

# Memo

**To:** Athletics Participants and Parents  
**Date:** August 2017  
**From:** Mrs. Mangaudis  
**Re:** Required Documentation for participation in Athletic Programs.

---

The forms attached to this memo are to be read carefully, **filled out/signed and returned the first day of school** if your child intends to participate in **any** sport. This information will remain in effect for the 2017/2018 school year, thereby eliminating the need to repeat the process for each sport. The Permission Slip, Pre-Participation Head Injury/Concussion Reporting Form and fee request will be the only per-sport forms you will receive during the year.

Please note that Soccer and Basketball is offered to students in grades 5-8 and Softball and Baseball (if we have enough interest) are offered to students in grades 6-8. **We are only able to field teams if we have coaches.** If you would like to coach, please contact me as soon as possible. We would also like to emphasize that **Student athletes must commit to their teams at St. Stephen School first** (as noted in the Parent/Student Handbook).

The attached forms are as follows:

## **Sports Emergency Form**

Please fill out the emergency notification form completely. This form will be kept on file at the school and a copy will be given to your child's coach in case there is an accident or emergency situation during practice or a game.

## **Athlete and Parent Code of Conduct Forms**

The Code of Conduct forms must be signed by athletes and parents. Please fill out, sign and return the **bottom portion** of these forms and retain the top portion for your information.

Your child will also need on file at the start of school:

### **\*Health Form**

For the safety of our student athletes, all students participating in a sport must have proof of a physical examination, done by the student's primary care provider within **13 months of the beginning of the season in which the student is participating in a sport.** If your child has had a physical examination within this time frame, please contact the physician and request a copy of your child's "Health Form" (sometimes referred to as a *School, Camp, Sports Health Examination Form*). You may bring the form to the school or have it faxed (508-770-1052) directly from the physician's office to my attention.

If your child has not had a physical examination within the last 13 months, please schedule an exam as soon as possible, let us know when the exam is scheduled for and request a medical clearance letter from your physician for the child to play until the exam can be completed.

### **\*Concussion Training**

Parents/guardians are required by Mass General Law Chapter 111 Section 222 regarding interscholastic athletic head injury safety, to provide *"information relative to any sports head injury history at the start of each sports season."*

As a result of this law, **students as well as their parent/guardian** who plan to participate in any athletic program at St. Stephen School must take a free on-line course to educate themselves about sports-related head injuries and concussions. The state has made available free on-line courses that contain all of the information required by the law. The course is through the CDC. **At the end of the course you will receive a certificate – fill in your names and print a certificate for at least one parent/guardian as well as the student athlete and return to me at the school.** The entire course, including registration, can be completed in less than 30 minutes.

The on-line course can be found at: **CDC Heads Up Concussion Training** - [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

*\*Student athletes without a current health form on file as well as Parent/Student Concussion Training will NOT be allowed to participate in practices or games.*

*If you have any questions, or concerns, please feel free to contact me at 508-755-3209.  
We thank you for your cooperation and we look forward to an exciting year with our student athletes!*