

Athletic Department Parent Handbook



Thank you for your support!

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Director of Athletics, PE and Health

Revised 2019

East Syracuse Minora CSD

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East Syracuse Minoa Spartans

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Philosophy:

The ESM Central School District believes that interscholastic athletics are an integral part of the educational experience for those students afforded the privilege to participate.

At ESM, the lessons learned in the classroom do not end when the dismissal bell rings. Instead, athletics serve as an extension of the school day, with coaches as teachers, and the playing fields and gymnasiums as the classrooms.

The lessons taught in these classrooms are intended to help our student-athletes become productive members of our community, and responsible citizens in today's complex, interconnected, and changing world.

Mission:

The ESM Athletic Department is committed to:

- Encouraging good sportsmanship at every level of competition from all of our stakeholders, including: coaches, players, and spectators.
- Creating positive learning experiences, and overall enjoyment of participation, for all those involved in interscholastic athletics.
- Capitalizing on the tremendous opportunity to influence and impact the lives of our student-athletes.
- Preparing our student-athletes for the next level of life, not the next level of competition.
- Ensuring a first-class experience for all of those directly, or indirectly, involved in our programs.

ESM SPECTATOR GUIDELINES

The ESM Central School administration and supervisory staff will enforce the following Section III and New York State Public High School Association guidelines at all athletic events.

We ask for your cooperation in enforcing the following rules:

- 1) There will be cooperation with referees and school officials.
- 2) There will be no objectionable cheers, unsafe, or unsportsmanlike behavior.
- 3) Smoking, drugs, and alcoholic beverages are not allowed on school grounds.
- 4) Please report any emergency to the Scorer's table or one of the ESM Supervisors.
- 5) Avoid actions which are offensive.
- 6) Show appreciation of good play by both teams.
- 7) Learn the rules of the game.
- 8) Let the coaches coach. Do not attempt to coach athletes before or during a contest or practice.
- 9) Accept the judgment of coaches and officials.
- 10) Encourage the other spectators to participate in the spirit of good sportsmanship.
- 11) Always be positive.
- 12) No noise makers of any kind.
- 13) No dogs, cats or other animals allowed on ESM School District property.

Your cooperation in following district, league, Section III and State rules will be greatly appreciated, and anyone failing to cooperate with these guidelines will be required to leave the premises. Students may be suspended for the school year from spectating at all events if administration deems their behavior warrants such action.

Student Athletes Code of Behavior

- 1) To demonstrate self-control and respect for others (including Administration, teachers, school coaches, officials, spectators, or other athletes) at all times.
- 2) To remember that participation in athletics is a privilege that is not to be abused by unsportsmanlike conduct.
- 3) To deal with opponents with respect. Shake hands after the competition and congratulate them on their performance.
- 4) To respect the integrity and judgment of the officials.
- 5) To remember that improper behavior while in uniform reflects poorly upon yourself, team, school, and your community.
- 6) To understand and abide by the rules/regulations of the game, coaches rules and ESM Athletic Code of Conduct.
- 7) To accept victory with grace and defeat with dignity.

Coaches Code of Behavior/Ethics

- 1) To promote good sportsmanship, by setting a positive example while coaching
- 2) To respect the integrity and judgment of the sports officials.
- 3) To approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price.
- 4) To recognize that the participants in individual or team sports are young men and women with who are capable of making mistakes.
- 5) To not use crude or abusive language with players, opponents, officials, or spectators.
- 6) To instruct the players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior.
- 7) To avoid behavior that will incite players, opponents, or spectators.
- 8) To avoid and eliminate negative comments to radio, TV, and newspaper reporters.

Communication Protocol (Chain of Command for Parents)

The following is the due process procedures used by the Director of Athletics for handling situations and/or concerns that may occur before, during, or after a sports season: (Remember to allow 24 hours after a game before approaching the coach, this gives both parties time to think "situations" through prior to commenting.)

