

North Carolina High School Rugby Association 2015-2016 Coaches Handbook



NCHSRA is a non-profit organization founded and operated by a dedicated team of educators, community and parent volunteers. It is a proud member of USA Rugby and the NC State Based Rugby Organization.

Table of Contents

Mission Statement.....	4
Introduction.....	4
NCHSRA Philosophy and Sportsmanship	4
Team Pledge.....	5
Communications.....	5
Competition Rules.....	6
Home Team Responsibilities.....	6
Ground Rules.....	6
Pre-Game Procedures.....	7
Rosters.....	7
Safety	8
Player / Matches Ratio	9
Personal Equipment and Players Uniforms	9
Player and Coach Conduct.....	9
Yellow and Red Cards.....	10
Team and Player Eligibility	10
1. High School Team Eligibility	11
2. Student Athlete Eligibility.....	11
3. Penalties for Eligibility Violations	12
Conference Rules	14
NORTH CAROLINA HIGH SCHOOL STATE CHAMPIONSHIP RULES	16
State Championship Cup & Plate Finals	16
Determining winner:	17
Team Fundraising	19
HARRIS TEETER - TOGETHER IN EDUCATION (TIE).....	20
Bi-Lo Charities Boosters Plus Program.....	20
Local Community Businesses	20
Products.....	21
COMMUNITY SERVICE BOOK.....	21
Sample Program.....	21
MAKE IT AT THE GATE	21
NCHSRA/World Rugby Shop Price List	21
NORTH CAROLINA YOUTH RUGBY UNION (NCYRU) CONCUSSION MANAGEMENT GUIDELINES	22
1. Introduction.....	22
2. NCYRU Policy.....	22
3. Gfeller-Waller Concussion Awareness Act Key Points	22
4. Post-Concussion Protocol.....	23
5. Emergency Action Plan	24
7. Documentation & Forms.....	24
USA Rugby Coaching Certification – Q&A Page 1.....	27
USA Rugby Coaching Certification – Q&A Page 2.....	27
Appendix 1 – 2015-2016 NCYRU Disciplinary Policy and Procedures	30
Appendix 2 - The Field	39

Appendix Lists.....	39
North Carolina High School Game Roster	41
INJURY REPORT FORM	42
Cabarrus County Schools Athletic Academic Eligibility	43
CHARLOTTE-MECKLENBURG SCHOOLS ATHLETIC ELIGIBILITY FACT SHEET	44
Gaston County Athletic Eligibility Requirements	46
Guilford County Schools	49
Wake County High School Athletic Eligibility Requirements	50
Hoke County High School Eligibility	52
USA Rugby Eligibility Regulations.....	56
USA Rugby Waiver For Under 15 Players enrolled in High School or Under 19 Rugby (Effective May 2013)	57
NCHSAA Student-Athlete Eligibility Checklist	59
Gfeller-Waller Concussion Awareness Act Compliance Checklist.....	60
Gfeller-Waller Concussion Clearance ■ NCHSAA Return to Play Form.....	61
CONCUSSION – Information For Coaches/parents/School Nurses/School Volunteers	63
CONCUSSION – Information for Student Athletes.....	65
Student-Athlete Concussion Statement.....	67
General Guidelines for Developing Emergency Action Plans.....	68
Sample Emergency Action Plan	72
Example – Simple Game Analysis/Stats Sheet	77
Charlotte Mecklenburg Parks & Recreation Multi-Purpose Synthetic Field Rental Rates	78
Rates	78
Field Reservation Request Form – Matthews SportsPlex Complex	78
Tournament Reservation Request Form – Matthews SportsPlex Complex	81

Mission Statement

NCHSRA's mission is to facilitate and empower North Carolina High School based Rugby Clubs whose goals are to provide a safe, fun and enriching experience for North Carolina's youth and to promote, educate and develop players' athletic talents and sportsmanship by teaching the fundamentals and ideals of the game of Rugby.

Introduction

This handbook is designed to serve as a policy guide for coaches, administrators and volunteers who are involved in directing High School Teams as part of NCHSRA.

This handbook is designed to bring uniformity to the rules and regulations of High School Rugby being played in North Carolina. All coaches are expected to read and familiarize themselves with the policies contained within.

This handbook is a "living document". It should not be seen as all-encompassing and complete in its coverage. Policies, rules and regulation set forth in this handbook are subject to change.

It is the responsibility of each head coach to follow all rules and regulations of their school, district and NCHSRA.

NCHSRA will lead, guide and work with all coaches and school administrations to ensure that the aforementioned guidelines are followed.

NCHSRA Philosophy and Sportsmanship

The objective of NCHSRA is to: promote participation in High School Rugby; promote healthy living in young adults; promote concepts of sportsmanship, integrity and character; promote success on the field of competition; promote success in the academic classroom setting.

As coaches, we should encourage good nutrition and physical fitness. Emphasizing this will enable our student-athletes to perform to the very best of their abilities. We should encourage and promote improved strength and body awareness to heighten the student-athlete's understanding of physical fitness.

As coaches we should promote “fitness for life” to our student-athletes. Part of the lessons we teach should be in the form of encouraging participation in organized sports and physical activity beyond High School.

As coaches belonging to NCHSRA, we will work together in the spirit of teamwork and cooperation. We as coaches try to instill teamwork in our athletes, and in the same way we must work together to build a strong Association. We should support each other, and provide help to our fellow coaches whenever and however we are able.

Team Pledge

Each Member Team pledges to abide by the rules and regulations set forth in this policy handbook. All Players, Coaches, Faculty Advisors and Club Volunteers pledge to act in a sportsmanlike manner at all times and to promote the growth of the sport of Rugby by their words and deeds, on and off the field.

Communications

NCHSRA has several methods of communicating with its member Teams, Coaches and Student-Athletes. Please pass this information along; it is the best way to keep abreast of important Association news.

- a) **Website:** www.nchsra.org is the Association’s official website. You can find the schedule, scores, standings, pictures and news stories posted there as well as other helpful information.
- b) **Facebook:** The NCHSRA Facebook page (<https://www.facebook.com/nchsraf>) is the best way to get up to the minute game information, on things such as cancellations and venue changes. It is also open to all our members to report scores, post comments, photos and videos. **It is important that every member of your Team join “North Carolina High School Rugby Association” page.**
- c) **Newsletter:** NCHSRA will send out periodic newsletters providing general information and promoting upcoming events
- d) **Email:** NCHSRA can be contacted at nchsra@gmail.com

Competition Rules

Home Team Responsibilities

- a) **Playing Field:** The home team is responsible for securing a playing field.
- b) **Field Lining:** The playing field should be lined in accordance with traditional markings and should measure as close to 70X100 meters as possible. (See Appendix I)
- c) **Field Location:** All games shall be conducted in a safe manor and played on a safe playing surface. (See Safety) Games must be played at an official School District venue or at a venue designated and approved by the Home team's school administration.
- d) **Security:** Home Teams are responsible for and are required to provide and procure adequate security personnel at all home matches
- e) **Medical Personnel:** Home Teams are responsible for, and required to provide and procure qualified medical personnel for all home matches. Our minimum standard is certified Athletic Trainers (ATC's). It's required that the ATC's are able to do **athletic wrapping** for both the home and way teams.
- f) **Third Half:** Although not mandatory, the Home Team is requested to host a "Third Half" for the visiting Team at the conclusion of the day's matches.
- g) **Concessions:** Home Teams may sell concessions and collect gate fee at all home matches with the approval of their school's administration.
- h) **Field Required Equipment:** Teams must provide Post Pads, and at least 3 match rugby balls
- i) **Score Reporting:** It is the responsibility of the Home Team to report the results of the Division 1 match within 24 hours to NCHSRA.

Ground Rules

- a) **Game Date:** All games must be played on the day and time that appears on the NCHSRA season schedule. Any change of Date, Time or Location must be approved by NCHSRA at least 72 hours (3 days) prior to the change. This is to provide adequate notice to Referees, Medical and Security Personnel, as well as, the opposing Team. Failure to provide timely change notice or honoring of scheduled league game date and time, may lead to forfeiture. Any game day cancellations are solely at the discretion of NCHSRA.
- b) **Visiting Team:** The Visiting Team is asked to arrive at the playing field at least one hour prior to the scheduled start time of the match. The match will be called and the Visiting Team will forfeit the match if they do not field a team 30 minutes after the schedule start time. This deadline may be extended by unanimous agreement of the referee and the opposing team's coaches.
- c) **Unauthorized Cancellations:** In the event of a last minute unapproved cancellation (see "a") the Cancelling Team assumes the responsibility for reasonable Referee and Medical and Security Personnel fees.
- d) **Lightning:** In the event of lightening or thunder, the referee shall immediately halt the match and request that all players and coaches leave the field of play and find shelter and call for a delay of game. Players may not return to the field and play may not resume until 20 minutes have elapsed from the last observed lightning strike.

- e) **Game Delays:** In the event of any delay the referee and the 2 opposing coaches will confer every 15 minutes, up to one hour, to determine if conditions will permit the resumption of play. If conditions do not permit the resumption of play then the score after one full half of play is the official score of the game.
- f) **Rescheduled Games:** Games that are stopped prior to the completion of the first half shall be replayed from their beginning on the first Monday following the cancellation, if possible. The home team is responsible for contacting NCHSRA and any support personnel of the new game date and time.
- g) **Headliner Game:** The Headliner game is always the Division 1 game when other games are scheduled for the same day. It is played after any preliminary contests. (Division 2, Girls, etc.)
- h) **Minimum Players Division 1:** A Division 1 team must roster and field at least 15 players in a qualifying match. Failure to field 15 players at the commencement of the contest will result in a forfeit.
- i) **Minimum Players Division 2:** Division 2 games may be played with any number of players agreed upon by the opposing teams. If a seven's or ten's format is chosen, the 2015 IRB U19 variations rule-book laws need to be followed.
- j) **Score-Recording:** It is the responsibility of each Coach to verify the Match score with the Referee at the end of the contest. Once scores are submitted to NCHSRA they are final.
- k) **Score-Forfeit:** In the event that a Match is declared a forfeit, for any reason, the score shall be recorded as 35-0 in the winning team's favor.
- l) **Filming and Videotaping:** Filming or videotaping of games by non-participating schools is considered unsportsmanlike conduct and is prohibited without both competing teams' permission.

Pre-Game Procedures

- a) **Pre-Game Captains Meeting:** Both teams' coach and captain are required to meet with the referee at least 15 minutes prior to the commencement of play. The referee will discuss any ground rules and give each team his instructions. Opposing Teams are required to exchange their official USA Rugby Club roster and their game day roster, as well as provide a copy to the referee.
- b) **Boot Check:** Both Teams will submit to a boot check prior to the commencement of play. A player's boot (cleat) may not contain a toe stud.
- c) **Coin Toss:** Each Team shall send a representative to midfield at which time a coin toss by the referee will determine the kicking team. The Home Team calls the toss. The winner of the coin toss may choose whether to kick or receive the ball. The loser of the coin toss chooses which end of the field to defend.
- d) **National Anthem:** Both teams are to take the field and salute the flag while the National Anthem is being played. In the event of multiple contests the Anthem shall be played prior to the Headline Game. (Please make every attempt to play the anthem even if it means playing it on a portable stereo.)

Rosters

- a) **USA Rugby Roster:** The official USA Rugby Club roster can be found at the USA Rugby website, www.usarugby.org, in the membership section. It is verification that your club is registered. It also verifies that your players are CIPP'd as is required by NCHSRA to compete in a Qualifying Match. Teams must have a current USAR roster at each match. (See eligibility rules)
- b) **Game Day Rosters:** Game day rosters must be completed for each Division (Side) Team playing a competitive match and presented to the opposing Team prior to the commencement of the scheduled matches. (See Appendix II :Forms)

- c) **Division 1:** Players designated as the 1st Fifteen on the Division 1 (A Side) roster may not participate in any other contest, for any other side or team, occurring on the same day as their scheduled Division 1 match (Division 2, etc.).
- d) **Player Minimum:** The Division 1 roster must be comprised of at least 15 designated Division 1 players and may not exceed 23 in all.
- e) **Substitutes:** Players designated on the Division 2 (JV) roster may act as Substitute players on the Division 1 roster.

Safety

- a) **Emergency Plan:** The home team coach will have an emergency plan [e.g. hospital directions] available to give to visitors.
- b) **Cell Phone:** A coach from each team will have a cell phone available during each game.
- c) **Player Information:** Coaches will have the player's emergency contact, insurance information and waiver release available at all times.
- d) **Field Inspection:** Both head coaches and the referee officiating the match are responsible for inspecting the playing field to determine ground conditions and whether the field and playing enclosure is fit and safe for play. Conditions such as exposed manhole covers, potholes, glass or foreign objects present; or the presence of any steel, concrete or other material that might make the area of play unsafe shall be determined to be a condition that makes the field and/or the playing enclosure unsafe for play. The host team is then to be given an opportunity to remedy the condition within a reasonable period of time to the satisfaction of the referee and opposing coach, if the condition can be remedied. In the event of a disagreement, the referee shall have the final say and if the field of play remains unsafe and no alternative field is available, the referee has the right to determine forfeiture in favor of the visiting team.
- e) **Concussion Testing:** All teams must comply with their School District's player concussion policies and procedures. It is advised that each player take the **IMPACT Baseline Concussion Testing** prior to engaging in any **contact**
- f) **In the Event of Injury:** The Referee shall immediately stop play so that the injured player may be attended to. Play may not resume until the injured player is removed from the field of play.
- g) **Concussion:** In the event a player suffers a concussion, neck injury, heat stroke or other serious injury, the referee, in conjunction with a certified athletic trainer or EMT shall make the decision as to whether that player may continue to play. The referee's decision is final. If there is any doubt, any concussion shall be treated as a third degree/severe concussion and the player shall be removed from play and the player transported to the Emergency Room for further evaluation. (See Appendix V: Concussions)
- h) **Blood:** In the event that an injury results in a cut or abrasion that leads to bleeding the injured player must leave the field of play immediately. The Player may only return to play when the bleeding is stopped and the injury is dressed.
- i) **Injury Report:** If an injury occurs to a player which requires the player to be removed permanently from the field of play, an injury incident report shall be completed by the medical first responder on the form then approved by NCHSRA and provided to the coach of the player's team and copies shall be filed with the NCHSRA as determined necessary. (See Appendix II: Forms) (A reporting form shall be made available on the NCHSRA web site for download).
- j) **Failure to Provide Medical Personnel:** Failure of the home team to provide and procure qualified medical personnel for all home matches will result in a forfeit. (May be, but not limited to, Athletic Trainers, EMT's, Emergency First Responders, MD's, RN's, PA's and LPN's) Failure to meet this

requirement twice in the same competitive season for home matches will result in the team being placed on probation; making it ineligible for post season play.

Player / Matches Ratio

An individual is limited to only one game per every 4 days on league matches. Players involved in weekend tournaments or any other rugby event are not ruled under NCHSRA, since those are not considered League Matches. Coaches' discretion will determine playing time outside the league.

Personal Equipment and Players Uniforms

- a) Players' equipment (head gear, shoulder pads, gloves and others) must be IRB approved. They may be used at any time during practices and matches.
- b) All players must wear identical rugby shorts, socks and jerseys while on the playing field. Additionally, all jerseys must be individually numbered.
- c) The wearing of any other attire, such as, but not limited to, face masks, prescription goggles and athletic braces and tape, is solely at the discretion of the referee and in line with IRB Rugby regulations.

Player and Coach Conduct

- a) Coaches and Players are to exhibit sportsmanlike behavior at all times. They are subject to all rules, regulations, policies and penalties as set forth in their Home School and/or their School District's Code of Conduct.
- b) Referees are to be addressed as "Sir" at all times. During the course of officiating a match the Referee's decisions are final. During a break in play the Team Captain may approach the Referee, and at the Referee's discretion, appeal a ruling or to bring something to his attention.
- c) Coaches and Players are prohibited from arguing with or becoming verbally abusive with the Referee for any reason. Each team will be given one warning in addition to being penalized for the improper behavior. If the event of a second incident the offending party will automatically receive a Yellow or Red Card (Referee's Discretion) in addition to any penalties assessed.
- d) Coaches and Players are prohibited from becoming verbally abusive, use profane language and/or use obscene gestures at any time and for any reason. Each team will be given one warning in addition to being penalized for the improper behavior. If the event of a second incident the offending party will automatically receive a Yellow or Red Card (Referee's Discretion) in addition to any penalties assessed.
- e) Coaches and Players are prohibited from fighting and/or intentionally inflicting physical harm to any player, coach, game official or spectator at any time. In addition to School and District Discipline the offending party will be immediately ejected from the match and receive a minimum one game suspension. The incident will automatically be referred to the NCYRU disciplinary committee to determine any further consequences.
- f) Once a Match has begun no person may enter the field of play without the Referee's permission. The only exception to this rule is in the event of injury. Coaches and/or medical personnel may enter the field of play to attend to the injured player. Each team will be given one warning in addition to being penalized for the improper behavior. If the event of a second incident the offending party will automatically receive a Yellow or Red Card (Referee's Discretion) in addition to any penalties assessed.

