadership. In the event of cancellations, all parties involved should be notified as soon as possible via phone, email, or written correspondence. Once assigned, practices and contests may only take place in the space(s) designated. Facilities can only be used during scheduled hours of operation. Please notify all parties when you do NOT plan to use your allotted time in order to let another team move into that time slot.
When hosting a large event on campus the team captains may be required to arrange for port-a-pots and parking signs. Check with the Director of Athletic Facilities to make arrangements. For larger events it is recommended that those requests for facilities be made the semester prior to the event. **All home events must be submitted into EMS (Event Management System) for approval.**

Other issues and/or events may prevent space from being available at certain times. Examples would include but are not limited to: maintenance issues, family weekend, alumni events, conference championships, etc.

The lights on Swan Field cannot be used at any time.

Gooding Arena is only to be used for volleyball, basketball and badminton as well as certain fitness classes.

At the conclusion of each practice session and/or contest, the club is expected to leave the facility ready for the next group. Club equipment, trash and personal belongings should be removed from the site.

**Field Closures**

Athletic fields are **closed** during winter months (November – March) and at other points during the year as weather conditions necessitate. If inclement weather creates dangerous field conditions, athletic fields will be closed and unplayable for that day. Field conditions are closely monitored by Grounds and Athletic Department staff. If the fields are deemed unplayable, the Director of Athletic Facilities will email the Club Captains who are responsible for notifying the club team. All Clubs, student activities and groups are expected to remain off the fields once notified of their closure.

**Inclement Weather Policy**

In the event of inclement weather, contact the Director of Athletic Facilities to inquire about the possibility of indoor accommodations. Please note that the Athletics Department will explore all available options before having to cancel.

Athletic facilities for College students are reserved for students based on the following priorities:

1. Intercollegiate Teams
2. Intramurals/Instructional Activities
3. Recognized club sports
4. Provisional club sports
5. Student activities
6. Recreation

**Insurance**

All students playing on club sports teams must have medical insurance. Haverford Colleges carries catastrophic injury coverage for **Recognized Club Sports ONLY** (provisional clubs sports are not eligible). If one does not have personal medical insurance, he/she is not eligible for the catastrophic medical insurance coverage. The College takes no responsibility for failure of students to obtain medical insurance.

Any insurance claims and medical and/or dental services associated with the care of injuries must be arranged through Jane Williams in Health Services at 610-896-1089.
Program Safety

It is the goal of the College to offer a safe club sports program which protects all participants from undue risk. Each individual participating in a club sport activity assumes responsibility for his/her health. It is recommended that all individuals who intend to participate in the club sport program should, for their own protection, have a physical examination before participating.

Clubs must provide appropriate medical personnel for home matches at their own expense. Haverford College athletic trainers are not available for this purpose. We strongly suggest that at least two members of each club are certified in First Aid/CPR through the American Red Cross or the course offered at Haverford College. In addition, Haverford College requires that at least two cell phones are with club teams at all times.

Haverford College reserves the right to require staff, Safety and Security, police officers, medical personnel, etc. to supervise on-campus events at the expense of any club sport organization. College administration also retains the right to intervene in Student Activities for safety reasons.

Injuries/Athletic Training

Med kits will be provided by the Director of Student Engagement and Leadership and stored in the Intramural storage closet on the first floor of the GIAC. Each club sports team has their own medical kit. The cost of these supplies will come from the individual club sports budgets. The order must be completed with the first two weeks of each semester. Contact Curt Mauger; (cmauger@haverford.edu) if you have questions about what items should be ordered or if you have questions about the ordering procedure.

Every injury needs to be reported. A club representative must submit an Accident Report Form with the Director of Student Engagement and Leadership and the Athletics Administrative Assistant within 24 hours of an incident (injury, fight, misconduct, etc.) occurring on or off campus. The Accident Report Form can be found on the Club Sports Homepage of the Haverford Athletic Website or by following this link:  http://www.haverfordathletics.com/information/clubs/clubaccidentform

In addition, all injuries incurred through participation in club sports should be reported to Health Services. Health Services will then refer the injured club athlete to Haverford College’s orthopedic consultant or other appropriate medical personnel.