- 1) The athlete asks his/her coach questions and discusses concerns.
- 2) If the athlete is not satisfied with the answer/outcome after discussing his/her concerns with the coach, the parent/guardian must then call the coach and arrange a meeting to clarify the situation and resolve the issue.
- 3) If the parent/guardian and athlete still do not feel that the situation has been resolved and wish to pursue it further, they then call the Director of Athletics for a joint meeting with the coach, parent, and athlete.
- 4) If after all of these avenues have been exhausted, and the parent/guardian and athlete still feel the issue is unresolved, they will arrange a meeting with the Superintendent or his/her designee along with the Director of Athletics. The outcome of this meeting will be deemed final and all parties involved will be expected to adhere to the parameters outlined in the meeting.

Health Form Requirements

- 1) All students must have a physical examination completed by either a school physician (offered prior to each sport season) or your own physician. **The examination is valid for one year.**
- 2) Interval Health History must be completed informing the school nurse of any medical changes that have occurred since the athlete's physical exam.
- 3) A physician's note is required to participate following an injury or surgical procedure within the last year, or an ongoing/chronic medical condition.
- 4) A medication authorization form for athletes that use inhalers and epi pens is required to be on file in the health office for sports participation.



We are now offering the convenience of online registration through FamilyID. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs. You will have to go on and update information for each season your child plays sports.

YOU CANNOT REGISTER UNTIL 30 DAYS PRIOR TO THE START OF THE SEASON

FamilyID®

Injuries and Incidents

It is necessary to report all injuries/incidents an athlete suffers immediately to his/her coach. Any athlete who is seen by a physician must be **released (signed statement)** by the physician that treated your child in order to resume participation with their team. This is required even if they are cleared to play and no actual injury was found.

This release must be filed with the school nurse. It is the athlete's responsibility to bring the release to the school nurse, not the coach or athletic trainer. The school nurse will inform the coach of the athlete's return or restriction from the sport.

East Syracuse Minoa CSD **Athletic Placement Process:**

The Athletic Placement Process (APP) is a program for evaluating students who want to participate in sports at higher or lower levels, as approved by the Board of Regents and is aligned with Learning Standards 1 and 2. Commissioner's Regulation Section 135.4(c)(7)(ii)(a)(4)states:

A Board of Education may permit pupils in grades no lower than seventh to compete on any senior high school team, or permit senior high pupils to compete on any teams in grades no lower than seventh, provided the pupils are placed at levels of competition appropriate to their physical maturity, physical fitness, and skills in relationship to other pupils on those teams in accordance with standards established by the Commissioner.

These standards state that students will have the necessary knowledge and skills to establish and maintain physical fitness, participate in physical activity, maintain personal health, and acquire both the knowledge and ability to create and maintain a safe and healthy environment

The intent of the APP is to provide a protocol for those districts that choose to allow students in grades 7 and 8 to move up, allowing them to participate safely at an appropriate level of competition based upon physical and emotional readiness and athletic ability rather than age and grade alone. Students do not mature at the same rate, and there can be tremendous developmental differences between students of the same age.

The APP is not to be used to fill positions on teams, provide additional experience, provide an opportunity for middle school or junior high students when no modified program is offered, or to reward a student. Instead, it is aimed at the few, select students who can benefit from such placement because of their level of readiness.

The Head Coach/Director of Athletics are the **only persons who can recommend a student be taken through the APP for a particular sport. The student must be an exceptional athlete.**

ESM Cut Procedures:

It is an unfortunate reality that in certain situations athletes must be cut from a team. It would be ideal to keep everyone who tries out and guarantee them playing time, but in some sports that is impossible. The decision to cut athletes is a difficult one and not taken lightly by any coach. The criteria the coaching staff will utilize are: attitude, attendance at try-outs, skill level, overall strength and conditioning, working with team and coaches in and out of season programs, and other sport specific categories established by a particular head coach.

Student Eligibility:

- 1) **Age and Grade:** According to NYS Regulations, a pupil shall be eligible for senior high school athletic competition in a sport during each of four consecutive seasons of such sport commencing with the pupil's entry into the ninth grade and prior to graduation, except as otherwise provided in the APP.
- 2) Athletes must be academically as well as athletically eligible by age and number of years in high school sports in addition to having met the medical requirements noted on the previous page.
- 3) All new athletes coming into the district must have their backgrounds checked immediately to ensure eligibility is in compliance with the Section III Transfer Rule.
- 4) All foreign exchange students must complete a separate eligibility form and receive approval before participating in any athletic event.