- g) All Coaches, Players, Assistants and other team or NCHSRA officials on the sidelines must remain a minimum of 5 meters from the touch line and between the 22s. This area will be designated by the Home Team by a painted line or the construction of a barrier. Each team will be given one warning in addition to being penalized for the improper behavior. If the event of a second incident the offending team's Head Coach will automatically receive a Yellow Card in addition to any penalties assessed. Repeated violations of this rule may lead to forfeiture.

Yellow and Red Cards

- a) **Yellow Card:** When the Referee issues a Yellow Card, the offending party must proceed immediately to a designated place for a period of 10 minutes. It is the responsibility of the Referee or Assistant Referee to keep the time and to notify the penalized player when he may resume play. No Coach or Player may communicate with the player until the penalty period expires.
- b) **Red Card:** When the Referee issues a Red Card, the offending party must leave the field of play immediately. They may not remain on the sidelines with the rest of the Team nor may they communicate with any Coach or player while the Contest is in progress. Anyone issued a Red Card is suspended from all play and practice for eight days or one match, whichever is the longer. (The period between the Card being issued and the conclusion of the Teams next scheduled game). The incident shall be reported to NCHSRA, who in turn will refer the matter to the SBRO disciplinary committee for further review and the determination of any further consequences.
- c) **NC SBRO Appeal:** A person receiving a Red Card may appeal any penalties and suspensions by filing a written appeal with the NC SBRO disciplinary committee. The appeal must be submitted by, and endorsed by the players Head Coach. In the event that the Head Coach is the subject of the Red Card, the Official Club advisor must file the appeal.
- d) **Please refer to the detailed NCYRU 2015 Disciplinary Policy and Procedures in the Appendix 2**

Team and Player Eligibility

It is the Head Coach's responsibility to ensure that his Team and Players meet all NCHSRA eligibility requirements as outlined in this section.

NCHSRA will not actively verify player eligibility. All Teams must maintain eligibility documentation as proscribed by their school district policy and must provide NCHSRA with any requested documentation upon request.

Included in this handbook are several tools that will be helpful in documenting and verifying Student/Athlete eligibility. (Appendix IV) It is also advised that your Team Faculty Advisor run your player list by your school's Administration and/or Athletic Department to ensure that your players are all academically eligible to participate.

2016 season:

- Division 1 is being referred to as Varsity side. Division 2 is being referred to as the JV side.
- Varsity teams will only consist of players from grade 11 – 12, however, players from grade 9 – 10 may also be considered based on ability, skillset and safety.
- JV teams will only consist of grades 9 – 10.
- All **new** SHS teams will play in the same division (either Varsity – Div. 1 or JV – Div. 2), as existing SHS teams.

Single vs Multi High School teams:

- If there is an **existing SHS rugby club at a high school**, players from that school must play for the school.
- **No MHS club will encourage/lure/poach/recruit players from that school for a MHS club.**
- An enrolled student, who is **already playing for a MHS club** at the time the SHS club is formed, can be grandfathered in and stay with the MHS club. These same players, still have the option (and should be encouraged), to switch over to their high school, if they so choose. The grandfathering option is only applicable at the high school level.
- An exception to these rules would need to be submitted via a waiver process to the SRO (NCYRU) for review

1. High School Team Eligibility

- 1.1 A High School Team (HST) is defined as a club that has been formed at an accredited High School (Grades 9-12) in the State of North Carolina by students, and expressly for their enjoyment.
- 1.2 A HST must be fully recognized by the school administration and/or school district as an officially sanctioned school based extracurricular club. It is subject to the rules, regulations and policies of the team's Home School (as defined by its local School District) and/or School District.
- 1.3 A HST must be led by a Faculty Advisor as designated by the team's Home School's¹ principal.
- 1.4 A HST may be comprised of an unlimited number of students. It may be subdivided into several smaller teams (Sides) for the purpose of inter-scholastic competition.
- 1.5 The 2011 "Visiting Player" exemption is no longer in effect. All students competing in a NCHSRA qualifying match must be enrolled in the HST's Home School. Alternative or extended day school students who meet all other eligibility requirements may participate in athletics for the school to which they would normally be assigned, provided the alternative/extended day school has no athletic program. The alternative schools referenced here are those operated by the school system itself.
- 1.6 A HST must be open to all students registered and enrolled at the team's Home School, regardless of gender, and must comply with all Home School and /or School District eligibility requirements.
- 1.7 A HST must have separate designated sides for men and women. Coed sides are strictly prohibited for the purpose of competition in any NCHSRA contact event.
- 1.8 A HST must register with USA Rugby annually and must be in good standing with USA Rugby to participate in any NCHSRA qualifying match².
- 1.9 A HST must submit a letter of intent to field a team for the season no later than the last day of November.
- 1.10 A HST Club must register at least (1 competitive side) with NCHSRA, submit all NCHSRA registration materials and pay any NCHSRA registration fees no later than the last day of January.
- 1.11 Eligibility of any HST or additional Sides (as defined in 1.4) created after the registration deadline is solely at the discretion of the NCHSRA.

2. Student Athlete Eligibility

The following eligibility rules are designed to create basic statewide eligibility standards. They are based on the NCHSAA and USA Rugby eligibility requirements. Most Local Education Agency's (LEA) have established their own eligibility rules.

Where NCHSRA eligibility rules and LEA rules conflict; the LEA rule will take precedent. If an eligibility situation arises and is not covered in this document, the LEA, then NCHSAA and finally USA Rugby rules

will be applied. All teams/players are responsible to acquaint themselves with their own LEA rules and may refer to the NCHSRA website for NCHSAA and USA Rugby eligibility rules.

- 2.1. All students participating in any NCHSRA qualifying match must be registered with USA Rugby and have an active and valid CIPP number.
- 2.2. All students participating in NCHSRA sanctioned events must be enrolled in an Accredited High School as defined in Sections 1.1 through 1.3 and must be seeking their diploma.
- 2.3. All students must play for their Home School's team and **may not play in a Qualifying Match for any other club in a fifteens match, including another High School team or club, College Clubs or Senior Club competitions, while those players' High School Qualifying Match season is in progress.**
- 2.4. All Students must have completed (signed) medical insurance waivers and coverage's – for both the school and USA Rugby.
- 2.5. Students must be currently enrolled in at least one-half of the minimum academic course load.
- 2.6. Students must meet local school promotion standards.
- 2.7. Must have passed a minimum work load⁴ during the previous semester.
- 2.8. Students must have an 85% attendance record from the previous semester.
- 2.9. Students must meet all local GPA and eligibility requirements of the LEA.
- 2.10. **EIGHT SEMESTER RULE:** No student may be eligible to participate at the high school level for a period lasting longer than eight consecutive semesters, beginning with the student's first entry into grade nine or participation on a high school team, whichever occurs first. For students who skip the ninth grade and advance directly to the 10th from the eighth, the year prior to entering the 10th grade is considered the year of first entry into ninth grade for athletics. The principal shall have evidence of the date of each player's entry into the ninth grade. The North Carolina cumulative record is sufficient
- 2.11. **MAXIMUM NUMBER OF SEASONS:** No student may be approved for a high school contest if he has taken part in contests during four separate seasons in that sport (one season per year, whether the sport is played in North Carolina or not) Playing as a member of a private or other non-member school team shall be deemed the same as playing a member of a school team. Enforcement of this rule is to begin with entry into ninth grade, however.
- 2.12. A student shall not participate in school athletic contests after graduation from high school. This does not apply to spring graduates of the current school year participating in state, regional and/or national playoffs or competitions, arising out of, and that extend after the end of the current school year.
- 2.13. **AGE OF PLAYER:** No student may be approved for any athletic contest if his or her 19th birthday falls on or before August 31, 2014. The principal shall have on file evidence of the legal birth date of each athlete i.e. the date of birth was on or before August 31st, 1995.
- 2.14. A student athlete who changes schools after establishing a sports school, unless the school is the student's Home School, is ineligible for 365 days.
- 2.15. Players may not have played for any other club in a fifteens match, at an age level higher than their current High School team representation and age group during the current NCHSRA season.

3. Penalties for Eligibility Violations

- 3.1. A player who has participated in a NCHSRA qualifying match who is deemed ineligible is automatically disqualified for play in any NCHSRA sanctioned event for the remainder of the season.
- 3.2. The HST forfeits any game/games that the ineligible player competed in. The score of the forfeited games will be 35-0 in the opposing team's favor. **The only exception to this is if:**

3.2.1. The Team can show that the player intentionally filed fraudulent paperwork.

And

3.2.2. The team can show that they did their due diligence and followed NCHSRA recommendations for ensuring that the player was in compliance.

3.3. In the event of a 2nd eligibility violation in a single season the HST forfeits all claims to post season state, regional and national play. The Head Coach shall be placed on probation.

3.4. If the HST is found to have committed a 3rd eligibility violation in a 12 month period the Head Coach shall be suspended for the remainder of the current season. This suspension may be levied for up to one year from the date of the final offense. The incident shall then be referred to the NC SBRO Disciplinary Committee with an official recommendation that the Head coach is further suspended from participating in any USAR/Rugby NCYRU/NCHSRA youth program during the NCHSRA suspension period.

1. **"Home/area school"** is the school that serves the area where the student lives and is based on the residence of the parent or legal custodian (court ordered custody, not guardian). Students must live with the parents or legal custodian and may not have two residences for eligibility purposes. No student may participate at a second school in the same sport in the same sport season except in the event of a bona fide change of residence of the parent (s) or legal custodian. Change of schools must be contemporaneous with change of address.
2. A **"qualifying match"** is defined as a contest occurring as part of an organized, scheduled season that may or may not lead to a State or National Championship.
3. **LEA** - Synonymous with a local school system or a local school district, indicating that a public board of education or other public authority maintains administrative control of the public schools in a city or county.
4. **High school minimum load** is defined as passing five courses in the traditional school schedule or 6 of 8 courses in the A/B format of block scheduling or 3 of 4 classes in the 4 x 4 block schedule

Conference Rules

NCHSRA is divided into geographic conferences. As new teams are added Teams may be transferred into a different conference at the beginning of a new season. The ultimate goal of NCHSRA is to mirror the conference structure of the NCHSAA.

1. Each Team will play every other team in its conference at least once during the competitive NCHSRA season.
2. Teams may play cross conference matches during the NCHSRA season. These games must be scheduled and approved by NCHSRA.
3. Only official conference games will count toward the Conference Championship.
4. **Point Tabulation:** Points will be awarded toward the Conference Championship using the following point system. At the conclusion of each match each Team will receive points based upon their Team's outcome and points differential** between points scored for and points scored against.
 1. 4 Points Win
 2. 2 Points Draw
 3. 1 Point Loss within 7 points or less of the team that wins
 4. 1 Point Scoring 4 tries or more in a match
 5. 0 Points Loss of more than 7 points
 6. 5 Points Forfeited match (Refer to Ground Rules above)

**** Qualification of "differential margin":** A **maximum differential** will apply – defined as **35 scoring points** between the losing and winning team. I.e. a winning team can only earn up to 35 differential scoring points in any one game

Mercy Rule:

When point's difference reaches 35, the referee will stop the game and invite both head coaches onto the field to agree continuing playing options which can but not be limited to:

- Playing on as is
- Ending the game
- Allowing unlimited subs
- Any other options that both coaches agree on
- In practice, the coach of the team that is losing should suggest what he would prefer.

5. Determining Conference Champion

1. The Conference Champion is determined by the Team with the most competition points in the conference.
2. Position in the competition table shall be determined by the compilation of **competition points** as set out above.
3. In the event of a tie on points, position will be determined by points scored for and against. The team with the **highest (positive) differential margin (points scored "for" versus points scored "against")** being the leading team.
 - a. **Qualification of "differential margin"**

1. A **maximum differential** will apply – defined as **35 scoring points** between the losing and winning team. I.e. a winning team can only earn up to 35 differential scoring points in any one game.
4. If a tie still exists, position will be determined by the previous conference result of match (head-to-head) between the teams vying for position.
5. If still a tie, the team who has scored the most tries, will define the leading team.

NORTH CAROLINA HIGH SCHOOL STATE CHAMPIONSHIP RULES

The State Playoff and Championship is limited to NCHSRA Division I teams only. Each Team is further limited to a 23 player roster, comprised of any eligible Division I or Division II player.

State Championship Cup & Plate Finals

- 1) As the conferences build out over the years, the championship format will change:
 - a) Seeding's will take place after completion of all regular league season games within each conference.
 - b) If at the end of the conference stage, more than two Teams are tied on points then the following process shall be used to determine the placing's:
 - i) The Teams concerned shall be ranked by reference to the number of points scored in all conference Matches. The Team with the highest number of points scored in the conference Matches shall be ranked higher in the conference competition table: if the tie remains unresolved then:
 - ii) The margin of points scored for and against a Team in all conference Matches will be considered. The Team with the highest positive margin of points shall be ranked highest in the conference competition table.
Qualification of "differential margin": A **maximum differential** will apply – defined as **35 scoring points** between the losing and winning team. I.e. a winning team can only earn up to 35 differential scoring points in any one game: if the tie remains unresolved then:
 - iii) The margin of tries scored for and against a Team in all conference Matches will be considered. The Team with the highest positive margin of tries shall be ranked higher in the conference competition table, if the tie remains unresolved then:
 - iv) The Teams concerned shall be ranked by reference to the number of tries scored in all conference Matches. The Team with the highest number of tries scored in the conference Matches shall be ranked higher in the conference competition table: if the tie remains unresolved then:
 - v) The tie will be resolved by the toss of a coin between the Team Managers concerned. Following the completion of the conference games, the Group winners and the second placed teams will progress to the Cup and Plate Competition.
- 2) Prior to the Championship Playoff Round, if any of the seeded teams declines to, or is ineligible to participate in the Championship Playoffs, the Team with the next highest point total in its conference will assume its position. Each subsequent eligible Team will then move up to fill the vacant seed position before it.
- 3) Once the Championship Round commences the failure of a Team to meet Match eligibility will result in a forfeit.
- 4) **2016 Season:**
Round 1 (Saturday 30th April): As agreed at the December 2015 SHS league and coaches meeting, the top 4 seeded teams will contest for the championship:
1st Seed vs 4th Seed (Game 1)
2nd Seed vs 3rd Seed (Game 2)

Championship Round - Finals (Saturday 7th May):

Winner Game 1 vs Winner Game 2 – Championship Trophy

Loser Game 1 vs Loser Game 2 – Plate trophy

Determining winner:

1. The semifinals and finals playoff, follow a single elimination format.
2. If teams are tied after full time, the team with the most tries scored will define the winner.
3. If still tied, sudden death penalty kicks at goal from the intersection of the 22 & 15 meter lines – either from the left or right of the uprights. Kicks must be alternated between players. No one player is allowed to take more than 1 (one) kick.

2016 CHAMPIONSHIP CUP & PLATE ROUNDS

<u>04/30/2016 @ Charlotte RFC 3:00pm</u>	-	
Seed #1 - <u>Game #1</u>		
Seed 4	Winner Game #1	5/07/2016 @ Charlotte RFC 3:00pm
<u>04/230/2016 @ Charlotte RFC 1:00pm</u>	<u>Cup Championship</u>	
		STATE CUP CHAMP
Seed 2 - <u>Game #2</u>	Winner Game #2	05/07/2016 @ Charlotte RFC 1:00pm
Seed #3	Loser Game #1	
	- <u>Plate Championship</u>	
	Loser Game #2	STATE PLATE CHAMP

Possible Consolation Games - Weekend 04/22-23/2016	
<u>04/22-23/2106 @ Higher Seed Venue</u>	
Seed #5 - <u>Game #3</u>	
Seed #6	
Seed #7 - <u>Game #4</u>	
Seed #8	
Seed #9 - <u>Game #5</u>	
Seed #10	

Team Fundraising

It is never too early to begin raising money for your Club. A good fundraising effort will go a long way to subsidizing a good portion of your program and lower player fees.

Fundraising gets everyone involved in making your program a success. It offers parents an opportunity to help out and become invested in the success of your program. It gives our students a stake in the Club's future. They get to practice the teamwork that we teach them on the field and to interact with their neighbors.

Finally, fundraising also gets the word out to the community that your program exists. It tells the world that Rugby is being played at the High School level in your area

Here are a few suggestions that have been proven to be successful.

HARRIS TEETER - TOGETHER IN EDUCATION (TIE)

http://www.harristeeter.com/community/together_in_education/tie.aspx

If you are not taking advantage of this you are crazy. It is only available to school based programs. This is the easiest fundraiser there is. The program requires little to no administration and a sizable return can be achieved after only a couple of days work.

It goes like this:

1. Sign up for the program on the Harris Teeter Website.
2. Harris Teeter will assign you a TIE number.
3. Advertise the number everywhere you can. (ie, school e-newsletters, your webpage)
4. Set up a TIE Re-link event at a local Harris Teeter asking shoppers to link their VIC cards to your program.
5. Deposit a check in your school account every 3 months.

Once you have linked a VIC card to your club the money just keeps coming in. The sooner you get started the more money you can raise.

Bi-Lo Charities Boosters Plus Program

<http://www.bi-lo.com/community/boostersplus>

This program is very similar to Harris Teeter's TIE. In this program cards are issued to your Club and you distribute them to your students, families, volunteers and supporters. The Card gets presented at checkout and a percentage of the sale is donated to your club.

