

## Concussion Information - When in Doubt, Sit Them Out!

(Adopted from WIAA)

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

**These are some SIGNS concussion (what others can see in an injured athlete):**

Dazed or stunned appearance  
Change in the level of consciousness or awareness  
Confused about assignment  
Forgets plays  
Unsure of score, game, opponent  
Clumsy  
Answers more slowly than usual  
Shows behavior changes  
Loss of consciousness  
Asks repetitive questions or memory concerns

**These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):**

Headache  
Nausea  
Dizzy or unsteady  
Sensitive to light or noise  
Feeling mentally foggy  
Problems with concentration and memory  
Confused  
Slow

Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. "When in doubt sit them out." It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

### RETURN TO PLAY

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion. The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging

STEP TWO: More strenuous running and sprinting in the gym or field without equipment

STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting

STEP FOUR: Full practice with contact

STEP FIVE: Full game clearance

## **PARENTS**

I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.

I understand the possible consequences of my child returning to practice/play too soon.

## **SWIMMER**

I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play.

I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

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## **New Berlin Swim Club (NBSC) Anti-Bullying Policy**

NBSC is committed to providing a safe, caring and friendly environment for all of our members. Everyone deserves to be treated with respect. Bullying of any kind is unacceptable and will not be tolerated in NBSC. Bullying is counterproductive to team spirit and can be devastating to a victim. If bullying occurs, the incident will be taken seriously, and dealt with promptly. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

### **Definition of Bullying**

"Bullying" is any gesture or written, verbal, graphic, or physical act (including those electronically transmitted) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying is a repeat offense against one or more victims.

### **Procedures**

1. Report bullying incidents to a member of the coaching staff, and in cases of serious bullying, the incidents will be referred to the board for advice.
2. The bullying behavior or threats of bullying will be investigated and the bullying stopped quickly.
3. Parents will be informed and if appropriate, will be asked to come in for a meeting to discuss the problem.
4. An attempt will be made to help the bully (bullies) change his/her (their) behavior.
5. If mediation fails and the bullying is seen to continue, NBSC will initiate disciplinary action.
6. If necessary and appropriate, the police will be consulted.

### **Club Disciplinary Action**

If NBSC concludes it is appropriate to take disciplinary action, the following procedures will apply:

1. Attempt for reconciliation by getting the parties together.
2. If this fails, or is not appropriate, a small panel of 3 (consisting of 2 coaches and 1 board member) will meet with the parent and child alleging bullying to get details of the allegation. Minutes will be taken for clarity, and these will be agreed upon by all as a true account.
3. The same 3 persons will meet with the alleged bully and parent(s). The allegation will be explained to them and a chance will be given to give any alternate version of the events. Minutes will again be taken and agreed upon by all as a true account.
4. If bullying has, in their view, taken place, the swimmer will be warned and put on notice of further action (i.e. temporary or permanent suspension if the bullying continues). Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases, the parent of the bully or bullied swimmer may be asked to attend training sessions, if they are able to do so, and if appropriate. The staff members will monitor the situation for a given period to ensure the bullying is not being repeated.

6. All coaches involved with both swimmers will be made aware of the concerns and outcome of the process.
  7. NBSC will refer to USA Swimming's anti-bullying policy as a default for procedures not covered in this policy.
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## **Electronic Communication Policy**

### **PURPOSE**

The New Berlin Swim Club (NBSC) recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While NBSC acknowledges the value of these methods of communication, we also realize that there are associated risks that must be considered when adults use these methods to communicate with minors.

### **GENERAL CONTENT**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drugs or alcohol use
- Sexually oriented conversations; sexually explicit language; sexual activity
- The adult's personal life, social activities, relationship or family issues, or personal problems
- Inappropriate or sexually explicit pictures
- Note: any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principal to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

*Transparent:* All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

*Accessible:* All electronic communication between coaches and athletes should be considered a matter of record and part of NBSC's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility

*Professional:* All electronic communication between a coach and an athlete should be conducted professionally as a representative of NBSC. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of NBSC join their personal page as a "friend". A coach should not accept any

"friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The New Berlin Swim Club has an official Facebook page that athletes and their parents can "friend/like" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

### **TWITTER**

Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

### **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 6:00am until 8:00pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

### **EMAIL**

Athletes and coaches may use email to communicate between the hours of 6:00am and 8:00pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

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### **NBSC Swimmer Code of Conduct:**

As a member of the New Berlin Swim Club (NBSC), I understand that I represent Wisconsin Swimming, NBSC, my parents, as well as myself.

1. I agree that I will not bring or possess alcoholic beverages, illegal drugs or International Olympic Committee banned substances on the premises.
2. I will display proper respect and sportsmanship towards coaches, officials, administrators, teammates, other competitors and the public in and out of the pool.
3. I will do nothing that would put me, a team member or anyone else at risk or in danger.
4. I will refrain from any illegal or inappropriate behavior that would detract from a positive image of the New Berlin Swim Club, Wisconsin Swimming or USA Swimming.
5. Physical and verbal abuse, including the use of profane language will not be tolerated.
6. I shall show respect for all property.

## Agreement

By signing this form I am acknowledging that I have received a copy of the Concussion Information, Anti-Bullying Policy, Electronic Communication Policy and the NBSC Swimmer Code of Conduct. I Acknowledge that I have read and understand the policies, and that I agree to abide by the policies. The New Berlin Swim Club reserves the right to enforce the policies as they see fit, and make changes necessary for the safety and well-being of the team. Failure to comply with the Concussion reporting, Anti-Bullying Policy, Electronic Communication Policy or the NBSC Swimmer Code of Conduct may result in disciplinary action, including suspension from NBSC or removal from practice.

Any appeal following a disciplinary action shall be made with the New Berlin Swim Club Executive Board.

Athletes and Parents/Guardians, please check mark to confirm the items you have read.

- Concussion Information
- Anti-Bullying Policy
- Electronic Communication Policy
- NBSC Swimmer Code of Conduct

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

- Concussion Information
- Anti-Bullying Policy
- Electronic Communication Policy
- NBSC Swimmer Code of Conduct

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_