Parent/Coach Meeting (Agenda):

A mandatory Parent/Guardian meeting will be held prior to each season by the particular coach of each sport. Topics and handouts covered will include:

- Extracurricular/Athletic Eligibility Rules Permission
- Team Rules, Goals, Playing Time
- Expectations of Players
- Team Practice/Game Schedules/ Web Site Information
- Parent/Guardian Role and follow Sportsmanship Contract
- Establishment of a cell phone and email tree for communication.

ESM Playing Time Procedures:

An often-controversial issue in athletics is the amount of time that each athlete is allowed to participate. Not all athletes possess the same skills, desire, and potential for success. Many factors determine the amount of playing time that an athlete gets during games. Some factors include (but are not limited to):

- Attitude as demonstrated during practice.
- Practice Attendance
- Hustle During Practice
- Understanding of concepts, rules & strategies as demonstrated in practice.
- Executing skills as demonstrated in practice.
- Physical Condition
- The quality of other players at that position.
- The athlete's ability to contribute to team success.
- The score of the game and the time remaining.
- Program Level (V, JV, Modified)

Emergency School Closing Procedures:

Whenever circumstances arise that the Superintendent makes the decision to close schools due to weather related or emergency situations, the following procedures will be utilized:

- 1) Varsity athletic contests/practices scheduled for the day in question will be canceled. If later in the day projected weather conditions have reasonably improved the schedule games and/or practices could occur. Central Administration will determine if there is an exception.
- 2) When school is closed, all JV and Modified practices and contests will be canceled for that day.
- 3) The administration reserves the right to cancel all activities within the ESM District if there is any reason for concern to the safety and welfare of the student-athletes, staff, and ESM District Community.

Incident Weather:

Decisions on games to be played on a particular day are made after 2:00 pm by the Director of Athletics.

Lightning Policy—NY State Thunder & Lightning Policy

The potential danger from lightning should not be underestimated. All cautions must be taken to ensure student/athlete and spectator safety. School district and site personnel should be aware of the signs indicating thunderstorm development and a plan for shelter should be set up prior to the start of any contest. Thunder and lightning necessities that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion—thunder is thunder, lightning is lightning.

Procedure: When thunder is heard and/or lightning is seen, the following procedures should be adhered to:

- 1) Suspend play immediately and direct participants to go to shelter, ideally a building normally occupied by the public, or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
- 2) Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers, and underground watering systems.
- 3) **After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.**

Any subsequent lightning or thunder after the beginning of the 30-minute count resets the clock and another count of 30 minutes begins.

Should the event be canceled, the rules of the particular sport regarding such cancellations shall apply as to the event becoming official or resumed at a later date.

ELIGIBILITY RULES FOR EXTRACURRICULAR ACTIVITIES

Introduction:

East Syracuse-Minoa students are privileged to participate in extracurricular activities or sports. These activities are important components of our total educational program. Successful participation in activities outside of the regular school day requires an extra measure of time, energy and commitment.

Students must be able to meet the additional time and energy demands of club and sport participation. Students must evidence appropriate maturity in terms of being in control of themselves at all times. As role models, and as representatives of our school community, school club and/or sports participants have an extra degree of responsibility.

We urge parents and students to seriously discuss the impact of the extra time and energy required to participate in extracurricular activities and the very strict eligibility rules a student must follow to remain qualified for these activities.