Local Community Businesses

Sponsors! Sponsors! Sponsors! You have sponsors willing to donate to your Club all around you. You just have to keep asking. Start with your Club parents. They may own companies and would love to help out. Ask parents if their employers have a community give back program. Encourage them to inquire with businesses that they frequent. Dentists and doctors are good contributors.

Restaurants are terrific resources. Not only can they donate money, but they can also sponsor pre-game meals. In return for a restaurant sponsorship, arrange to have a "Family Night Dinner" there. The restaurant loves the exposure and will usually pay your club between 10-20% of the evening's receipts.

Remember sponsors donate for a reason. Exposure. They are looking to create a community image and to expand sales. Find ways to spread the word about their generosity. Announce new sponsorships in school email and/or print newsletters. Put their logo on your website. Depending on the amount of their contribution, give them a plaque of appreciation for their establishment and/or hang a banner at your home games. Also at your home games, hand out any coupons that they may have and put their name in any program you distribute and on the scoreboard, where applicable.

In addition to direct sponsorships, grocery stores like Harris Teeter and retailers like Wal-Mart and COSTCO, will give school teams vouchers for merchandise. They are usually \$10-\$20. Each store will give you only one voucher but you can get vouchers from multiple stores. You just need to write a letter on School/Club letterhead stating the purpose of the donation.

Products

There are countless fundraising products that can be sold by your club. They range from selling team ware to selling peanuts. Some of these fundraisers are pretty much turn-key from the supplier. Others like selling BBQ, take an enormous amount of effort to pull off. How you go about this is up to the involvement and support of your families.

The following is an example of a program we have set up in the Charlotte area.

COMMUNITY SERVICE BOOK

<http://www.communityservicebook.com/>

This is a real good fundraiser. The books are sold for \$20 out of which your club receives \$10/book. We have even worked out a deal with Community Service Book to donate \$1.00, per book sold, back to NCHSRA.

There is no money outlay, it is a consignment deal.

Sample Program

Ask your students to sell minimum of 5 books a piece. Once they reach the 5 book minimum, apply \$5/book sold toward their Dues.

If a student sells 10 books, the club receives \$50 and the student reduces their dues by \$50

A club that has 20 students selling the 5 book minimum can raise \$500 and reduce their player dues by the same amount.

MAKE IT AT THE GATE

Make the most of your home games. Promote them at school and in the community. Make sure that the games are on the school athletic calendar and are promoted during school announcements and in school newsletters.

Partner up with local youth organizations and let the Rookie Rugby kids play in your stadium. It is a win-win situation for all involved. Many schools allow clubs to keep all of their gate receipts. Admission can run between \$3.00 and \$5.00. It is simple math, the more people that come through the gate the more money the club makes.

Getting your students in to see your games serves another purpose. It sells the sport and creates recruits.

NCHSRA/World Rugby Shop Price List

NCHSRA and NCYRU have entered into an exclusive partnership with World Rugby Shop to provide our members with exceptional pricing. Even if you do not see the item that you are looking for on this list WRS will give you a 10-20% discount off the regular price.

These prices are for members only. WRS will not give this pricing to you unless your School has been registered in the program by NCHSRA. Upon registration you will be provided with contact information and ordering procedures.

Product descriptions and details can be found by going to the World Rugby Shop website and entering the item number in the search window at the top of the page.

www.worldrugbyshop.com

Uniform prices do not include customization or printing fees.
Prices can change without notice.

NORTH CAROLINA YOUTH RUGBY UNION (NCYRU) CONCUSSION MANAGEMENT GUIDELINES

1. Introduction

North Carolina Youth Rugby Union (NCYRU) has adopted the guidelines of the Gfeller-Waller Concussion Awareness Act for the safety and well-being of all our student-athlete participants.

The guidelines and protocols as outlined in the Gfeller-Waller Concussion Awareness Act include three major areas of focus; education, emergency action, and post-concussion protocol implementation (specifically clearance/return to play or practice following a concussion guidelines).

Complete information on the Gfeller-Waller Concussion Awareness Act can be found at:
www.tbicenter.unc.edu/MAG_Center/gwlaw.html

2. NCYRU Policy

All NCYRU student-athlete participants, their parents & guardians, coaches, administrators, and volunteers must adhere to the guidelines set forth in the Gfeller-Waller Concussion Awareness Act.

Student-athlete participants competing in rugby as an interscholastic sport for a School Based Team as part of NCHSRA must adhere to the Gfeller-Waller Awareness Act as a matter of state law and NCYRU policy.

Each school and their administration is responsible for the implementation of the Gfeller-Waller Concussion Awareness Act at their school. Each Team and their school must maintain documentation that they are in compliance with the law and NCYRU policy.

3. Gfeller-Waller Concussion Awareness Act Key Points

Key points of the bill include:

- a. Distributing written concussion information forms to be reviewed annually by students, coaches, parents, volunteers, and medical professionals. The information will include signs and symptoms of concussions and other head injuries. In addition, information will be distributed about the physiology and potential short and long term effects of head injuries. (Appendix A - Forms A & B)
- b. Student-athlete participants who show signs of a head injury must be removed from the activity and not allowed to return to play or practice until a health care provider gives written permission for the athlete to return. (Appendix A - Form C)

4. Recognition of Concussion Symptoms

Concussions and other brain injuries can be serious and potentially life threatening injuries in sports. Research indicates that these injuries can also have serious consequences later in life if not managed properly.

It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously.

Coaches and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed athlete may not be aware of their condition or potentially be trying to hide it to remain in the game or practice.

There are many signs and symptoms a person may experience following concussion that can affect their thinking, emotions or mood, physical abilities, or sleep.

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability	Sleeping more than usual
Feeling slowed down	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Nausea/Vomiting	More emotional than normal	Trouble falling asleep
Difficulty remembering new information	Dizziness	Feeling nervous or anxious	
	Balance problems		
	Sensitivity to noise or light		

Table from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

4. Post-Concussion Protocol

If a student-athlete exhibits signs and symptoms consistent with a concussion (even if not formally diagnosed), the student-athlete is to be removed from play and is not allowed to return to play (game, practice, or conditioning) on that day.

Student-athletes are encouraged to report their own symptoms, or to report if peers may have concussion symptoms. Coaches, parents, volunteers, first responders, school nurse, licensed athletic trainers (if available), are responsible for removing a student-athlete from play if they suspect a concussion.

Following the injury, the student-athlete should be evaluated by a qualified medical professional with training in concussion management. It is strongly recommended that each institution seek qualified medical professionals in the surrounding community to serve as resources in the area of concussion management.

In order for a student-athlete to return to play without restriction, he/she must have written clearance from appropriate medical personnel.

5. Emergency Action Plan

Each Team in coordination with their school must have a venue specific Emergency Action Plan in place that is:

1. In writing,
2. Distributed to all personnel,
3. Posted conspicuously at all venues,
4. Reviewed and rehearsed by all licensed athletic trainers (LAT), first responders, coaches, school nurses, athletic directors, and volunteers for extracurricular athletic activities, and
5. The EAP must be reviewed by an athletic trainer licensed (LAT) in North Carolina. To have your plan reviewed by a LAT, in the event you school does not have one, please send the EAP to eap@ncathletictrainer.org

7. Documentation & Forms

All teams are responsible for the distribution of these guidelines and related forms to their student-athlete participants and the student-athlete's respective parents and/or guardians. Each team is responsible for adhering to these guidelines as set forth by the Gfeller-Waller Concussion Awareness Act and NCYRU Policy. Forms are also available at www.ncyru.org.

New USA Rugby Coach Development Program

1. Objectives

- *Protect the player, coach and organization / Develop coaches and players /Prepare for victory*

2. New Structure – American Rugby Model (ARM) is based on Long-term Athlete Development (LTAD)

- *Play: Youth (non-contact) - Level 100 - online course launch Nov.1, 2012*
- *Develop: High school (contact) - Level 200 – online course/clinics launch Jan 26, 2013*
- *Compete: College - Level 300 - online course/clinic launch Summer 2013*
- *Lead: Elite - Level 400 - National Rugby Leadership Academy – Fall 2013*

3. USA Rugby Player Protection Package (PPP) required for **ALL USA Rugby Coach Members**

- *USOC Safe Sport on-line course (sexual molestation/bullying prevention training)*
- *NFHS/CDC Concussion Prevention/Management course*
- *USADA True Sport on-line course (PED prevention, nutrition, ethics and sportsmanship)*

4. All Level 100 courses (including PPP and Rugby Essentials course) are on-line and included in \$65 coach membership fee (also includes background check, and liability/accident insurance)

5. Existing Level 1 grandfathered to Level 200 / Level 2 grandfathered to Level 300 / Level 3 to Level 400

6. USA Rugby Coach required for clubs involved in USA Rugby sanctioned events (also required for USA Rugby to issue a Certificate of Insurance)

7. New USA Rugby Level 200/300 courses are 2 – 3 hours on-line component and a one day on field session

8. USA Rugby Level 200 certification meets state high school association requirements and NFHS Accredited Interscholastic Coach certification

9. Cost of required USA Rugby courses has been reduced to up to 50% (USAR subsidizing partner courses)

10. No repetition of past courses completed is required for re-certification

11. Scope of coaching courses expanded to include sport science and coaching management topics

SafeSport Rugby Training Access and Instructions

- Accessing the training
 - Users can register through the “Register” link on the top right of SafeSport.org
 - Users can go directly to training.safesport.org to register
- Registration
 - Required fields are marked with a red asterisk
 - Under the ORGANIZATION section you’ll see a field marked “Code”
 - Please ensure your users select the course for your sport/NGB from the “Code” dropdown menu
 - Their certificate won’t match the records delivered if they don’t select the proper course
 - After the registration page, but sure to select the SafeSport Rugby course
 - The coupon code will only work for this course
- Coupon Code
 - **Your USA Rugby user code is: 22CB668960**
 - This code is specific to your NGBs authorized users and should not be distributed publicly.
 - Recommended distribution channels for coupon code
 - Direct email
 - Password protected page on your website
 - Posting in any general non-public space
- Records
 - A CSV / Excel formatted record will be distributed by the USOC for distribution to your NGB on the 15th of every month
 - Please notify the USOC of the a pre-determined member of your staff who should receive your report
- Video training program instructions and information
 - Technical questions and training FAQ can be found at: <http://safesport.org/take-the-training/faq/> or by selecting “FAQ” on the top right of the training interface
 - For technical issues concerning the functionality of the learning management system, please click on the “Contact Us” link at the top right of the training site.
 - Membership services coordinators of your NGB are responsible for the distribution of this information and fielding questions related to this information.
 - The course consists of 16 lessons
 - It will take approximately 90-120 minutes to complete the entire training
 - Each lesson has been assigned a minimum viewing time which matches the length of the lesson's video. You must keep your browser window open and active. If you leave the browser window the timer will stop and you will have to restart the video. Once the video lesson has finished, please refresh your page to access the next lesson in your course content navigation
 - To successfully complete the course, users will be required to pass 4 tests consisting of 50 total questions
 - Users do not need to complete the training in one block of time. You can start and stop the course as needed, picking up where you left off upon return
 - You can review and track your training progress by clicking on the “Reports” tab at the top left of the training interface
 - Once you have viewed all training materials and passed each test, SafeSport will maintain an electronic record of your participation
 - You can view and print your training certificate by clicking on the “Reports” tab at the top of this screen and then by clicking on the green “Print/View Certificate” button

USA Rugby Coaching Certification – Q&A Page 1



What Changes Are Being Made?

- We have redefined what it means to be a Rugby Coach in the USA.
- A coach's status must be listed as "Active" for his/her team to receive their COI.
- Cost of a USAR coaching membership will be \$65.
- A coach's certification will follow the membership cycle.

Why The Price Increase?

- All of the money received from Coaching membership fees will be used to fund the new coaching requirements and subsidize course fees.

How Do I Become Listed As "Active"?

- Register as a "Coach" with USA Rugby.
- Complete the Player Protection Package.
- Pass a background check.
- Complete a Certification Course.

What Is The Player Protection Package

- The PPP was implemented as a requirement as part of USAR's efforts to make our player's and coaches safety and well-being a national priority.
- The PPP consists of 2 free online courses.
 - USOC Safe Sport.
 - NFHS "Concussion in Sports-What You Need to Know."
- These course providers report the completion status for all of our coaches to USAR.
 - These reports are received weekly.
 - If you need to report your completion of these courses outside of the normal reporting period please email a pdf certificate to clangdon@usarugby.org.
 - Please try and complete these requirements at least a week prior to your first practice.
- The PPP will not need to be repeated once you have completed the requirements.

How Does This Affect The Certification Courses?

- All Coaches are required to complete a certification course.
- The new courses will be easier to take, more effective, and cheaper to take.
- **Level 100**
 - Completely online.
 - Available Spring 2013.
 - IRB Rugby Ready online course will be given equivalency until the USAR version of the course is available.
- **Level 200**
 - Consists of online pre course work and a 1 day in person clinic.
 - Available: the end of January 2013.
- **Level 300**
 - Consists of online pre course work and a 1 day in person clinic.
 - Available: Summer 2013.
- **Level 400**
 - An "Academy" style course.
 - Invitational/application based.
 - Available: Fall 2013.
 - Takes 3 days.
 - Includes "experiential" requirements.

What Certification Level Should I Be?

- Starting in the 2013-2014 membership cycle a Level 200 certification will be the minimum certification requirement for all coaches who are coaching a contact team.
- Non-contact coach-Level 100.
- High School/Youth Contact-Level 200.
- College/Senior club coach-Level 300.
- D1 A/Super League/National team coach-Level 400.

How Do I Schedule A Certification Course In My Area?

- Contact Chase Langdon at clangdon@usarugby.org to request information about hosting a course.

USA Rugby Coaching Certification – Q&A Page 2



How Do I Maintain An “Active” Certification?

- USAR has restructured our courses so that a coach no longer will have to repeat a certification course.
- USAR will offer a suite of sanctioned Professional Development courses that a coach can take to maintain certification.
- A coach will need to complete 10 Professional Development Credits (PDC's) annually to maintain certification.

What is Professional Development?

- An educational program in place for coaches to maintain, extend and further their coach education.
- The PD program will offer a robust selection of on-line and in person programs in the technical, management and sports science areas of the game, provided by USAR and select partners.
- Participation in this program helps the coach maintain their certification and keep an ‘active’ status with USAR.
- For more information on this program or to host a clinic in your area visit:

<http://www.usarugby.org/#goto/coaches>.

What If I Was Previously Certified?

- If you had an active certification at the beginning of the 2012-2013 membership cycle than you will be grandfathered in at an equivalent certification level.
- Introducing Rugby Certification becomes Level 200.
- Developing Rugby Skill Certification becomes Level 300.
- The Introducing and Developing certifications are active for 3 years after the date of the course at-

tended (up to 5 years if you previously reported old Continuing Education Units).

How Do I Complete The Background Check?

- The background check is processed automatically upon your registration as a coach.
- It generally takes up to two weeks for a background check to be processed.
- Background checks need to be completed every other year.

Where Can I Find Step By Step Instructions To Complete The USOC Safe Sport and NFHS Concussion Courses?

- Go to www.usarugby.org.
- On the left hand navigation bar click “coach the game.”
- From the drop down list of links select “Player Protection” (last link).
- The Safe Sport code can be found on your USAR membership receipt.

How Do I Complete The IRB Rugby Ready Course?

- Go to <http://www.irbrugbyready.com/> and click on the Register button.
- Enter your personal information and create a Username and Password.
- Complete all 12 of the lessons marked with an “X.” These lessons are called “Pre-participation,” “Equipment, environment and emergency plan,” “Warm up,” “Cool down,” “Physical Conditioning,” “Lifestyle,” “Taking the ball into contact,” “The tackle,” “Ruck and Maul,” “The scrum,” “the lineout,” and “Injury management.” Be sure to answer the questions at the end of each section.

Notes:

Appendix 1 – 2015-2016 NCYRU Disciplinary Policy and Procedures

NOTE: North Carolina Youth Rugby Union, NCYRU, has adopted, in large part, the NCHSAA and USA Rugby's Disciplinary Procedures and Policies. The USA Rugby Disciplinary Guidelines are referenced from the current USA Rugby Disciplinary Procedures and Policies.

1. Functions

- A. Disciplinary Matters: For all matches, functions, or any other matters of disciplinary concern in which North Carolina Youth Rugby Union has direct jurisdiction, NCYRU is responsible for appropriate disciplinary actions, sanctions, or suspensions against individuals, clubs, or other entities as provided for in these Disciplinary Procedures.
- B. Limitations. It is not intended that the Disciplinary Committee or NCYRU operate in the realm of the civil or criminal judicial system. It is specifically not a function of this body to award compensation or direct individuals, clubs, or other entities to pay financial damages or restitution for specific incidents of misconduct.
- C. Disciplinary Information: The NCYRU Disciplinary Committee will forward disciplinary information that involves players or clubs from differing Local Area Unions. Any disciplinary actions taken by the member LAU's should be forwarded to the NCYRU Disciplinary Committee. NCYRU Disciplinary Committee for future reference should keep documentation of all disciplinary actions.

NOTE: In the event that deliberate and intentional bodily harm by a player is inflicted on another player both civil and legal action can be taken by the player affected.