Any athlete that requires rehabilitation of an injury that is inhibiting their ability to participate in club sports is welcome to take advantage of the on-campus physical therapy services provided by NovaCare Rehabilitation. Information about the services that NovaCare Rehabilitation provides can be found at: http://www.haverford.edu/physicaltherapy/

Prescriptions for physical therapy can be obtained from their primary care physician, a Health Services nurse practitioner or Haverford College’s orthopedic consultant.

Each student should check with their insurance company to determine what their individual requirements will be in order to ensure coverage and/or reimbursement.
Emergency Protocol Procedure

In the case of medical emergencies on campus, contact Safety and Security immediately. Safety and Security may be reached at (610) 896-1111 or any of the call boxes on campus (indicated by blue emergency light). Provide the dispatcher with your name, the name of the individual in need of medical attention, and your exact location; the dispatcher will notify paramedics and appropriate personnel of the emergency, if needed.

Severe injuries that require immediate medical attention include but are not limited to head or neck injuries, loss of consciousness, difficulty breathing, heavy bleeding, convulsions, or severe pain.

All Haverford Safety and Security Officers are trained in first aid and CPR and AED use.

Funding

Funding is mainly through Students’ Council Budget Committee and club team fundraisers with some support from Student Engagement. Club leaders are responsible for submitting budget proposals and requests to Students’ Council at the beginning of each semester. Although the Budget Committee approves all funding, it is the Department of Athletics that schedules the usage of facilities and fields and aids the coordination of transportation.

Members of club sport teams assume complete financial responsibility for any expenses incurred by their organization (e.g., uniforms, league dues, insurance, equipment, facilities, damages, etc.)

Fundraising

Before initiating any fundraising activities or events, approval should be granted by the Director of Student Engagement and Leadership. All fundraising efforts must take place in accordance with the Students’ Council Student Business Venture Policy (included below) and Haverford College policies. Fundraising events that involve solicitation of alumni or are associated with alcohol are prohibited.

The Student Business Venture Policy can be found on Students’ Council website: http://sc.haverford.edu/budgeting/business-venture-policy/

Transportation

Please carefully review and complete all necessary certification requirements on the Fleet Management site: https://www.haverford.edu/fleet-management

Certification must be completed prior to operating any Haverford College vehicle. Certification will take 7-10 days to complete. Please certify drivers as soon as possible.

Requests for van availability may be made through the Events Management System (EMS): www.haverford.edu/reserve. Please note, the reservation form is only available after completing the certification process.

Please be advised that in the event of a rescheduling of a varsity athletic event we may have to cancel your van reservation at the last minute.

If you have any questions please contact Fleet Management: hc-fleet@haverford.edu or 610-896-4923.
Box Meals

Club Sports teams can request meals from the dining center for meals that will be missed due to competition only. The order must be placed at least one week prior to the event through the Athletics Administrative Assistant (smccabe1@haverford.edu) in the athletics department. Meals can only be provided for team members that are on the dining center plan and a team roster must be submitted to the dining center. The team captain needs to complete the Club Sports Meal Request Form. See Appendix C.

Liaisons

Liaisons from the Club Board to each club for the year are Mike Elias and Susan McCabe.

Club Sports Board

The Club Board currently consists of the Director of Student Engagement and Leadership Mike Elias, Athletic Director Wendy Smith, Head Athletic Trainer Curt Mauger, Director of Athletic Facilities Melynda Link and Dean Michael Martinez.

Grievances

Any concerns regarding the Club Sports Program should be communicated to the Athletics Administrative Assistant and the Director of Student Engagement and Leadership. If the student, coach, or advisor is not satisfied after meeting with the Director of Student Engagement and Leadership and the Athletics Administrative Assistant, concerns may be addressed in writing to the Club Board. The Athletics Administrative Assistant will send copies of the written grievance to the appropriate college officials for further review. After the review, the Athletics Administrative Assistant will report the disposition of the grievance to the appropriate individual(s).