Academic Eligibility:

1. A student must carry a minimum of four (4) credit-bearing subjects, including Physical Education (which is a credit-bearing subject) per semester.
2. To be eligible for participation in any athletic or extra-curricular activity or club, a student must pass at least five credit bearing courses (or ALL of scheduled classes if taking only 4) with a 65 or above average, at the end of each report card period.
3. A student who does not pass the minimum credit bearing classes is deemed ineligible for the first time during an athletic or performance season will be placed on probation for up to a two week period. During this period the student is allowed to practice with the team but may not play in a contest. However, if a student meets the grade requirement of 65 or above in five or more classes (or is passing all classes if scheduled for less than five) during the two week period, the probation will be lifted and the student may participate fully in the sport or activity. The coach/director will contact parents, informing them of their child's status as well as the opportunity to rejoin the team/organization as soon as eligibility requirements are met.
4. Incompletes are not counted as failed or passed courses. A student who does not make up incompletes within the two-week period will remain ineligible until the next report card issue.
5. If a student is deemed ineligible twice in one season (winter/spring) he or she will be placed on a mandatory two week probation. Communication will be shared between the students administrator, school counselor, coach and a parent. The administrator will schedule a meeting with all stake holders (parent, student, coach/director, counselor and administrator) to discuss interventions, progress made, a plan to move forward, and the impact on the student's ability to participate.

6. If a student is late to school (after 10:30 am), absent or leaves school due to illness or is illegally absent from school, he/she cannot participate in an athletic practice or game on that day. If a student is legally excused from school for reasons other than illness, he/she will be allowed to participate. The administration reserves the right to investigate the validity of any excuse, including written verification from doctors, clinics, Motor Vehicle Bureau, probation officers or colleges.

7. Athletic eligibility is determined for each sport season as follows:

Fall Sports: Final averages from the June report card and August report card (if summer school is attended) will be used to attain the minimum credit bearing subjects for eligibility.

Winter Sports: First marking period grades on the report card will be used to attain the minimum credit bearing subjects for eligibility.

Spring Sports: Final averages from semester courses and 2nd marking period grades from yearlong courses are used to attain the minimum credit bearing subjects for eligibility. Students must be passing the minimum credit bearing subjects on the 3rd marking period report card to remain eligible.

In January and June, the final average of a course on the report card takes precedent over the (2nd or 4th) marking period grade.

8. A student who becomes academically eligible after the start of a particular sport season, he/she may make a formal written request to the Director of Athletics and Coach to be allowed to participate on a non-cut sport only. No request for participation will be accepted for a particular sport that makes cuts to determine their final roster.

9. Any appeal must be made to the Director of Athletics and/or High School Principal.

Award Recognition Eligibility:

In order to receive any postseason athletic recognition (such as but not limited to pins, letters, certificates, trophies, media recognition, banquet attendance), an athlete must complete an entire sports season in good standing, including non-league, sectional, regional and state interscholastic athletic contests.

ELIGIBILITY EXPECTATIONS:

The East Syracuse Minoa Central School District recognizes that use of tobacco, drugs and/or alcohol amongst students is a serious problem with legal, physical, emotional and social implications for the entire community. This is particularly important with regard to extracurricular program participants where the physical and mental exertion required by the activity could magnify the detrimental effect of substance use.

In addition, anti-social behaviors bring about harm to the victim, community, and reputations of the offending student and East Syracuse Minoa Schools. The School District is mindful of its vision statement which resolves to establish an environment reflecting ethical standards and appropriate values while promoting leadership skills, work ethic, and responsible behavior.

Rules

In order to participate in any extracurricular activity, a student shall not:

- 1) Use tobacco (which includes chewing tobacco and smokeless tobacco);
- 2) Use, possess, consume, or be under the influence of alcohol;
- 3) Use, possess, consume, be under the influence of, buy, sell, or give away any marijuana or any controlled substance, nor any substance represented as a controlled substance (a lookalike); or
- 4) Commit serious offenses on or off school property which includes, for example, assault, felonies, serious misdemeanors and the like.

It is not a violation for a student to use legally defined drugs prescribed for the student's own use by a doctor. School policy requires that the prescribed medication be in the possession of the school nurse while in school.

Reporting of Violations

- 1) Reports of alleged violations coming from the individuals listed a-d below, having personally witnessed the alleged violation, must be investigated. The principal must attempt to obtain a signed report outlining the alleged violations within three school days of the principal receiving the information.
 - a. Any District employee or School Board member.
 - b. Any adult acting as a chaperone or assisting with a school activity at the request of a District employee.
 - c. Any law enforcement officer or agency.
 - d. A parent or legal guardian of the student involved.