2. Jurisdiction

The NCYRU Disciplinary Committee has jurisdiction including but not limited to North Carolina:

- a) High School Boys and Girls
- b) Middle School Boys and Girls
- c) All Youth Rugby, contact or non-contact

One member of Discipline Committee shall sit on the NCYRU Board of Directors. They will report discipline issues to the NCYRU Board during a regular or special meeting.

3. Matters Subject to Disciplinary Jurisdiction

While it is anticipated that the primary concern of the Disciplinary Chair and Committee will be incidents occurring during play resulting in the sendoff of a player by the match referee, it is specifically noted that jurisdiction extends to all matters of misconduct, on and off the field, considered to be detrimental to the game of rugby.

Such matters can involve individuals, clubs, or other representative bodies of the sport. The misconduct may be a single incident on or off the field, or repeated examples of behavior contrary to the welfare of the sport of rugby.

Each NCYRU club/team shall designate a Discipline Liaison person to manage and be responsible for their clubs discipline behavior. The club/team must provide the name of their Discipline Liaison to the NCYRU Discipline Committee. This person will be the main club/team contact for the NCYRU Disciplinary Committee.

The governing body having jurisdiction over the match or event shall also have jurisdiction over all activities and social events held in conjunction with the match or event.

4. Disciplinary Processes

Send Offs by a Referee - Law 10:

Reports:

The referee must inform the NCYRU Disciplinary Committee, using on line NCYRU Incident Report form, via e-mail anytime a player is sent off for misconduct or foul play. The Report must be forwarded to the Disciplinary Chair within forty eight hours / two (2) days of the send-off.

Anytime the match involves teams or sides from differing jurisdictions, an additional copy of the Report should be sent to the Disciplinary Committee of the governing body at the next higher level (territorial levels for matches involving clubs or sides from differing SBRO or LAU's; national level for matches involving clubs or sides from differing territories).

The NCYRU Disciplinary Committee shall review reports received in these circumstances, and communicate the outcome of the discipline process to the parties involved when requested. **If the accused or the accuser's club that is party to the send-off does not file an appeal report with the Discipline Committee of the Governing Body of the send-off, it will be treated as an undisputed send-off.**

Penalties:

Any player, or coach, who is sent off for the duration of a match for any reason is automatically suspended for eight days or one match whichever is longer, for player send-off is subject to appeal. Pending a review of the send-off report by the Discipline Committee, additional sanctions may be placed. In this case, the player, or coach, has the right to a timely appeal. Suspensions and Penalties will be held in abeyance, upon receipt of an appeal, until review and ruling by the Discipline Committee. Appeals deemed by the Discipline Committee to be frivolous will not cause suspensions or penalties to be delayed. When a player, or coach, is sent off the field for the following reasons, the sanctions shall be in the range set forth below. These penalties are inclusive of the eight day or one match automatic suspensions.

***The minimum penalty of 8 days means 8 days or 1 match whichever is the longer. This decision is appealable.**

	Infraction	First Offense	Second Offense/ Repeat Offense
1	Non Violent Technical Infractions (holding, obstructing, game delay)	8 days - 2 wks	3wks - 2mos.
2	Minor Physical Offense (pushing, barging, over-the-top calls, early or late tackles)	8 days - 3 wks	4wks - 3mos.
3	Major Physical Offense (kicking, punching, dangerous rucking)	8 days - 6 wks	4 - 10 weeks
4	Major Physical Offense (kicking or punching to the head or groin)	8 days - 12wks	6 - 12 mos.
5	Major Physical Offense (player in defenseless position and/or with intent to injure)	8 days - 20 wks	9 - 15 mos.
6	Persistent Criticism / Disputing of Calls with Referee, within the "playing enclosure".	8 days - 3 games	4 - 6 games
7	Verbal Abuse and/or Threatening a Referee, within the "playing enclosure".	8 days - 5 games	6 - 10 games
8	Continuation of # 7 and/or Nonviolent Contact with a Referee After a Send-Off or at End of Game	8 days - 6 months	1 or more yrs.
9	Physical or Attempted Physical Assault of a Referee (on or off the field)	*Immediate Suspension	

*Unless overwhelming evidence is presented that would mitigate the situation, a minimum suspension of five (5) years will be assessed to the guilty party.

5. *Undetected Foul Play*

When foul play occurs, but is undetected by the Referee, it is the responsibility of the witness(es) to report it to the referee as soon as practical, and can be reported by anyone.

The referee should file an Incident Report to the controlling Disciplinary Committee no more than two (2) days after the incident. If it is not practical to report the incident to the referee, the incident should be reported by the witness(s) to the Disciplinary Committee within two (2) days after the incident. Foul play incidents, if found to be true, should be penalized as if a Send-Off was ordered by the referee.

6. *Off Field Conduct*

Off-field behavior that is detrimental to the image of the game of rugby can and should be reported by anyone, to the Disciplinary Committee as soon as practical, within two (2) days after the incident, if possible. Off field incidents will be reviewed on a case-by-case basis. Proven allegations of conduct that tends to place the game in disrepute shall be dealt with in the strongest manner. Requests for disciplinary investigation and action should be in writing, and provide as much detail as possible concerning the event(s) involved, using the NCYRU Discipline incident Report or Corrective Action Request form.

As a reminder, Coaches and Clubs are responsible for the activities of their members and supporters as they relate to the image of the game. Clubs are expected to provide for the discipline of their members and supporters who bring the game into disrepute.

7. Other Disciplinary Matters

The Disciplinary Committee will investigate any matters, subject to NCYRU disciplinary jurisdiction, brought to the Chair's attention by using the NCYRU incident report. The Disciplinary Committee may determine appropriate penalties applicable to individuals, clubs, or other representative bodies that are found to have exhibited conduct detrimental to the sport of rugby. These penalties may include suspension from eligibility. Requests for disciplinary investigation and action should be in writing, and provide as much detail as possible concerning the event(s) involved, using the NCYRU Discipline Incident Report Form.

8. Investigation Due Process

The investigative process must provide every opportunity for any parties accused of wrongdoing to respond to the allegations. In the event the Disciplinary Committee determines that possible disciplinary action may be warranted, the Committee must inform the parties within two (2) days that an investigation is being undertaken. A hearing is scheduled on the 5th day after the filing of the incident report. Both parties must have been able to state their version of the incident prior to a ruling being issued. Conference phone calls are allowed, in place of in person statements during the hearing.

Notification

The Disciplinary Committee will provide written notification of any decisions reached or penalties imposed to all interested parties as soon as possible following the hearing.

The Disciplinary Committee will notify all parties involved of the initiation and outcome of the investigative process. The entire investigative process shall be documented such that written records of all communications, hearings, and decisions are retained by the Disciplinary Committee.

Common timeline sequence:

1. Filing of NCYRU Incident Report (www.NorthCarolinayouthrugby.com)
2. Notification to affected parties by Discipline Chair
3. Discipline Committee investigates and reviews the input from all affected parties,
4. A hearing is held 5 days after the filing of an Incident report
5. Discipline Committee issues ruling
6. Notice of suspensions to teams and Referees Society
7. Appeal board formed, if required
8. A ruling issued on appeal based on further investigation.

9. Tracking of Offenders

It is the responsibility of NCYRU to track all disciplinary reports and actions taken. These will be posted on the NCYRU Web Site.

Any club who allows a suspended player to participate in matches while suspended will be subject to additional penalties by NCYRU, their LAU or SBRO, or other responsible Disciplinary Committees.

Hearings

When called a Subcommittee will be appointed and a hearing called at the request of the Disciplinary Committee, or as required by these procedures.

Subcommittee. The Subcommittee will consist of not less than three members of the standing NCYRU Board . Every effort should be made by the Disciplinary Chair to insure that the individuals appointed to the Disciplinary Subcommittee shall be fair and impartial with respect to the matter at hand.

Notice: Any individual, club, or other entity accused of misconduct, with a sanction of more than three weeks may request a hearing.

Costs: The cost of the meeting is to be borne by the offender's club.

Vote: Any penalties imposed by the Disciplinary Subcommittee must be voted on, with a two-thirds vote required for passage.

Appeals

The Disciplinary Committee is required to convene a hearing to consider appeals of the decisions reached. An individual or team may appeal a decision they feel unjust. This does not apply to suspensions related to players sent off if the initial report was not addressed by the individuals or the teams deemed guilty.

A written notice of appeal must be made within 48-72 hours of receipt of the notice of suspension. Suspensions and Penalties will be held in abeyance, upon receipt of an appeal, until review and ruling by the discipline Committee. Appeals deemed by the Discipline Committee to be frivolous will not cause suspensions or penalties to be delayed.

Reciprocity

NCYRU recognizes all disciplinary actions, sanctions or suspensions imposed on any individual, club, or other entity by any other governing body within the sport of Rugby Union Football. Embracing the culture of rugby has not come easy to all and has necessitated creating a set of formal disciplinary guidelines.

2014-2015 North Carolina Youth Rugby Union Contacts

Robert Joseph

NCYRU - Board President & Director of Multi High School Club Rugby

rjoseph4@nc.rr.com

919-607-5509

Peter-John Anderson

NCYRU - Director of Single High School Club Rugby

Panderson6@carolina.rr.com

704-941-7310

Robert Peterlin

NCYRU – Secretary

rfpeterlin@gmail.com

704-574-6990

**For more information about the North Carolina Youth Rugby Union Board of Directors and staff
please visit <http://www.ncyru.org/exec>**

NCYRU Game Management Guidelines
- **Coaching Behavior and Sideline
Behavior**

I. Background

The North Carolina Youth Rugby Union Competition Committee seeks to establish clear guidelines and codes of behavior as well as define a disciplinary procedure for the coaches and referees when codes are violated.

II. Coaching Requirements

The coaching requirements of all clubs for the 2015 North Carolina Youth Rugby Union Season include:

- All coaches must be CIPP registered and ACTIVE as the role of a coach with USA Rugby
- All coaches must submit proof of passing the CDC “Heads Up” Concussion certification
- All coaches must submit proof of passing the USA Rugby Player Protection Package
- All coaches are required to be background checked (included in USA Rugby CIPP)
- All coaches must sign and submit the NCYRU Coaches Code of Conduct
- All head coaches must attend the Annual Fall Coaches Meetings

It is strongly recommended that all head coaches are to have completed the USA Rugby Coach Development Program Level 200.

Please note: Registration of a North Carolina High School Coach under any other level (i.e. player, referee, or Eagle Supporter) does not satisfy the above requirements and requires filling out a dual registration form at www.usarugby.org. **Please see USA Rugby’s Coach Registration and Certification handout titled “The New American Rugby Coach”.**

III. Game Day Requirements

A. Creating a Positive Environment

The NCYRU Competition Committee seeks to create guidance for coaches and referees to achieve a positive sporting environment at all matches. We feel that this will be achieved if all coaches represent NCYRU and their clubs by:

- 1) Modeling and teaching their players to honor the game by respecting the rules, their opponents, the officials, their teammates and themselves.
- 2) Helping players redefine what it means to be a "Winner" in terms of effort, learning and bouncing back from mistakes, not just the scoreboard.

3) Use encouragement and positive reinforcement as your primary method of motivating. Develop a method of criticism that provides teachable moments.

By keeping the three items above in mind we feel that the sidelines during game day will become a place of positive growth for players, parents and spectators.

B. Match Reporting

All sideline coaches present at game day are required to sign the match report. By signing the coach agrees that they have completed the coaching requirements listed above and agree to regulate his/her behavior, the behavior of his/her players, the behavior of their parents and spectators (See item E below).

C. Sideline

Both sides of the pitch must have an elevated restraining rope that is a MINIMUM of 5 meters away from the touchline and extending from the 22m line to the opposite 22m line. Only two coaches are allowed in front of the restraining ropes at any time during the match. This is to reduce crowding for safety of the players and officials as well as to stop encroaching of sideline onto the field of play.

D. Assistant Referees/Touch Judges

Each team must supply a qualified assistant referee (or touch judge) at every game. That adult must have taken the approved Touch Judge Clinic. They are required to assist on the opposite sideline as their representative club. They are also forbidden from coaching or cheering for their representative club (except during half time). We want to eliminate the assumption of bias from their decisions.

If the traveling team is unable to provide a qualified touch judge the home team is required to supply two touch judges. Both are forbidden from coaching or cheering for their representative club (except during half time).

E. Spectators

By signing the match report all coaches who are present on game day are responsible for their team's parent and spectator behavior. If a parent or spectator on their sideline at any time during the game event becomes unruly or displays behavior that is unbecoming of a positive game day environment that team will be penalized by the referee and disciplinary committee will be notified for further investigation and consequences.

IV. Proposal

In addition to setting a common tone in all venues by requiring all clubs adhere to the guidelines above we recommend the referee has the authority to take the following approach if any violation occurs:

1. **Penalize all foul language from players.** Any disrespectful language will constitute an infringement and the Referee is authorized to penalize, regardless of the player's intent. Zero tolerance. ***Penalty Kick awarded to the non-offending team from the point of play at time of violation.***

2. **Penalize all foul language or negative behavior from sidelines.** Any disrespectful language will constitute an infringement and the Referee is authorized to penalize, regardless of the spectator's intent. Zero tolerance. ***Penalty Kick awarded to the non-offending team from the point of play at time of violation.***
3. **Penalize all foul language or negative behavior from coaches.** Any disrespectful language will constitute an infringement and the Referee is authorized to penalize, regardless of intent. Zero tolerance. ***Penalty Kick awarded to the non-offending team from the point of play at time of violation. Disciplinary Committee documentation will address potential suspension of that coach.***
4. **Penalize all public disrespect for officials by players.** Any disrespectful language, verbal attack or physical confrontation with an official by a player will constitute an infringement and the Referee is authorized to penalize, regardless of the intent. Zero tolerance. ***Referee has the authority to end the match with an immediate forfeit by the offending team. Disciplinary Committee documentation will address the suspension of that player and the head coach.***
5. **Penalize all public disrespect for officials by coaches or spectators.** Any verbal attack or physical confrontation with an official by a coach or spectator where the referee feels physically threatened will constitute an infringement and the Referee is authorized to penalize, regardless of the intent. Zero tolerance. ***Referee has the authority to end the match with an immediate forfeit by the offending team. Disciplinary Committee documentation will address the suspension of that coach and the suspension of the team from the league.***
6. **Filing an NCYRU Incident Report toward a referee.** A coach can file disciplinary action against a referee if the referee exhibited conduct detrimental to the sport of rugby ***Disciplinary Committee documentation will address the issue with the North Carolina Referee Society.***

V. SUMMARY

NCYRU has established these policies and standards to cultivate the ideals of good sportsmanship. It shall be the responsibility of each member club to ensure that all individuals associated with the program conduct themselves in a sportsmanlike manner. The coach is an official representative of North Carolina Youth Rugby Union. It is the responsibility of all coaches to serve as role models for the players and the public.

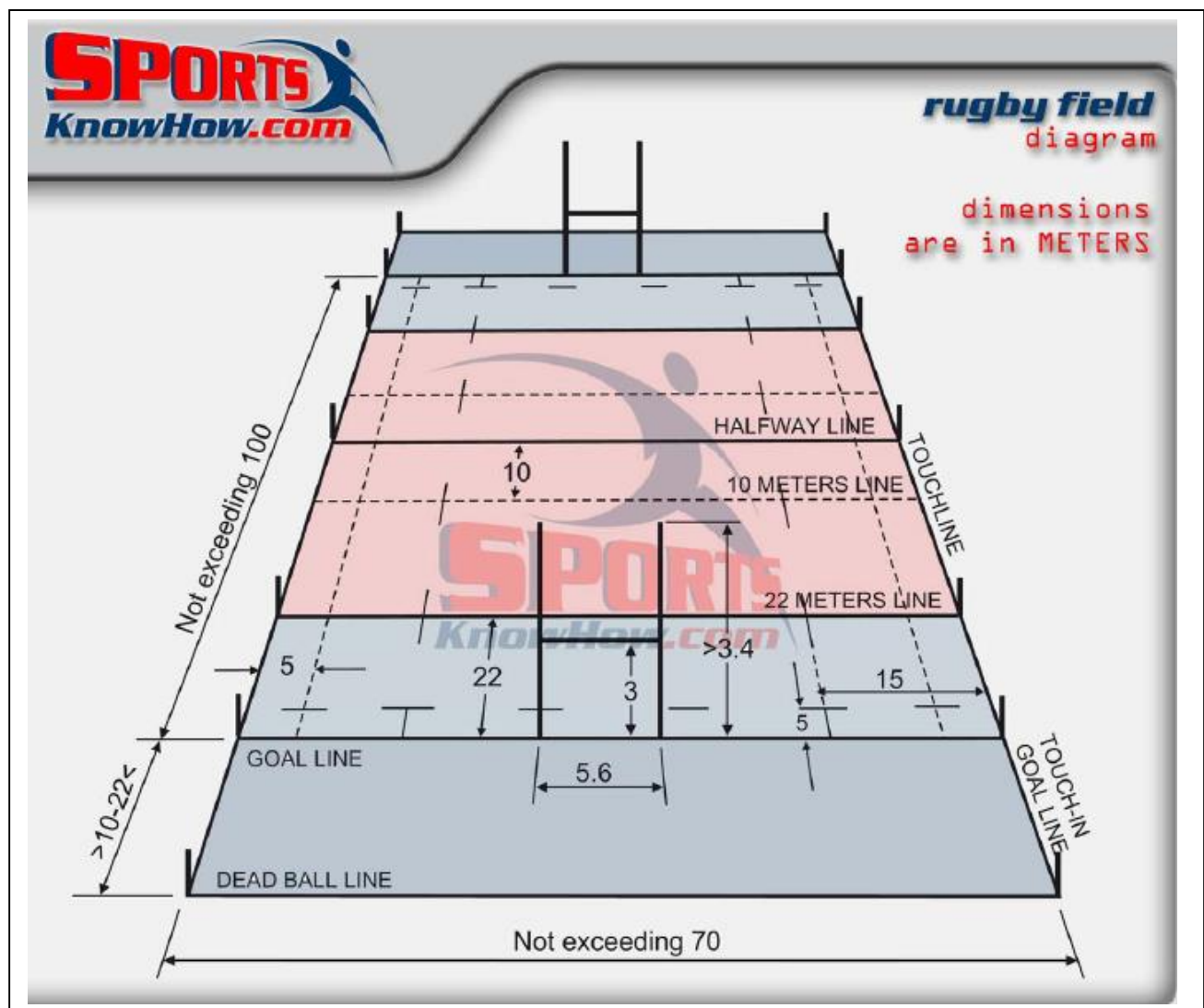
As a coach, you carry the primary responsibility to teach students how to reason, make choices and understand the impact of their decisions on others. These opportunities to teach occur throughout the season. The students hear your words as you talk to them, to the officials and to their parents. They see how you treat their opponents and observe your respect for the letter and spirit of the rules.