Important Contact Numbers:

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<th>Role</th>
<th>Name</th>
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<th>Phone</th>
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<tr>
<td>Director of Student Engagement</td>
<td>Michael Elias</td>
<td>melias</td>
<td>610-896-1228</td>
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<td>and Leadership</td>
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<tr>
<td>Athletic Administrative Assistant</td>
<td>Susan McCabe</td>
<td>smccabe1</td>
<td>610-896-1117</td>
</tr>
<tr>
<td>Director of Athletic Facilities</td>
<td>Melynda Link</td>
<td>mlink</td>
<td>610-896-1125</td>
</tr>
<tr>
<td>Transportation Coordinator &amp;</td>
<td>Geoff Labe</td>
<td>glabe</td>
<td>610-896-4923</td>
</tr>
<tr>
<td>Transportation Scheduler</td>
<td>Geoff Labe</td>
<td>glabe</td>
<td>610-896-4923</td>
</tr>
<tr>
<td>Meal Requests</td>
<td>Susan McCabe</td>
<td>smccabe1</td>
<td>610-896-1117</td>
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<tr>
<td>Health Services</td>
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<td>610-896-1089</td>
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Appendix A

HAVERFORD COLLEGE ATHLETICS
CLUB SPORTS
ASSUMPTION OF RISK, WAIVER, AND RELEASE

I, _ ("Participant"), wish to participate in Haverford College’s (name of the club sport) ("Club Sport"). In consideration for the opportunity to participate in the Club Sport, and intending to be legally bound, I agree as follows:

1. Acknowledged Risks. I understand and acknowledge that my participation in any sport may expose me to risks of property damage and/or personal injury, including but not limited to serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular-skeletal system and serious injury to other aspects of my body, serious neck and spinal injuries that may result in permanent disability, complete or partial paralysis or brain damage, or even death. I further understand and acknowledge that these risks may result from a variety of circumstances, including the use or misuse of equipment or facilities, the activity itself, the actions or inactions of others, including the employees, agents or those otherwise affiliated with the “College”, or the unavailability of emergency medical care. Also, included in these acknowledged risks is travel by car, air, bus or any other means of transportation.

2. Assumption of Risk. I am participating in the Club Sport at my own free will and understand that my participation is entirely voluntary. I assume full responsibility for all risks, including but not limited to those mentioned above, that may result from such participation.

3. Acknowledgment of Policies and Procedures. I acknowledge that I have read, understood, and agreed to all of the policies and procedures relating to my participation in the Club Sport. I understand that my participation in the Club Sport is conditioned on my compliance with all applicable rules, regulations, policies, and procedures, and that the College reserves the right to revoke or terminate my participation in the Club Sport for any violations of them, without notice, warning or an opportunity to cure the violation.

4. Release and Waiver. I, for myself, my heirs, executors, administrators, and assigns, do hereby release, waive, and forever discharge the College, including its managers, administrators, faculty members, employees, agents, students, and volunteers, from any claims that I might have myself or could bring on the Participant’s behalf with regard to damages, demands, or any actions whatsoever, including but not limited to those based on negligence or failure to supervise, in any manner arising out of the Participant’s participation in the Club Sport. I also hereby agree to save, hold harmless, and indemnify the College, including its managers, administrators, faculty members, employees, agents, students, and volunteers, against any and all claims, including but not limited to claims of negligence or failure to supervise, as well as any claims for attorney’s fees or court costs, which the Participant might bring against them as a result of his or her participation in the Club Sport identified above. I recognize that this Release and Waiver means that I am giving up, among other things, any and all rights I may have to sue the College for injuries, damages or losses that I may incur as a result of participating in the Club Sport.

5. Prerequisite Abilities and Qualifications. I acknowledge that I have the requisite skills, qualifications, physical abilities and training necessary to properly and safely participate in the Club Sport. I agree that if I have any questions or concerns regarding what skills, qualifications, physical abilities and training may be necessary to participate properly and safely, I will direct them promptly to the appropriate individuals at the College.
HAVERFORD COLLEGE ATHLETICS
CLUB SPORTS
ASSUMPTION OF RISK, WAIVER, AND RELEASE

6. Consent for Emergency Treatment. I hereby grant permission for athletic trainers, physicians, dentists, and their designees, as well as others employed or directed by the College, to secure transportation for the provision of medical treatment and/or to administer outpatient medical, surgical, or dental services as appropriate or necessary antigens or other injections, to perform emergency procedures as necessary or to refer to other duly licensed medical personnel when necessary. I further understand that the College does not provide or ensure the presence of emergency medical personnel at Club Sport activities.