- 2) Reports of alleged violations from persons other than those mentioned above (1, a-d) must be made by the person witnessing the incident who shall submit a written and signed report to the principal. The principal shall investigate to determine whether there is a basis to proceed with disciplinary action.

Procedures

Upon report of an alleged violation of Rules 1, 2, 3 or 4, the principal shall immediately provide verbal notice, followed by written notice, to the student and his or her parents or guardian that an investigation of the alleged violation is taking place. The reasons for the investigation and the possibility of suspension or removal from extracurricular activities will be included in the notice. The activity advisor and/or coach and Athletic Director, as well as the student's guidance counselor, will also be informed immediately. The counselor will meet with the student as soon as possible to determine if further intervention is necessary.

The student and the student's parents or guardian will meet with the Superintendent or his or her designee, as appropriate, within two school days following the official, written notification to the student or parent of the alleged violation. Those attending the meeting will be given the opportunity to question the information upon which the alleged violation is based, and to submit additional information or explanations.

Once the Superintendent or his or her designee makes a final determination in the matter, verbal and written notice will be given promptly to both students and parents or guardian.

Responses to Violations

First Violation of Rules 1, 2, and 3

Upon determination of a first violation of Rules 1, 2, or 3, the student will be removed from participation in any and all extracurricular activities for two to four school weeks.

First Rule 4 Violation and Second Violation of Rules 1, 2, and 3

Upon determination of a subsequent violation of Rules 1, 2, or 3 during that school year or a Rule 4 violation, the student will be removed from participation in all extracurricular activities for 10 to 20 school weeks.

Second Rule 4 Violation and Third Violation of Rules 1, 2, and 3

During the school year, upon determination of violation in excess of those outlined in #2 (above), the student will be removed from participation in all activities for the duration of the year. The following year the student will be placed on probation at the discretion of the principal.

*The severity of penalties within stated ranges is determined by seriousness of offense and may be mitigated by participation of students in counseling sessions both individually and/or with parents. Students must meet all state and District mandates, both academic and extracurricular, which are in effect for the School District.

In the event that the school year ends before the full assessment of a penalty is completed, the remaining removal weeks carry over to the next school year and the individual removed from participation remains ineligible until the removal period is completed.

(Continued)

N.B. Nothing in this regulation will prevent a coach or advisor from promulgating rules and investigating allegations of misconduct not specified herein. If the coach or advisor finds that the conduct warrants disciplinary action, the procedures set forth above will be implemented by the Superintendent or designee, with the full range of penalties available for imposition at the discretion of the Superintendent or designee.

Appeals

The appeals process will be in accordance with those procedures established in the Student Bill of Rights and Responsibilities.

This regulation is in addition to (not in place of) existing policies and regulations of the School District and will be promulgated in student handbooks. The District will request returned receipts (sample found in Student Handbook) showing that students and parents have read this material. Any student who is out of school due to other disciplinary infractions may not participate in school sports or activities during the suspension period.

Additional ESM Athletic Team Rules:

- 1) All athletes must adhere to the rules and policies stated within the Code of Conduct and HS/PG Student Handbooks.
- 2) Late to school policies (HS & PG) are governed by the Student Handbook, and Principals/Asst. Principals will administer consequences pursuant to these policies which may affect practice or game participation.
- 3) All team members are expected to demonstrate the highest possible standards of sportsmanship at all times. Failure to do so will have immediate consequences.
- 4) Players must always present a favorable image as student-athletes at all times. You represent yourself, your family, and ESM with your behavior on and off the field.
- 5) Players are expected to be on time and attend all practice sessions. They will be notified in advance of the practice/game schedule. Any conflicts must be resolved with a coach prior to the scheduled practice.
- 6) Players must return all school issued equipment or be responsible for its cost of replacement.
- 7) Hazing is any action or activity which inflicts physical or mental harm or anxiety, or which demeans, degrades, or disgraces a person, regardless of location, intent, or consent of participants. This type of behavior will not be tolerated at any time.