Appendix 2 - The Field

Most of us will be playing our home games at our respective schools. Others may be playing at a local recreational facility. Often we will be playing on fields that were not specifically designed for rugby. That is Ok. The key is to line the fields properly keeping it as proportionally true to a regulation pitch. If playing in your stadium on the football field use the 40 yd lines as the 10 meter lines and the 20 yd lines as the 22. The point is to create a field that will best duplicate the functionality of the Rugby Pitch.

Make sure that you put in the 5 meter lines at the 5yd. line as well as along the touch line. These are not only important from a playing perspective but they give spectators a frame of reference to help them follow the game. Also, although goal posts in football are in the back of the end zone they can still be used for extra points and penalty kicks.

Note that the field dimensions are not set, but must not exceed 70X100 meters.



Appendix Lists

Appendix 3 – Forms:

- NCHSRA Match Roster
- Injury Report Form

Appendix 4 – Eligibility Requirements:

- School Districts
 - Cabarrus County Athletic Eligibility
 - CMS County Athletic Eligibility
 - Gaston County Athletic Eligibility
 - Guilford County Athletic Eligibility
 - Wake County Athletic Eligibility
 - Burke County Athletic Eligibility
 - New Hanover County Athletic Eligibility
- NCHAA
- USA Rugby

Appendix 5 – Eligibility Forms & Checklists:

- NCHSAA Master Eligibility List
- Team Eligibility Checklist
- Player Eligibility Checklist

Appendix 6 – Concussions:

- Compliance Checklist
- Gfeller-Waller Clearance Form
- Adult Information
- Student Athlete Information
- Guidelines EAP
- Sample Emergency Action Plan



North Carolina High School Game Roster

Your Team: _____ Opponent: _____ Game Date: _____

Pos	Name	CIPP #	DOB (mm/dd/yy)	Pos	Name	CIPP #	DOB (mm/dd/yy)
1				13			
2				14			
3				15			
4				Res			
5				Res			
6				Res			
7				Res			
8				Res			
9				Res			
10				Res			
11				Res			
12							

COACHES ACKNOWLEDGEMENT: As coach, I hereby affirm that this represents the complete record of players in the match described above, that all are compliant with all USA Rugby/NCYRU & NCHSRA eligibility rules and are members in good standing with USA Rugby (CIPP). It is your responsibility (not the referees) to verify the accuracy of the information on this form. Prior to the start of the game you must (1) Fill in the name, CIPP# and DOB of all players; only those listed will be allowed on the field. (2) Have the opposing coach check and sign your roster. (3) Submit your roster form to the referee prior to the start of the game. (4) Note any protests with the referee prior to leaving the field. Protests may be noted after the game but not to the referee.

Coaches Name: _____ Coaches Signature: _____

OPPOSING COACHES ACKNOWLEDGMENT: I have reviewed the above roster with the opportunity to compare the players and their approved photo ID with the USA Rugby CIPP Roster prior to the beginning of the match.

Opposing Coaches Name: _____ Opposing Coaches Signature: _____

=====

TO BE COMPLETED BY THE REFEREE:

Score Home Team _____ Away Team _____ **Game Played Under Protest?** Yes ___ No ___

Referee Name: _____ Referee Signature: _____

Field Properly Marked?	Yes ___ No ___
Goal Post Padding?	Yes ___ No ___
Restraining Barriers?	Yes ___ No ___
Proper Kit – Home Team?	Yes ___ No ___
Proper Kit – Away Team?	Yes ___ No ___

INJURY REPORT FORM

Date of Injury: _____ Time of Injury: _____ Student ID #: _____

Student's Name: _____ () Male () Female

Address: _____ Telephone: _____

Location of Accident: _____ () Practice () Game () Classroom () Field () Gym () Other

Body Part Injured:	<u>HEAD</u>	<u>TRUNK</u>	<u>EXTREMITIES</u>		<u>OTHER</u>
	___ Ear	___ Abdomen	___ Ankle	___ Lower Arm	
	___ Eye	___ Back	___ Elbow	___ Lower Leg	
	___ Face	___ Chest	___ Finger	___ Thumb	
	___ Head	___ Groin	___ Foot	___ Toes	
	___ Neck	___ Shoulder	___ Hand	___ Upper Arm	
	___ Scalp		___ Hip	___ Upper Leg	
			___ Knee	___ Wrist	

Type of Injury:	___ Abrasion	___ Bite	___ Bruise	<u>OTHER</u>
	___ Burn	___ Concussion	___ Cut	
	___ Dislocation	___ Fracture	___ Heat	
	___ Laceration	___ Puncture	___ Scratch	
	___ Shock	___ Sprain	___ Strain	

First Aid Given:	___ Applied Dressing	___ Applied Splint	___ Ice	<u>OTHER</u>
	___ Immobilized	___ Stopped Bleeding	___ Observed	
	___ Washed Wound			

Explanation of Accident:	___ Collision with person	___ Collision with object	___ Fall
	___ Hit with object	___ Injury to self	

Action Taken:	___ Treated by trainer/EMT	___ Transferred to hospital	___ Called 911
	___ Parent took home	___ Parent took to doctor	___ Returned to play
	___ Parent took to ER	___ Other _____	

Describe specifically how the injury happened:

Was parent notified? () Yes () No Date: _____ By: _____

Witness 1: _____ Tel.# _____ Witness 2: _____ Tel.# _____

Form submitted by: _____ Tel. # _____

Signature: _____ Date: _____

Please Attach Any Additional Comments / Information on Back of Sheet

Cabarrus County Schools Athletic Academic Eligibility High School Requirements

Eligibility requirements for both middle and high school athletes are as stated in the North Carolina High School Athletic Association Handbook.

Effective July 1, 2011 English will no longer be a requirement for promotion. Promotion will depend on the total number of credits that a student earns during the year.

The following chart shows the number of credits a student needs to be promoted to the next level:

Credits Needed	To Be A
6	Sophomore
13	Junior
19	Senior

9.1 Eligibility Beginning 1st Semester Freshman Year

No restrictions automatically eligible

9.2 Eligibility Beginning 2nd Semester Freshman Year

Must have passed 3 of 4 courses and meet local promotional standards

10.1 Eligibility Beginning 1st Semester Sophomore Year

Must have 6 credits

Must have passed 3 of 4 courses and meet local promotion standards

10.2 Eligibility Beginning 2nd Semester of Sophomore Year

Must have 6 credits

Must have passed 3 of 4 courses and meet local promotion standards

11.1 Eligibility Beginning 1st Semester of Junior Year

Must have 13 credits

Must have passed 3 of 4 courses

11.2 Eligibility Beginning 2nd Semester of Junior Year

Must have 13 credits

Must have passed 3 of 4 courses and meet local promotion standards

12.1 Eligibility Beginning 1st Semester of Senior Year

Must have 19 credits

Must have passed 3 of 4 courses

12.2 Eligibility Beginning 2nd Semester Senior Year

Must have 19 credits

Must have passed 3 of 4 courses

NOTE

****Grade status is determined by local promotion standards:***

Credits earned

****Athletic eligibility status is determined by the number of semesters enrolled in high school.***

CHARLOTTE-MECKLENBURG SCHOOLS ATHLETIC ELIGIBILITY FACT SHEET

AM I ELIGIBLE TO PARTICIPATE?

Responsibilities of Parents, Legal Custodians and Student-Athletes (not limited to):

- Must adhere to all North Carolina High School Athletic Association (NCHSAA) and CMS athletic eligibility regulations.
- Must sign all NCHSAA and CMS required athletic eligibility participation forms.
- Must provide proof of medical or accident insurance.
- Must pay the participation fee (\$100 per sport season) or meet waiver criteria prior to the first contest in each sport season.
- Student-athlete must receive a health screening each year (365 days) by a duly licensed physician, nurse practitioner or physician assistant.
- Must attend a required pre-season meeting at the school prior to sport season (fall, winter and/or spring).
- Must not accept prizes, merchandise, money or any item that can be exchanged for money as a result of athletic participation.
- May not, as an individual or as a team, practice during the school day or on Sunday.
- May only attend summer camps to which the athlete or his/her parents pay the fees.

Athletic Eligibility

- Only students in grades 7-12 may participate in interscholastic athletic competition (State Board of Education Regulation). In order to qualify for public school participation, a student-athlete must meet all state and local eligibility requirements.
- Additional athletic eligibility requirements can be found at www.nchsaa.org and/or www.cmsathleticzone.com

High School Athletics (Grades 9-12)

- No student may be eligible to participate at the high school level for a period lasting longer than eight (8) consecutive semesters, beginning with the student's entry into the ninth grade or participation on a high school team, whichever occurs first. For students who skip the ninth grade and advance directly to the 10th from the eighth, the year prior to entering the 10th grade is considered the first year of entry into ninth grade for athletics. The principal shall have evidence of the date of each player's entry into ninth grade. The North Carolina cumulative record is sufficient.
- Student-athletes establish a "sports school" at which they are eligible to participate in interscholastic athletics. The sports school for new students and 9th graders is the school in which the student is enrolled on the first day of school. Students must also meet the requirements set out below.

For other students, the sports school will *usually* be either the school attended in the previous year or the student's home school. There are exceptions to this general rule. Contact the Charlotte-Mecklenburg Schools Athletics Department for detailed information at (980) 343-6980.

Athletic Eligibility Requirements for Participation (Grades 9-12)

9th Grade	<p>A student who is promoted from the eighth grade to the ninth grade automatically meets the academic requirements for the <u>first semester</u>.</p> <ul style="list-style-type: none">• Must meet local promotion standards• Must have earned a 2.0 GPA from previous semester (beginning second semester)• Must have 85% attendance from previous semester (beginning second semester)• Must have passed a *minimum load of work during the previous semester (beginning second semester)• Must be currently enrolled in at least one-half of the minimum academic course load• Must be in attendance at school for at least one-half of the instructional day• Shall not participate if he/she becomes 19 years of age on or before August 31 of said school year
10th–12th Grades	<ul style="list-style-type: none">• Must meet local promotion standards• Must have earned a 2.0 GPA from previous semester• Must have 85% attendance from previous semester• Must have passed a *minimum load of work during the previous semester• Must be currently enrolled in at least one-half of the minimum academic course load.• Must be in attendance at school for at least one-half of the instructional day• Shall not participate if he/she becomes 19 years of age on or before August 31 of said school year
Additional Rules	<ul style="list-style-type: none">• A student-athlete who changes schools after establishing a sports school, unless the new school is the student's home school, is ineligible for 365 days. (A "home school" is the school that serves the area where the student lives.)• A student-athlete is prohibited from playing the same sport at two schools during the same sport season, even if the second school is the student's home school.
Exceptional Children	<ul style="list-style-type: none">• The 2.0 eligibility rule may be waived if (1) I.E.P. goals are being met; (2) satisfactory progress is being made in mainstreamed classes, and (3) has the principal's recommendation.

Gaston County Athletic Eligibility Requirements

Gaston County Schools adheres to the rules and regulations of the North Carolina High School Athletic Association (NCHSAA) supplemented by state and county policies that create an environment that promotes sportsmanship and strong educational priorities.

Scholastic Requirements

A student must have passed a minimum load of work during the preceding semester to be eligible during the present semester. The minimum load set by the NCHSAA is 3 of 4 units the previous semester. Students must also meet local promotion standards set by the LEA.

Promotion Standards for Senior High School	Local Promotion Policy								
<p>1. A student upon first entering grade nine is eligible for competition on high school athletic teams, but must pass 3 units to be eligible for second semester.</p> <p>2. NCHSAA states that a student must pass 3 of 4 subjects in the block schedule and meet local promotion policy to be eligible. Local Promotion policy states that at the beginning of the fall semester the student must be with the class he/she entered the ninth grade with and pass 3 units the previous semester or pass 7 units in the previous two semesters if not with his/her class.</p> <p>The NCHSAA requires a student to be in attendance for at least 85 percent of the previous semester. Absences transferred in from another school do count in the total semester absences.</p>	<table> <tr> <td>Rising 9th graders</td><td>Promoted from grade 8</td></tr> <tr> <td>Rising 10th graders</td><td>6 units</td></tr> <tr> <td>Rising 11th graders</td><td>13 units</td></tr> <tr> <td>Rising 12th graders</td><td>20 units</td></tr> </table> <p>Local Attendance Policy</p> <p>A player must have been in attendance for at least 85 percent of the previous semester at an approved high school.</p>	Rising 9th graders	Promoted from grade 8	Rising 10th graders	6 units	Rising 11th graders	13 units	Rising 12th graders	20 units
Rising 9th graders	Promoted from grade 8								
Rising 10th graders	6 units								
Rising 11th graders	13 units								
Rising 12th graders	20 units								

Middle School Athletic Eligibility

To be eligible for the spring semester, a student must pass 3 of 4 core courses. (baseball, track, basketball and girls soccer)

To be eligible for the fall semester, a student must pass 3 of 4 core courses. The student must also, meet local promotional standards for the year. (football, softball, wrestling, boys soccer, volleyball and golf)

Local Promotional Policy Code 3420

A student must pass 3 of 4 academic subjects, including math and language arts. Students should also maintain a passing average in the combined yearly averages of the elective courses. A passing average in the 4th academic class can be substituted for one yearly elective average.

Attendance Rule

Students must have attended school at least 85% of the previous semester to be eligible to participate.

Age of Player

A student cannot be 15 on or before October 16.

Four Semester Rule

No student may be eligible to participate at the Middle School level for a period lasting longer than 4 consecutive semesters beginning with the students entry into the seventh grade.

Guilford County Schools

High School Eligibility Requirements (Established by the NCHSAA)

Academic Requirements

Students at schools on the 4 x 4 block schedule must pass a minimum of 3 classes during the semester immediately prior to the semester of athletic participation. Students at schools using the traditional schedule must pass a minimum of 5 classes during the semester immediately prior to the semester of athletic participation.

Attendance Requirement

In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester. In regards to athletic eligibility, daily absences cannot be made up under any circumstances, even if the student attends Saturday classes, extra help sessions, summer school, and/or any other means to make up academic work.

Promotion Standards

All students must meet local promotion standards established by Guilford County Schools. A set number of units/credits must be earned in order to be promoted to the next grade level.

Eight Semester Rule

Beginning with the student's first entry into the 9th grade, the student may not participate in athletics for a period lasting longer than eight (8) consecutive semesters.

Medical Examination

Student athletes must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.

Age

A student may not participate in any sport if his or her 19th birthday comes on or before August 31st of the current school year.

Residence

A student is eligible to participate in athletics at the school to which he or she is assigned by the Board of Education, within the administrative unit of residence. Transfers within the Guilford County Schools administrative district are governed by local Board of Education policy.

Student Participation in Interscholastic Athletics

In addition to the athletic eligibility rules established by the NCHSAA, additional athletic eligibility rules have been established by the Guilford County Schools Board of Education.

- Students in grades 10-12 must earn a weighted GPA of 2.0 or higher during the semester immediately prior to the semester of athletic participation. First year freshmen do not have a GPA requirement for the first semester of the 9th grade year, but must earn a GPA of 1.50 or higher during the first semester to be eligible for the second semester of the 9th grade year.
- Annually, prior to participation, parents must provide two proofs of residence.
- Annually, prior to participation, the student and parent must complete an Athletic Participation Form.
- A more detailed description can be found in Board of Education policy JI (Student Participation in Interscholastic Athletics) as well as the associated procedures.



Wake County High School Athletic Eligibility Requirements

To be eligible for tryouts, practice, or participation in interscholastic athletic contests, a player must meet all North Carolina High School Athletic Association (NCHSAA) and Wake County Public School System (WCPSS) eligibility requirements and policies:

Age

- Must not participate if he/she becomes 19 years of age on or before October 16, 2010.