7. Jurisdiction and Severability. I understand that the terms of this Assumption of Risk, Waiver, and Release shall be construed in accordance with the laws of the Commonwealth of Pennsylvania, and that if any portion hereof is declared invalid, the remainder of this agreement shall remain binding and enforceable. I further agree that this document constitutes the entire agreement, and that any oral representations, statements or inducements apart from the foregoing provisions shall not be considered part of this agreement.

____________________________________  __________________________
Signature of Participant Date

____________________________________
Name of Participant

____________________________________  __________________________
Signature of Parent/Guardian (if Participant is under 18) Date

____________________________________
Name of Parent/Guardian
Appendix B

CONCUSSION FACT SHEET

The Facts:

- A concussion is a brain injury.
- All concussions are serious.
- Concussions can occur without loss of consciousness or other obvious signs.
- Concussions can occur from blows to the body as well as to the head.
- Concussions can occur in any sport.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.
- Athletes can still get a concussion even if they are wearing a helmet.

Recognizing a Possible Concussion: Watch for the following two events during games and practices:
1. A forceful blow to the head or body that results in rapid movement of the head.
AND
2. Any change in the athlete’s behavior, thinking or physical functioning (see signs and symptoms below.)

Signs and Symptoms:
- Appears dazed or stunned
- Is confused about assignment or position
- Forgets plays
- In unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events before the hit or fall
- Can’t recall events after the hit or fall

Symptoms Reported by Athlete:
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not feel right

If you think someone had sustained a concussion:
- Take him/her out of play immediately
- Seek medical help
- Do not allow return to play until cleared by a medical professional

If a Concussion is Suspected:
- Remove athlete from play; look for signs and symptoms; do not allow the athlete to “shake it off” as each individual responds to concussions differently.
- Get the athlete evaluated immediately. The athlete must be seen by Haverford Health Service within 24 hours of any head injury.
- Only allow return to play if the athlete has been cleared to play; with documentation.
- Symptoms may reoccur and if they do the athlete should not be participating.
Appendix B – Continued

CONCUSSION FACT SHEET

My signature signifies that I have read the Concussion Fact Sheet

_________________________________________    ________________________________
Signature of Participant Date

_________________________________________
Name of Participant
Appendix C

ATHLETE MEAL PREFERENCES FOR:

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| **Total** | **Quantity or % of Each** | **Sandwiches / Salads** |
| Quantity |  | Turkey on Hoagie Roll with Cheese |
| Quantity |  | Turkey on Hoagie Roll with out Cheese |
| Quantity |  | PB & J on Wheat Bread |
| Quantity |  | Hummus in Pita w/ spinach, cucumbers, & roasted peppers |
| Quantity |  | Quinoa, beets & celery salad with lemon dressing (Gluten Free) |

| **Total** | **Quantity or % of Each** | **Fruits** |
| Quantity |  | Apples |
| Quantity |  | Bananas |
| Quantity |  | Oranges |
| Quantity |  | Carrot Sticks |

| **Total # of Bags** | **Quantity or % of Each** | **Snacks** |
| Quantity |  | Bulk Bag of Pretzels - 1 bag / 15 students |

| **Total** | **Quantity or % of Each** | **Desserts** |
| Quantity |  | Nature Valley granola bar |
| Quantity |  | Chewy granola bar |
| Quantity |  | Fig Newton bar |
| Quantity |  | Assortment of dessert bars |

| **Total** | **Quantity or % of Each** | **Drinks** |
| Quantity |  | Gatorade |
| Quantity |  | Water |
| Quantity |  | Assortment of Gatorade & Water |

PLEASE SPECIFY ANY ALLERGENS OR GLUTEN FREE NEEDS

RETURN FORM TO JASON RASH