(Continued)

Vacation Policy:

8) Any Varsity athlete who misses a game(s) and/or practice(s) over a vacation break is subject to any of the consequences listed below as determined by the Head Coach. (Any school or vacation activity conflicts need to be resolved prior to cuts or the first contest).

Any JV or MOD athlete missing a game and/or practice over a vacation will miss that total # of days upon arrival back from vacation (Example: If they miss 2 games and 3 practices over vacation, they then miss any games during their next 5 school days back from vacation). However, they will still participate in any practices upon arrival back.

9) A player who is ejected from a contest shall not be permitted to participate in the next scheduled contest (Section III ruling). A second ejection is 2 game suspension, and a 3rd game ejection is for the remainder of the season. Note: If an ejection occurs at the end of a season, the suspension will carry over to the next sport season they participate in.

10) Athletes are required to participate in Physical Education on game days. The participation includes dressing down and being involved in the given activity.

Consequences:

The coach and/or administration reserve the right to determine any disciplinary action for failure to abide by any rules where the punishment is not specifically stated within the Code of Conduct and/or Student Handbook. This disciplinary action includes, but is not limited to, warnings, playing time reductions, game suspensions, and dismissal from the team for the remainder of the year.

Home Game Policies-Main Complex

1. **JV/Modified Student/Athletes** wishing to attend regular season home games (for their particular sport) at the main athletic complex will be admitted free provided they either have their coach in attendance at the gate or are wearing their jersey.
2. **Senior Citizen Complimentary Pass** The Athletic Office or ticket sellers have passes available to any senior citizens who are residents of the ESM School District. The passes allow free admission to the bearer and guest for any regular athletic function. Sectional, State, and away games not included.
3. **Season or Year Passes** may be purchased at the Athletic Office or with any ticket seller during the year. The passes will admit bearer and four immediate family members to any event excluding Sectional competition.
4. **Admission:**
\$2.00—Regular Varsity night games
\$3.00—Varsity Football Games

FREE Admission: Children under 10
Senior Citizens with Complimentary Pass
Foreign Exchange Students
Yearbook Staff Photographers and Media

SEASON PASSES: Fall Season \$15.00
All Year Pass \$25.00

Students admitted to any contest must remain inside the facility or vacate the premises. No re-admittance will be allowed.

There are no telephones available at the complex, students should arrange for transportation home after games before they are dropped off.

NO SKATEBOARDS, BALLS OR GAME EQUIPMENT, BICYCLES, ETC. WILL BE ALLOWED INSIDE THE COMPLEX!

NO DOGS OR OTHER PETS ALLOWED ON SCHOOL PROPERTY!

New York State Policies and Procedures:

Artificial noise makers of any kind are not allowed at athletic functions. Pep bands, under the supervision of school personnel may play when athletic play is suspended. Pep bands must coordinate their playing with the school cheerleaders so that they are not performing simultaneously.

PLEASE RESPECT THE HANDICAPPED AND NO PARKING SIGNS!

ESM RETURN TO PLAY PROTOCOL

Return to play following a concussion involves a stepwise progression once the individual is symptom free. These steps allow a gradual increase in the volume and intensity of exercise during the return to play process. The process will take several days to complete. A student athlete may not return to full participation until all steps in this process have been completed with the athlete remaining symptom free. The student athlete must remain asymptomatic for 24 hours before moving to the next step.

STEP 1: Rest/No Physical Activity: Once the student athlete is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no other mitigating circumstances).

STEP 2: Light Aerobic Activity: Walking/swimming, stationary cycling, 10-15 minutes of exercise, no resistance.

STEP 3: Sport-specific exercise: Running drills, no weightlifting, no head contact.

STEP 4: Non-contact training drills: Progression to more complex training drills; may start progressive resistance training.

STEP 5: Full contact practice: Participation in normal training/practice activities; full exertion.

STEP 6: Return to play: Normal game play, no restrictions.

If any step is failed, the athlete will drop back to the previous step and try to progress after 24 hours of rest. If the athlete continues to have symptoms after failing any 2 steps, the athlete should be referred back to his/her physician.

** Additional information on concussions can be found on the website by clicking [info](#).