Attendance

- Must follow NCHSAA rules, which have an 85% attendance requirement (approximately 13.5 days) for the previous semester and includes all absences.
- WCPSS requires the athlete to be present the entire day in order to participate in activities or practices.

Academics

- A student, upon first entering grade nine (9), is academically eligible for competition on high school teams. All requirements must be met the first semester (fall) in order for this student to be eligible for athletic participation the second semester (spring).
- Must meet promotion requirements at their school to be eligible for the fall semester.
- Must earn passing grades in five subjects, or three for block schedule schools, or six for schools on an A/B form of
- scheduling, during each semester in order to be eligible for participation during the succeeding semester.
- WCPSS also requires a cumulative overall grade point average of 1.5 or above.

Enrollment

- Must participate at the school to which he or she is assigned by the local board of education based on the residence of the parent or legal custodian within the administrative unit. The athlete must live with the parents or legal custodian. According to WCPSS Board Policy 6201 a "legal custodian" is a person or agency awarded legal custody of a child by a court of law.
- Must be a properly enrolled student in a member school of the WCPSS district, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.

Medical Examination

- Must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.
- Must be released by a licensed physician if absent from athletic practice for five or more days due to illness or injury.

Other NCHSAA Requirements

- Must not participate at the high school level for a period lasting longer than eight consecutive semesters beginning with the student's first entry into grade nine or participation on a high school team.

- Must not participate at the high school level for more than four seasons in that sport (one season per year).
- Must not be convicted of a felony in this or any other state, or adjudicated as a delinquent for an offense that would
- be a felony if committed by an adult in this or any other state.
- May not play, sit on the bench, or practice if ineligible.
- To maintain amateur status, the athlete must not accept money or awards having utilitarian value (golf balls, clubs,
- tennis rackets and balls).
- Must not have signed a professional contract, played on a junior college team or be enrolled and attending class in
- college.

Other WCPSS Policy

- May not participate in practice or play if assigned to In-School Suspension (ISS) or Out-of-school Suspension (OSS).
- May not participate at a second school in WCPSS in the same sport season.

Hoke County High School Eligibility

Athletics & Cheerleading

Hoke County High School is a member of the North Carolina High School Athletic Association and is bound by their rules and regulations. We are also a member of the Southeastern 4A Athletic Conference. Other members of this conference are Lumberton, Pinecrest, Purnell Swett, Richmond County, and Scotland.

Team Participation

A student may participate on only one athletic team during the same sports season. Tryouts are a part of the qualification process for a team. When the membership of the team is determined from tryouts, the decision of the head coach is final.

Definitions:

Athletic Probation: A student on athletic probation cannot play in any game while on probation. The student may or may not be required to attend practice while on probation. Probation is only for the sport for which the student was playing when placed on probation. Probation may not extend beyond the last regular season game or play-off game for the season of the sport for which the student was playing when placed on probation.

Athletic Suspension: A student placed on athletic suspension cannot play in any game while on suspension. The student may or may not be required to attend practice while on suspension. Suspension will carry over from one season to the next.

End of Season: The end of a sports season occurs after the last regular season game and any playoff games have been played.

Penalties—These penalties apply in addition to other school and district disciplinary actions

1. Possession of tobacco products.

First offense: 2 week suspension and placed on athletic probation for the remainder of the school calendar year.

Second offense: Student will lose athletic eligibility for the remainder of the school calendar year.

2. Possession of marijuana, possession of non-prescription drugs designed to alter the student's mood or behavior or possession of alcoholic beverages.

First offense: Suspension from all athletic teams for one calendar year.

Second offense: The student will be ineligible for any athletic team at Hoke County High School for the remainder of time the student attends Hoke County High School.

3. Quitting a team.

First offense: Suspension from all athletic teams until the coach of the team that player quits gives his/her permission to play on another team.

4. Being ejected from a game by an official.

First offense: One game or one week suspension, whichever is longer. Ejection for fighting will carry a 2 game or two week suspensions, whichever is longer.

Second offense: Suspension from the athletic team for the remainder of the sports season or 5 games or 5 weeks whichever is longer.

Third offense: Suspension from all athletics at Hoke County High School.

The NCHSAA defines 6 actions for which a student may be ejected from a game. These actions are 1) Fighting, 2) Biting, 3) Taunting, or spitting toward an opponent, 4) profanity directed toward an official or opponent, 5) obscene gestures, including gesturing in such a manner as to intimidate, and 6) disrespectfully addressing or contacting an official. If any of these actions occur prior to or after an athletic event, Hoke County High School will treat the student as if he/she had been ejected from the game. The coach will impose other less severe penalties if an official disqualifies a student from a game. A disqualification is not an ejection.

5. Stealing.

First offense: Two games or two weeks probation, whichever is longer.

Second offense: Student will lose athletic eligibility for the remainder of the school calendar year.

6. Other behaviors may be penalized if they are deemed by the athletic director to be detrimental to the goal of the athletic department to develop dignity, good character and good sportsmanship among our athletes.

A student who forges any documents that pertains to the school or medical will lose athletic eligibility for that school year.

A student may not participate in an athletic event if they are not in school unless the principal or athletic director and coach validate the reason for the student not being in school.

A student is not allowed to participate in practice or games that day unless s/he has attended school a minimum of at least half day. For example, 8:00 to 11:30 or 11:30 to 3:15.

Violation of athletic rules listed here will be cumulative from grade 7-8 in the Middle schools and 9 through grade 12 on the senior high level.

If a penalty is not fully administered during a sports season, the remainder of the penalty will be applied to the next sports season in which the athlete participates.

Any student placed on probation or suspension shall not be eligible to attend the athletic banquet for that sport.

Any athlete suspended from school will not be eligible to participate in practice or a game until the suspension has been lifted. A school suspension begins at the moment the student is informed and ends at the beginning of the next school day after the suspension. A suspension includes the transition period at Turlington Alternative School.

Any athlete that is assigned to Turlington Alternative School after the transition period may participate in game and practices at the discretion of the Head Coach.

Any athlete that is in ISS may participate in game & practice but may not be released for any games that require early dismissal.

Other rules for athletes are listed on the physical form and must be agreed to and signed prior to the first practice.

The head coach will determine policies and penalties in other areas in which he/she feels they are needed for their sport.

Students who play varsity sports may be selected to receive letters, trophies, and awards.

Eligibility Requirements

Please obtain a complete copy of rules and eligibility requirements from the athletic director or go online to www.nchsaa.org .

USA Rugby Eligibility Regulations

2015-16 ELIGIBILITY REGULATIONS

5 Section 5. HIGH SCHOOL

5.1. Team Eligibility.

- a) Team must be based on a state- or nationally-accredited school that issues High School Graduation Diplomas.
- b) Team must be represented by a Roster that is limited to: players that are registered students at the High School upon which the team is based.
- c) Teams may carry an unlimited number of players on its Roster.

5.2. Player Eligibility.

- a) Players are eligible if they have not reached their 19th birthday by the September 1st that occurs at the start of the competitive season.
- b) Players, except those that have graduated, must be attending class full time, as defined by the High School registrar.
- c) Players must have certified High School transcripts either for two consecutive semesters including the semester that falls during the Competition Season, or, for players that have graduated, the final semester prior to graduation during the current academic year.
- d) If the competition season extends beyond the end of the school year, then the players may continue to participate in the competition provided that the players were otherwise eligible at the end of the school year.
- e) Players must be within four (4) years of the moment the player first enrolled in ninth grade, regardless of when that player started playing rugby or had the ability to start playing rugby.
- f) Player must have played for the team in at least two (2) Qualifying Matches or second-side match associated with a Qualifying Match during the competitive season at least a week apart from each other prior to participating in a USA Rugby Championship or Invitational Event. For the purposes of Section 5, a Qualifying Match is defined as regular season league matches as defined through SBRO or LAU local competition structures.
- g) Players must not play in a Qualifying Match for any other club in a fifteens match, including the High School team or club, College, Club, or Senior Club competitions, while those players' High School Qualifying Match season is in progress.
- h) Players must meet and remain in compliance with all applicable amateur standards.
- i) See Section 13.5 for additional information about Waivers.

5.3 State and Other Championship Eligibility.

USA Rugby has neither the compelling interest, nor the practical ability, in enforcing eligibility regulations at State High School Championship events. The regulations are more properly determined by the organizer of the State event, be that a State Based Rugby Organization, a Local Area Union, or a Geographical Union. However, USA Rugby recommends that, in determining the requirements, the organizers first consider the model used by the High School Athletic Governing Organization within the state; then consider the model that USA Rugby has established for the National High School Championship or Invitational.

USA Rugby Waiver For Under 15 Players enrolled in High School or Under 19 Rugby (Effective May 2013)

THIS WAIVER MAY NOT BE USED FOR MIDDLE SCHOOL PLAYERS TO PLAY ON HIGH SCHOOL OR UNDER 19 RUGBY TEAMS. USA RUGBY'S ELIGIBILITY RULES PROHIBIT ANY PLAYER THAT IS NOT ENROLLED IN HIGH SCHOOL OR OF HIGH SCHOOL AGE TO PLAY FOR A HIGH SCHOOL OR UNDER 19 TEAM OR CLUB.

High School Rugby and Under 19 Rugby is defined as: Rugby played between players enrolled in high school or of high school age. These teams must be registered with USA Rugby as 'High School Teams/Clubs'. This includes high school single school, multi-school, community club teams and teams made primarily of High School Players.

Policy:

No high school player, under the age of 15 shall train, practice, play, or be eligible to play High School or Under 19 Rugby without having first completed all applicable portions of this agreement. Completed agreements must be submitted to player's club and available for review upon request of any match opponent or administrator.

As per USA Rugby Eligibility Regulations, the Undersigned consent to allow the player listed below to play High School or Under 19 Rugby (other than in front row positions); and also agree to accept all responsibility and risks associated with playing in High School or U19 Rugby with players who may be stronger and more physically developed than the player. The Undersigned confirm that the player has an appropriate understanding of the physical attributes required of, and the risks to players, playing High School or Under 19 Rugby, and that the player has the requisite skills and experience to play High School or Under 19 Rugby.

We, the undersigned player, parent or guardian, and coach, by signing this agreement, agree that this document constitutes the required written agreements and consents required by the USA Rugby Policy for Under 15s Playing High School or U19 Rugby, thereby allowing the following player to play High School or U19 Rugby.

<hr/>	<hr/>	<hr/>	<hr/>
Player Name (Must be in High School)	USA Rugby Registration#	Signature	Date

<hr/>	<hr/>	<hr/>	<hr/>
Coach Name	USA Rugby Registration#	Signature	Date

<hr/>	<hr/>	<hr/>
Parent or Legal Guardian Name	Signature	Date

NCHSAA Team Eligibility Checklist

Review the items in this checklist to validate eligibility compliance for each student-athlete for the Sport of _____ on the Date of _____

when completing the Master Eligibility List and the Parental Consent Form. This Eligibility Checklist is a guide and does not comprehensively ensure eligibility compliance.

Residency

- _____ School has a parental/legal custodian generated address for each student-athlete
- _____ Students not living at parental/legal custodian generated address have been researched for eligibility
- _____ Students not living in school's assigned district have been researched for eligibility
- _____ Students not domiciled with parents or legal custodian have been identified and researched for eligibility
- _____ Students not domiciled in assigned district/attendance area but have attended the current school the past two semesters have been identified

Attendance, Scholastic Requirement, Promotion, Age, 8-Semester Rule, Sport

Season(s)

- _____ Students are currently enrolled and attending this school
- _____ Students have 85% attendance previous semester (less than 13.5 days in 90 day semester)
- _____ Students enrolled and will take minimum academic load this semester (must be accredited courses)
- _____ Students passed minimum academic load previous semester
- _____ Students have met local promotional standards and any local GPA requirements of LEA
- _____ Students will not turn 19 years of age on or before August 31st of current year
- _____ Students will not exceed four (4) separate seasons in that sport(s) with participation in the current year
- _____ Students have not been convicted of a felony
- _____ Students have received medical examination (365 day period through end of season)

Note: The NCHSAA Student-Athlete Checklist should be used for student-athletes when there are questions about their eligibility status (residency or other eligibility issues).

Athletic Director _____

Coach _____

Principal _____

NCHSAA Student-Athlete Eligibility Checklist

This form is to be used for student-athletes when questions have been raised about their eligibility during the completion of the NCHSAA Master Eligibility List, Parental Consent Form and the review of the NCHSAA Team Eligibility Checklist. This Eligibility Checklist is a guide and does not comprehensively ensure eligibility compliance.

STUDENT _____ GRADE _____

SPORT _____

Residency

_____ (RECORD HOME ADDRESS)

_____ Primary residence is in assigned district/attendance area (if answer is "no", please note below how assigned to school by LEA)

_____ Is the address listed above the residence for the past 12 months? (If the answer is "no" please note below former residence and how assigned to school by LEA)

_____ Assigned to school by LEA

_____ Transfer _____ Accept & Release Forms (if appropriate)

_____ Other (please note reason) _____

_____ Student lives with biological parent(s)

_____ Student lives with legal (court-ordered) custodian(s)

_____ Student has attended current school past two (2) semesters

_____ Other (please note) _____

Attendance, Scholastic Requirement, Promotion, Age, 8-Semester Rule, Sport Season(s)

_____ Student currently enrolled and attending this school

_____ Student had 85% attendance previous semester (less than 13.5 days in 90 day semester)

_____ Student is/will take minimum academic load each semester (must be credited courses)

_____ Student passed minimum academic load previous semester

_____ Student has met local promotional standards and any local GPA requirements of LEA

_____ Student will not turn 19 years of age on or before August 31st of current year

_____ Date of birth

_____ Year of 1st entry in 9th grade

_____ Student has/will not exceed four (4) separate seasons in that sport(s) w/ participation in the current year

_____ Student has not been convicted of a felony.

_____ Student has medical examination (365 day period through end of season)

_____ Date of Medical Examination

_____ Student Insurance

_____ School

_____ Parent/Custodial waiver

Athletic Director _____

Coach _____

Principal _____

Gfeller-Waller Concussion Awareness Act Compliance Checklist

This checklist is designed to help each school be compliant with the Gfeller-Waller Concussion Awareness Act. All forms can be found on the home page website for the Gfeller-Waller Law AND under the specific sections on the website.

According to the law, “each school shall maintain complete and accurate records of its compliance with the requirements ...” Beside each component is a checkbox each school can use as they complete the compliance steps each year.

Educational Compliance

1. ☐ Distribution of Concussion Information Sheet to student-athletes
☐ All fall sports ☐ All winter sports ☐ All spring sports
2. ☐ Signature forms (Concussion Information Sheet) collected from student-athletes
☐ All fall sports ☐ All winter sports ☐ All spring sports
3. ☐ Distribution of Concussion Information Sheet to parents/coaches/school nurses/volunteers
☐ All fall sports ☐ All winter sports ☐ All spring sports
4. ☐ Signature forms (Concussion Information Sheet) collected from parents/coaches/school nurses/volunteers
☐ All fall sports ☐ All winter sports ☐ All spring sports

Postconcussion Protocol/Plan Compliance

1. A Postconcussion Plan in place that at a minimum includes:
 - a. ☐ No same day return-to-play for any student-athlete exhibiting signs and symptoms consistent with concussion
 - b. ☐ Written clearance (use the form on the Gfeller-Waller Law website) by a medical professional trained in concussion management prior to return-to-play/practice for any athlete exhibiting signs and symptoms consistent with concussion

Emergency Action Plan Compliance

1. ☐ The school must have a venue specific Emergency Action Plan reviewed by an Athletic Trainer Licensed in North Carolina (LAT). If your school has an LAT, that person can review the EAP. If your school needs an LAT to review the plan, you can email the plan to: eap@ncathletictrainer.org. An LAT will review the plan and return it to the individual that emailed the plan for review.
2. ☐ The Emergency Action Plan shall include a delineation of roles, methods of communication, available emergency equipment, and access to and plan for emergency transport.
3. ☐ The Emergency Action Plan must be in writing.
4. ☐ The Emergency Action Plan must be provided to all coaches, administrators, volunteers, etc. involved in interscholastic athletics.
5. ☐ The Emergency Action Plan must be posted conspicuously at all venues.
6. ☐ The Emergency Action Plan must be annually reviewed and rehearsed by all licensed athletic trainers (LAT), first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletics.
7. ☐ The Emergency Action Plan must be approved by the school principal.

PRINCIPAL’S SIGNATURE (OR DESIGNEE): _____ DATE: _____

Gfeller-Waller Concussion Clearance [?] NCHSAA Return to Play Form

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC web site (<http://www.cdc.gov/concussion/index.html>) as well as the NCHSAA Concussion Return to Play Form. All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. Medical providers, please initial any recommendations you select.

Athlete's Name _____ Date of Birth _____ School _____

Team/Sport _____ **HISTORY OF INJURY**

Person Completing Form (circle one): Licensed

Athletic Trainer | First Responder | Coach | Parent | Student

Date of Injury _____

☐ Please see attached information ☐ Please see further history on back of form

Did the athlete have:	Circle one	Duration/Resolution
Loss of consciousness or unresponsiveness?	YES NO	Duration _____
Seizure or convulsive activity?	YES NO	Duration _____
Balance problems/unsteadiness?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Dizziness?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Headache?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Nausea?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Emotional Instability (abnormal laughing, crying, smiling, anger?)	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Confusion?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Difficulty concentrating?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Vision problems?	YES NO	IF YES, HAS THIS RESOLVED? YES NO
Other _____	YES NO	IF YES, HAS THIS RESOLVED? YES NO

SIGNATURE _____ **DATE** _____

MEDICAL PROVIDER RECOMMENDATIONS

This return to play (RTP) plan is based on today's evaluation.

RETURN TO SPORTS

PLEASE NOTE 

1. Athletes should not return to practice or play the same day that their head injury occurred.
2. Athletes should never return to play or practice if they still have **ANY symptoms**.
3. Athletes, be sure that your coach and /or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician.

SCHOOL (ACADEMICS) ☐ May return to school now ☐ May return to school on _____ ☐ Out of school until follow-up visit

PHYSICAL EDUCATION ☐ Do NOT return to PE class at this time ☐ May return to PE class

SPORTS

- ☐ Do not return to sports practice or competition at this time.
- ☐ May initiate gradual return to play plan (see example below)
- ☐ May be advanced back to competition after phone conversation with attending physician
- ☐ Must return to medical provider for final clearance to return to competition
- ☐ Has completed gradual RTP progression without any recurrence of symptoms or problems and is cleared for full participation

Additional comments/instruction: _____

Physician Name (please print) _____ MD or DO

Office Address _____ Phone _____

Number _____ Signature _____

(Required) _____ Date _____

A physician may delegate aspects of the RTP process to a licensed athletic trainer, nurse practitioner or physician assistant, and may work in collaboration with a licensed neuropsychologist in compliance with the Gfeller-Waller Concussion Law for RTP clearance. (Please see right side)

Medical Provider Name (please print) _____ NP,

PA-C, LAT, Neuropsychologist (please circle one)

Office Address _____ Phone _____

Number _____ Signature _____

Date _____ Name _____

and contact information of supervising/collaborating physician

Gradual Return to Play Plan (Example): Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (e.g. stationary cycle); moving to increasing your heart rate with movement (e.g. running); then adding controlled contact if appropriate; and finally return to sports competition. Pay careful attention to your symptoms and your thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. Move to the next level of activity ONLY if you do not experience any symptoms at the present level. If your symptoms return, let your health care provider know, and return to the first level once symptom free.

Day 1: Low levels of physical activity (i.e. symptoms do not return during or after the activity). This includes walking, light jogging, light stationary biking, and light weightlifting (low weight – moderate reps, no bench, no squats).

Day 2: Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weightlifting (reduce time and or reduced weight from your typical routine).

Day 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility – with 3 planes of movement).

Day 4: Non-Contact, sports-specific practice.

Day 5: Full contact in controlled drill(s) or practice.

Day 6: Return to competition.

CONCUSSION – Information For Coaches/parents/School Nurses/School Volunteers

What is a concussion? A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. It can occur from a fall, a blow to the head, or a blow to the body that causes the head and the brain to move quickly back and forth.

How do I recognize a concussion? There are many signs and symptoms a person may experience following concussion that can affect their thinking, emotions or mood, physical abilities, or sleep.

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability	Sleeping more than usual
Feeling slowed down	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Nausea/Vomiting	More emotional than normal	Trouble falling asleep
Difficulty remembering new information	Dizziness	Feeling nervous or anxious	
	Balance problems		
	Sensitivity to noise or light		

Table from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think a student-athlete has sustained a concussion? If you suspect a student-athlete is experiencing any of the signs and symptoms listed above, you immediately remove them from participation, let their parents know, and/or refer them to the appropriate medical personnel.

What are the warning signs that a more significant head injury may have occurred? If they have a headache that gets worse over time, experience loss of coordination or abnormal body movements, have repeated nausea, vomiting, slurred speech, or you have witnessed what you believe to be a severe head impact, you should refer them to appropriate medical personnel immediately.

What are some of the long-term or cumulative issues that may result from a concussion? Individuals may have trouble in some of their classes at school or even with activities at home. Down the road, especially if their injury is not managed properly, or if they return to play too early, they may experience issues such as being depressed, not feeling well, or have trouble remembering things for a long time. Once an individual has a concussion, they are also more likely to sustain another concussion.

How do I know when it's ok for a student-athlete to return to participation after a suspected concussion? Any student-athlete experiencing signs and symptoms consistent with a concussion should be immediately removed from play or practice and referred to appropriate medical personnel. They should not be returned to play or practice on the same day. To return to play or practice, they will need written clearance from a medical professional trained in concussion management.

No athlete should be returned to play or practice while experiencing any concussion-related signs or symptoms.

Ask your licensed athletic trainer, principal, or athletic director about:

The Emergency Action Plan at your school

The concussion policy at your school

What you should do if you suspect a concussion

How to help athletes play their sport in the safest way

This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina High School Athletic Association.

CONCUSSION – Information for Student Athletes

What is a concussion? A concussion is an injury to the brain caused by a direct or indirect blow to the head. It results in your brain not working like it should. It may or may not cause you to black out or pass out. It can happen to you from a fall, a hit to the head, or a hit to the body that causes your head and your brain to move quickly back and forth.

How do I know if I have a concussion? There are many signs and symptoms that you may have following a concussion that can affect your thinking, the way you feel, your mood, or your sleep. Here is what to look for:

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability-everything bothers you easily	Sleeping more than usual
Feeling slowed down	Fuzzy or blurry vision	Sadness More	Sleeping less than usual
Difficulty concentrating	Feeling sick to your stomach/queasy	moody Feeling	Trouble falling asleep
Difficulty remembering new information	Vomiting/throwing up	nervous or worried	
	Dizziness		
	Balance problems		
	Sensitivity to noise or light		

Table is adapted from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think I have a concussion? If you are having any of the signs and symptoms listed above, you should tell your parents, coach, athletic trainer or school nurse so they can get you the help you need.

When should I be particularly concerned? If you have a headache that gets worse over time, you are unable to control your body, you throw up repeatedly or feel more and more sick to your stomach, or your words are coming out funny/slurred, you should let an adult like your parent or coach or teacher know right away, so they can get you the help you need before things get any worse.

What are some of the issues that may affect me after a concussion?

You may have trouble in some of your classes at school or even with activities at home. If you continue to play or return to play too early with a concussion, you may have ongoing sadness, not feel like yourself, or have trouble remembering things for a long time. Once you have a concussion, you are more likely to have another concussion.

How do I know when it's ok to return to physical activity and my sport after a concussion?

After telling your coach, your parents, and any medical personnel around that you think you have a concussion, you will probably be seen by a doctor trained in helping people with concussions. Your school and your parents can help you decide who is best to treat you and help to make the decision on when you should return to activity/play or practice. Your school will have a policy in place for how to treat concussions. You should not return to play or practice on the same day as your suspected concussion.

You should not have any symptoms at rest or during/after activity when you return to play, as this is a sign your brain has not recovered from the injury.

Ask your licensed athletic trainer, coach, or athletic director about:

The Emergency Action Plan at your school

The concussion policy at your school

What you should do if you have a concussion

How to play your sport in the safest way

This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and NCHSAA.

Student-Athlete Concussion Statement

**If there is anything on this sheet that you do not understand, please ask an adult to explain or read it to you.*

☐ I have read the *Student-Athlete Concussion Information Sheet*. *If true, please check box.*

☐ It is my responsibility to tell my parents, my coach, and/or a medical professional about my injuries and illnesses. *If you agree, please check box.*

After reading the information sheet, I am aware of the following information:

_____ A concussion is a brain injury, which I am responsible for reporting to my
Initial coach(es), my parents, or a medical professional if one is available.

_____ A concussion can affect my ability to perform everyday activities, my
Initial ability to think, my balance, and my classroom performance.

_____ I realize I cannot see a concussion, but I might have some of the symptoms
Initial right away. Other symptoms can show up hours or days after the injury.

_____ If I think a teammate has a concussion, I am responsible for telling my
Initial coach(es), my parents, or a medical professional about their concussion.

_____ I will not return to play in a game or practice if a hit to my head or body
Initial causes any concussion-related symptoms.

_____ I need written permission from a medical professional trained in concussion
Initial management to return to play or practice after a concussion.

_____ After a concussion, the brain needs time to heal. I understand that I am
Initial much more likely to have another concussion or more serious brain injury if I
return to play or practice before my symptoms go away.

_____ Sometimes, repeat concussions can cause serious and long-lasting problems.
Initial

_____ I have read the concussion symptoms on the Concussion Information Sheet.
Initial

Signature of Student-Athlete

Date

Printed name of Student-Athlete

General Guidelines for Developing Emergency Action Plans

1. Establish Roles – adapt to specific team/sport/venue, may be best to have more than one person assigned to each role in case of absence/turnover

- Immediate care of the athlete
 - Typically physician, ATC, first responder but also those trained in basic life support
- Activation of Emergency Medical System
 - Could be school administrator, anyone
- Emergency equipment retrieval
 - Could be student assistant, coach, anyone
- Direction of EMS to scene
 - Could be administrator, coach, student assistant, anyone

2. Communication

- Primary method
 - May be fixed (landline) or mobile (cellular phone, radio)
 - List all key personnel and all phones associated with this person
- Back-up method
 - Often a landline
- Test prior to event
 - Cell phone/radio reception can vary, batteries charged, landline working
 - Make sure communication methods are accessible (identify and post location, are there locks or other barriers, change available for pay-phone)
- Activation of EMS
 - Identify contact numbers (911, ambulance, police, fire, hospital, poison control, suicide hotline)
 - Prepare script (caller name/location/phone number, nature of emergency, number of victims and their condition, what treatment initiated, specific directions to scene)
 - Post both of the above near communication devices, other visible locations in venue, and circulate to appropriate personnel
- Student emergency information
 - Critical medical information (conditions, medications, allergies)
 - Emergency contact information (parent / guardian)
 - Accessible (keep with athletic trainer for example)

3. Emergency Equipment

- e.g. Automated External Defibrillators, bag-valve mask, spine board, splints
- Personnel trained in advance on proper use
- Must be accessible (identify and post location, within acceptable distance for each venue, are there locks or other barriers)
- Proper condition and maintenance
 - document inspection (log book)

4. Emergency Transportation

- Ambulance on site for high risk events (understand there is a difference between basic life support and advanced life support vehicles / personnel)
 - Designated location
 - Clear route for exiting venue
- When ambulance not on site
 - Entrance to venue clearly marked and accessible
 - Identify parking/loading point and confirm area is clear
- Coordinate ahead of time with local emergency medical services

5. Additional considerations

- Must be venue specific (football field, gymnasium, etc)
- Put plan in writing
- Involve all appropriate personnel (administrators, coaches, sports medicine, EMS)
 - Development
 - Approval with signatures
- Post the plan in visible areas of each venue and distribute
- Review plan at least annually
- Rehearse plan at least annually
- Document
 - Events of emergency situation
 - Evaluation of response
 - Rehearsal, training, equipment maintenance

Additional Considerations for Specific Conditions When Developing an EAP

1. Sudden Cardiac Arrest

- Goal of initiating Cardio-Pulmonary Resuscitation within 1 minute of collapse
 - Targeted first responders (e.g. ATC, first responders, coaches) should receive CPR training and maintain certification
- Goal of “shock” from a defibrillator within 3-5 minutes of collapse
 - Consider obtaining Automated External Defibrillator(s)
 - Understand that in most communities the time from EMS activation to shock is 6.1 minutes on average and can be longer in some places
 - Appropriate training, maintenance, and access
 - Notify EMS of AED type, number, and exact location
- Additional equipment to consider beyond AED
 - Barrier shield device/pocket masks for rescue breathing
 - Bag-valve mask
 - Oxygen source
 - Oral and nasopharyngeal airways

2. Heat Illness

- Follow NCHSAA heat and humidity guidelines
- Inquire about sickle cell trait status on Pre-Participation form
 - consider those with the trait to be “susceptible to heat illness”
 - those with the trait should not be subject to timed workouts
 - those with the trait should be removed from participation immediately if any sign of “exhaustion” or “struggling” is observed
- If heat illness is suspected
 - Activate EMS immediately
 - Begin cooling measures
 - Shade, cool environment
 - Ice water immersion, ice packs, soaked towels, fan and mist
- Any victim of heat illness should see a physician before return to play

3. Head and Neck injury

- Athletic trainer / First responder should be prepared to remove the face-mask from a football helmet in order to access a victim’s airway without moving the cervical spine
- Sports medicine team should communicate ahead of time with local EMS
 - Agree upon C-spine immobilization techniques (e.g. leave helmet and shoulder pads on for football players) which meet current local and national recommendations/standards
 - Type of immobilization equipment available on-site and/or provided by EMS
- Athletes and coaches should be trained not to move victims

4. Asthma

- Students with asthma should have an “asthma action plan”
 - Lists medications, describes actions to take based on certain symptoms and/or peak flow values as determined by a licensed physician / PA / NP
 - On file with sports medicine coordinator
 - Available at games / practice / conditioning
 - Can be same as that on file with school nurse
- Students with asthma should have:
 - Rescue inhaler and spacer if prescribed
 - Readily accessible during games / practice /conditioning
 - Athletic trainer / first responder should have an extra inhaler prescribed individually for each student as back-up
 - Before each activity test to be certain it is functional, contains medication, is not expired
 - Pulmonary function measuring device
 - Use in coordination with asthma action plan

5. Anaphylaxis

- Documentation of known anaphylactic allergy to bee stings, foods, medications, etc. should be on file with sports medicine coordinator
 - Describes symptoms that occur

- What action to take if specific symptoms occur
- Students with known anaphylactic allergy should have
 - Rescue prescription medication (usually an epi-pen)
 - Readily accessible during games / practice /conditioning
 - Athletic trainer / first responder should have an extra supply of the rescue medication prescribed individually for each student as back-up
 - Before each activity examine to be certain it is functional, contains medication, is not expired

6. Lightning

- Assign the role of monitoring for threatening weather conditions
 - Typically athletic trainer, administrator
 - Discuss in advance of games the role of this person (Baseball, softball, football)
- Methods to monitor for lightning risk
- Consult National Weather Service or local media for severe weather watches and warnings
- Flash-to-bang method
 - Count the time in seconds that passes between a “flash” of lightning and the “bang” of thunder that follows. If count is less than 30 seconds stop activity and seek safe shelter
- Communicate the need to stop activity and seek shelter
 - P.A. announcement
 - Signal sound from a horn, siren, whistle, bell
- Identify safe shelter for each venue and be sure it is accessible (within reasonable distance, unlocked, capacity)
 - Building (with four walls, a ceiling, and plumbing or wiring that acts to electrically ground the structure)
 - Secondary option is a metal roof vehicle with all windows completely rolled up
 - Last option is thick grove of small trees surrounded by larger trees or a dry ditch assuming proper posture (crouch, grab knees, lower head, minimize contact with ground)
- Determine when to resume activity
 - Flash-to bang count greater than 30 seconds or pre-determined time period (usually 30 minutes) after last visible lightning

Sample Emergency Action Plan

****This is a Sample Emergency Action Plan meant to be used as a guide to help you develop a venue-specific plan for your school. Please use the blank spaces and bolded notes to help fill in details that are unique to your school's athletic venues. Please provide your school's Emergency Action Plan to all coaches, administrators, adult volunteers, etc involved in interscholastic athletics. This plan should also be reviewed and updated annually as needed and shall be posted in a conspicuous location. ****

(Insert School Name Here)
Emergency Action Plan

EMERGENCY ACTION PLAN

_____ School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An **emergency** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin)
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

Chain of Command

Team Physician
Certified Athletic Trainer
School Resource Officer
Athletic Director
Administrator
Head Coach
Assistant Coach
Sports Medicine Student Assistant
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or pay phone, **insert any specific instructions pertinent to your school's internal phone system here**) EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at _____ School are located in the main office, classrooms, coaches offices, the training room and in the front lobby of the school, **insert any other pertinent locations here. Also, list who on the chain of command has a cellular phone.**
4. The leader will send runners to all intersections between where the athlete is located and _____ School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found _____ which coaches, athletic trainers, designated individual** should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to **insert nearest medical center name(s) and address(es) here**, unless the parent requests otherwise.

_____ School is located at:
Insert school address here

The closest intersection to the school is _____ and _____.
Insert any other pertinent intersections or landmarks here.

Location of AED's

1. List all specific locations where AED's are located in and around your school. If your school has multiple AED's, it may also be helpful to develop a map of AED zones along with the list of where they are located (see sample), so that each zone has access to an AED.

***Coaches should take note of the closest AED to their practice and game locations.**

ADDRESS:

**123 Middle Creek Park Ave
Apex, NC 27539**

IMPORTANT PHONE NUMBERS:

**Athletic Trainer: 868-0499 (C) or 661-5474 (O)
First Responder: 820-0199
EMS: 911 or 9-911 if calling from a school phone
Main Office: 773-3838
Athletic Director's: 868-6795 (C) or 773-3854 (O)
School Resource Officer: 868-6795
Principal's: 625-8294**

ZONE 1 (Main Gymnasium, Outside Basketball Courts, and Main Building)

**EMS Route: West Lake to Middle Creek Park Ave- Entrance #1
Primary AED: Outside of Main Office
Secondary AED: Community Center**

ZONE 2 (Baseball Field, Softball Complex, Multi-purpose Fields)

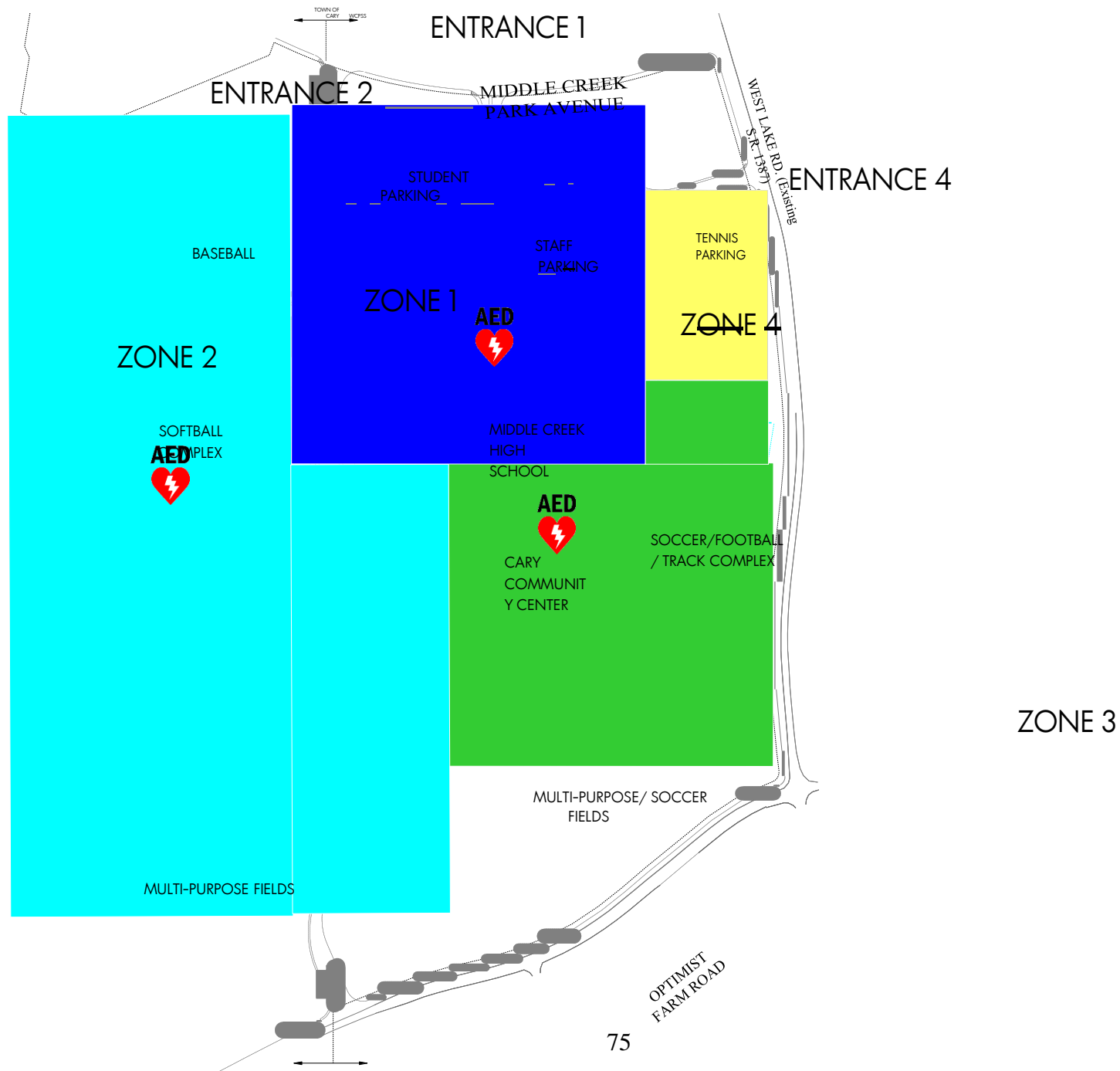
**EMS Route: West Lake to Middle Creek Park Ave- Entrance #2
Primary AED: Softball Complex or Home Dugout on Baseball Field
Secondary AED: Home Dugout on Baseball Field or Softball Complex**

ZONE 3 (Community Center Gymnasium, Auxiliary Gymnasium, Athletic Hallway, Stadium, Practice Fields)

**EMS Route: West Lake to Optimist Farm Road- Entrance #3
Primary AED: Community Center
Secondary AED: Main Office**

ZONE 4 (Tennis Courts, Mobil Units)





**EMS Route: West Lake - Entrance #4
Primary AED: Main Office
Secondary AED: Community Center**



ENTRANCE 3

TOWN OF
CARY WCPSS

MIDDLE CREEK HIGH SCHOOL
123 MIDDLE CREEK PARK AVENUE APEX, NC 27539
MAIN OFFICE: 919-773-3838
ATHLETIC TRAINER: 868-0499

-  EMS ROUTE-WEST LAKE ROAD TO MIDDLE CREEK PARK AVE TO ENTRANCE 1. PRIMARY AED: OUTSIDE MAIN OFFICE. SECONDARY AED: COMMUNITY CENTER
-  EMS ROUTE-WEST LAKE ROAD TO MIDDLE CREEK PARK AVE TO ENTRANCE 2. PRIMARY AED: SOFTBALL COMPLEX. SECONDARY AED: OUTSIDE MAIN OFFICE
-  EMS ROUTE-WEST LAKE ROAD TO OPTIMIST FARM ROAD TO ENTRANCE 3. PRIMARY AED: COMMUNITY CENTER. SECONDARY AED: OUTSIDE MAIN OFFICE
-  EMS ROUTE-WEST LAKE ROAD TO ENTRANCE 4. PRIMARY AED: OUTSIDE MAIN OFFICE. SECONDARY AED: COMMUNITY CENTER

Example – Simple Game Analysis/Stats Sheet

Date							
Game VS							
Conditions							
Player	Tackles Made	Tackles Missed	Pen/Free Conceded	Lost in Tackle	Knock On		
Player 1	1	0					
Player 2	7	0					
Player 3	3	1		1			
Player 4	13	0	1				
Player 5	2	0					
Player 6	5	2	1	1	2		
Player 7	11	1			2		
Player 8	7	1	1	2			
Player 9	9	0	2		2		
Player 10	3	1			1		
Player 11	9	1	1		1		
Player 12	3	2					
Player 13	3	0			1		
Player 14	3	0					
Player 15	11	0	1	1			
Player 16	3	0					
Player 17	3	0					
Player 18	2	0					
Player 19	1	0					
Player 20	1	1					
Player 21	3	1					
Player 22	2	1					
Total	105	12	7	5	9		
Lineout	Crooked	Lost	Won Clean	Won Badly	Total	% Lineouts Won Clean	
Home Throw		2	3	2	7	43%	
Opp Throw		2	5		7		
Penalty	Accidental Offside	Hands on Ground	Killing Ball	Not Releasng Ball	Offside	Scrum	Total
Penalty Against	1	1	1	1	2	1	7

Scrum	Lost	Reset	Won Clean	Won Badly	Freekick/Pen Against	Freekick/Pen Won	Total
Home Throw	1	2	6	1	1	1	12
Opp Throw		1	9			1	11

Tacles	First half	Second Half	Total	% Tackles Made
Made	52	24	76	79%
Missed	8	12	20	

Charlotte Mecklenburg Parks & Recreation Multi-Purpose Synthetic Field Rental Rates

Rates

Multi Purpose Field - Synthetic Turf Only

Fees are the same for all types of bookings (i.e. practices, tournaments, etc.)

Monday-Friday	7am-4:30pm	\$25/1.5hrs	Non-Peak Times
Monday-Friday	4:30pm-6pm	\$46/1.5hrs	Secondary Peak Times
Monday-Friday	6pm-9pm	\$62/1.5hrs	Peak Times
Monday-Friday	9pm-10:30pm	\$46/1.5hrs	Secondary Peak Times
Saturday-Sunday	7am-10:30pm	\$46/1.5hrs	Secondary Peak Times

Field Reservation Request Form – Matthews SportsPlex Complex

Mecklenburg County Park and Recreation Department Reservation Request Form – Mecklenburg County Sportsplex

If you are planning a tournament or special event, please request a [“Special Event Application”](#) instead of this form.

Field reservations must be made a minimum of two (2) business days in advance. All fees must be paid when availability is confirmed to guarantee your field. There are **NO** refunds for field rentals. Rainouts will be rescheduled or credited toward a future reservation. Please call 704-336-5800 in case of inclement weather. All groups providing leagues, block play, tournaments or special events must provide liability insurance coverage (See [“Insurance Requirements”](#) document for details).

Use **Tab** button to move from field to field on this form.

Organization/Team Name:		Use – Match(Game)/ Practice/ Other:	
<input type="checkbox"/> Youth Program/Event	<input type="checkbox"/> Adult Program/Event	# of Participants:	# of Coaches:

Contact Person:		Email:	
Mailing Address:			
City:		State:	Zip:
Work #:	Home#:	Cell#:	Fax#:
Second Contact:		Email:	
Work#:	Home#:	Cell#:	Fax#:

Reservation Specifics <ul style="list-style-type: none"> • If you have weekday and weekend request with different start / finish times, use separate lines below. • Please note dates to eliminate in your range of dates i.e. holidays 								
Park	# of Fields	Day(s)	Start Date	End Date	Start Time	Finish Time		

Comments:

Please send completed reservation form to Recreation Coordinator/Supervisor via e-mail Preston.Buckman@mecklenburgcountync.gov or fax to 704-523-2862.
 If you have any additional questions, please call 704-529-3273.

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF REQUEST. Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. Mecklenburg County Park and Recreation Department reserves the right to deny approval of requests that do not comply with Mecklenburg County Park and Recreation ordinances and/or

policies. Mecklenburg County Park and Recreation reserves the right to schedule a variety of athletic tournaments, special events, leagues and practices in the interest of equity

Tournament Reservation Request Form – Matthews SportsPlex Complex



Mecklenburg County Park and Recreation Department

Jeff Adams Tennis Center
1200 West Tyvola Road
Charlotte, North Carolina 28217

Phone: (704) 529-3273
Fax: (704) 523-2862

TOURNAMENT or SPECIAL EVENT APPLICATION MECKLENBURG COUNTY SPORTSPLEX (Please review instructions before completing this form.)			
1. Name of Event: Event will begin:		2. Date(s):	
3. Time			
4. Type of Event: <input type="checkbox"/> Youth Soccer <input type="checkbox"/> Youth Football <input type="checkbox"/> Youth Lacrosse <input type="checkbox"/> Youth Rugby <input type="checkbox"/> Adult Soccer <input type="checkbox"/> Adult Football <input type="checkbox"/> Adult Lacrosse <input type="checkbox"/> Adult Rugby <input type="checkbox"/> Other: _____			
5. Please list number of fields and times needed: Attach the Field Reservation Request Form – Sportsplex.			
6. Estimated number of out-of-town teams: _____			
7. Set-Up: Day of week: Date: Volunteers: Time:		8. Take Down: Day of week: Date: Time:	
		9. Estimated Attendance Participants:	
10. Alcoholic Beverages 13. Amplified Selling or Serving Sound <input type="checkbox"/> Yes <input type="checkbox"/> No		11. Health Department Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		12. Tax Office Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No () Yes () No	
14. Organization Name:			

15. Contact Person: Telephone:	16. Address:	17.
	Street:	Day Time:
	Apt:	Evening:
	City:	Cellular:
Secondary Contact Person:	State:	Pager:
	Zip:	Fax:
		Email:
Phone:		
18. Please give a summary(purpose) of your event: (You can attach brochures, literature, etc)		
19. Signature (or name if form is transmitted electronically):		20. Date:
21. Application received by:		22. Date:

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF EVENT. Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. Mecklenburg County Park and Recreation Department reserves the right to deny approval of tournaments and special events that do not comply with Mecklenburg County/Park and Recreation ordinances and/or policies. Mecklenburg County Park and Recreation Department reserves the right to schedule a variety of athletic tournaments and special events in the interest of equity.



Jeff Adams Tennis Center
1200 West Tyvola Road
Charlotte, North Carolina 28217

Phone: (704) 529-3273
Fax: (704) 523-2862

23. Name of Event: event:	24. Date(s) of
--------------------------------------	-----------------------

25. Please check all items that apply to your event. Provide a detailed explanation in section 26 for each item checked. If you have questions please contact

Preston.Buckman@MecklenburgCountyNC.gov.

<input type="checkbox"/> a. Admission to be charged <input type="checkbox"/> b. Booths/Vendors (Handing Out Items) <input type="checkbox"/> c. Booths/Vendors (Selling) <input type="checkbox"/> d. Canopies or Tents (10x10, pop-ups) <input type="checkbox"/> e. Canopies or Tents (From Rental Company) <input type="checkbox"/> f. Command Post (Headquarters)	<input type="checkbox"/> g. Crowd Control <input type="checkbox"/> h. Electrical Requirements <input type="checkbox"/> i. Fencing or Scaffolding <input type="checkbox"/> j. First Aid Station (Medic Required for all Tournaments) <input type="checkbox"/> k. Request Food Vendor (vendors will be provided by Mecklenburg County Park and Recreation if requested) <input type="checkbox"/> l. Food-Given Away	<input type="checkbox"/> m. PA System <input type="checkbox"/> n. Park Reservation <input type="checkbox"/> o. Portable Sanitary Units <input type="checkbox"/> p. Private Security <input type="checkbox"/> q. Security <input type="checkbox"/> r. Traffic Control <input type="checkbox"/> s. Trash cans <input type="checkbox"/> t. Vehicles
---	--	---

26. Explanation of items check about (list letter for reference):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Jeff Adams Tennis Center
 1200 West Tyvola Road
 Charlotte, North Carolina 28217

Phone: (704) 529-3273
 Fax: (704) 523-2862

Instructions for Completing Special Event Application - Races

General Information:

- A Special Event Application MUST be completed for any event planned to take place on Mecklenburg County Park and Recreation Property where the public is invited to attend or an event involves blocking public streets or sidewalks or sections of a park. It is also required for large private events that may need special accommodations.
- Provide all information as requested. **APPLICATIONS FOR PUBLIC EVENTS MUST BE SUBMITTED AND APPROVED 60 DAYS PRIOR TO THE EVENT DATE. Private events that will not require a contract must be submitted and approved 30 days prior to the event date.**
- All information MUST be provided, typed or printed. Illegible and/or incomplete requests will be returned.

Form Information:

1. **Name of the Event:** If the event doesn't have an official title such as the "March of Dimes Walkathon", enter a generic description such as "Fun Run for Red Cross, Easter Egg Hunt", etc.
2. **Date(s):** Date or dates the event will be held.

3. **Time:** Please list the actual time of your event For example: 2-6pm. Do not include set up and clean up time, they are covered in sections 7 & 8.
4. **Type of Event:** Check the appropriate box(es). If “other is checked, write the type of event in the space provided.
5. **Field Request:** Fill out the attached Reservation Request Form – Sportsplex.
6. **Estimated number of out-of-town teams:** Please list where teams will be traveling from for this event.
7. **Set-Up:** List day, date and time. Hourly rental fees apply.
8. **Take Down:** List day, date and time. Hourly rental fees apply.
9. **Estimated Attendance:** Approximate number of participants and/or spectators expected at the event.
10. **Alcohol Beverages:** Check the appropriate box. Serving beer/wine is permitted only at Parks with the purchase of a Beer and Wine Permit. This permit is for shelters only. Temporary Structures such as tents may be used with a special permit form the director or his designee. A beer and wine garden must be used in conjunction with a tent. A letter of request to the director is required.
11. **Health Department Contacted:** An Organizer Application must be obtained from the Health Department where food is prepared for sale. Contact the Mecklenburg County Health Department at 704-336-3510 for all necessary applications and permits.
12. **Tax Office:** If you are having vendors at your event you will need to contact the Mecklenburg County Tax Office at 704-336-5100 for a festival permit.
13. **Amplified Sound:** Any event that has amplified sound must have approval from Park and Recreation.
14. **Organization Name:** Title of organization or the event name if not affiliated with an organization making the request.
15. **Contact Person:** Name of the person that the Athletic Facility and Event Coordinator may contact in case of questions or if an emergency situation occurs. Also include a secondary or alternate contact person who may be reached if the first person is unavailable.
16. **Address:** Requesting organizations address.

17. **Phone Number**: Please include as many numbers as necessary for Park and Recreation to be able to contact the person in charge of the event. This should include numbers in case of an emergency during an event held at times other than normal office hours.
18. **Summary**:. Please tell us about your event; age groups, men's or women's, etc.
19. **Signature**: Person completing this form or the contact person must SIGN and DATE the application.
20. **Date**: Enter the date the application is signed.
21. **Do not write in this section.**
22. **Do not write in this section.**
23. **Name of the Event**: Enter name of event the same as in #1 page 1.
24. **Date(s) of Event**: Enter date(s) of event the same as in #2 page 1.
25. Check each item that applies to your event and give an explanation. This information will help us provide you the best service possible. If we require additional information about any of the items or if there are restrictions associated with any of the items checked, you will be contacted.
26. **Explanation of times checked above**: Give detailed information about items checked in section 25.