

**Envision Science  
Academy 2024-2025  
Athletic Handbook**



# **E**xpect to succeed – **S**how Respect – **A**re Prepared

## **Revised 06/07/24** **Seasons and Athletic Programs**

**Purpose:** To put forth the expectations of all athletes, coaches, students and parents who have the opportunity to participate and support Envision Science Academy athletics.

**Fall** - Boys Soccer, Girls Volleyball, Coed Cross Country, Girls Tennis

**Winter** - Boys Basketball A, Boys Basketball B, Girls Basketball, Cheerleading

**Spring** - Girls Soccer, Coed Golf, Boys Tennis

**Athletic Fees** - The Recommended Athletic fee for the 2024-2025 school year may be submitted through the ESA Boosters Website. The athletic fee is not required, however it is greatly appreciated and the proceeds will go to maintain the quality of the athletics program that we would like to provide to our students and families. Please see the ESA Athletics Booster website for more information.

### **Signup guidelines:**

- Students in grades 6-8 are eligible to compete in middle school athletics.
- Team signup dates; fall sport sign-ups will be in June of the school year prior to the participating fall season. Winter sports sign-ups will be in September of the participating year. Spring sports will be in January of the participating year. Exact dates are to be determined based on the school calendar and the date of the first practice.
- Signups will be open for one school week; late and/or incomplete registrations will not be accepted after the posted deadline (extenuating circumstances may apply to this policy at the discretion of the athletic director). Students who are new to Envision are the only exception to the registration deadline if that student begins school after signup has ended.

### **Basic Policies**

- Dates and times of games and/or practices are subject to change; parents and athletes will be notified via phone or email. These changes will also be posted on the ESA web page as well as social media.
- Parents or guardians MUST be on time to pick up his or her child after practices and games.
- Athletic calendars and schedules will be posted on the ESA webpage.
- Parents are to arrange their own form of carpool for their student athlete to and from practices and competitions.
- All students and skill levels are welcome to participate, however playing time is not guaranteed to any individual in any event. The athlete must earn his or her time by hard work, dedication, and displaying knowledge and success in the skills used for the sport in which he or she is participating in. Playing time is at the discretion of the coach.

### **Tryouts and Cuts**

- Depending on the number of student-athletes trying out for a sport, a coach may elect to make cuts to the roster prior to the start of a sports season. Rosters will be chosen based on student-athlete skills, ability, commitment level, and team dynamic. The decision of whether to keep or cut a player rests solely with the head coach, and his/her decision is final.
- Student-athletes who do not attend the regularly-scheduled tryouts for any reason other than an injury may request a special individual tryout from the head coach, but the head coach is under NO OBLIGATION to grant such a request. Tryouts are closed to the public and may not be attended or viewed by parents or spectators unless approved by the head coach.

### **Managers**

- There is no eligibility requirement for a student to serve as a manager or statistician for an ESA athletic team. Managers are expected to attend all games and practices and perform the duties assigned to him/her by the head coach.

### **Transportation**

- Since we do not have buses available on our campus, parents may volunteer to drive their children as well as other students by completing a Field Trip/Athletics Driver's Form and providing proof of insurance prior to the day of the trip. Parents who drive any student other than their own child must provide proof of liability insurance with a minimum of \$50,000 per person for bodily

injury. Drivers of multiple students must also have completed volunteer training and have a current and approved background check with clearance to drive. All drivers must drive appropriately licensed vehicles. Because this is an extracurricular activity, parents that drive their own child only do not need to adhere to the above driver requirements.

## **Envision Science Academy Athletic Eligibility Requirements**

**General Regulations:** To be eligible for participation in interscholastic athletics, a player must meet all eligibility requirements.

- Age policy; student shall not participate if he or she becomes 15 years of age on or before October 16<sup>th</sup> of the school year.
- Academic and attendance requirements as outlined in these policies.
- Receive a medical examination (athletic participation physical) once per school year and on file with the athletic director prior to the start of the season.
- Present an insurance waiver form signed by parent or guardian and all other required forms needing signatures included in the athletics packet on file in the athletics office prior to the start of the season.
- Students must demonstrate appropriate behavior inside and outside the classroom.
- Players must arrive at each practice or competition with enough time to properly stretch and warm-up. Time will be given to the athletes at school to change.
- Students must practice a total of five days before playing in a game.

### **Academic Requirements:**

Envision Science Academy (ESA) will follow the North Carolina Middle and Junior High School Athletic Manual with regard to academic eligibility for athletics:

- In grades six, seven and eight, the student must pass at least one less course than the number of required courses each semester and meet promotion standards established by the school.
  - At ESA, a student must earn a 60% or higher in five of six classes in the previous semester in order to be deemed eligible for a sport that starts in the next semester.
- If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester.

- It is the responsibility of the school principal (or their designee) to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester.

NOTE: An athlete becomes eligible or ineligible on the first day of the new semester.

In addition to the above policy, Envision Science Academy will require academic monitoring within the semester to ensure that academics are maintained as a priority by our student-athletes.

During the season, student grades will be monitored weekly by coaches in order to ensure academic standards are met. Students will need to maintain a 60% average or better in all classes in order to participate in competitions. Students earning below 60% in two or more classes will not be allowed to practice. If a student drops below either requirement at the time of one of the grade checks during the season, they will be suspended from games and/or practices until at least the next weekly grade check. If their grade or grades rise back above 60% at the time of the next weekly grade check, their participation status will change. If a parent decides to allow the student to attend games while they are suspended from team activities, they may sit on the bench, but will not be allowed to dress in uniform. For the purposes of these ongoing standards, student grades will start fresh at the beginning of each quarter.

### **Attendance Requirements:**

All students participating in athletics can have no more than four unexcused absences from school during the season in which he or she is actively participating in. Excused absences will not count against these totals when coursework is made up. See the disciplinary policy below for additional details.

### **Disciplinary Policy**

**The Envision Science Academy athletic program is a privilege to the ESA students and its athletes. The disciplinary actions set forth are to establish and teach responsibility and commitment to the team. The athletic director has the ability to dismiss any student athlete from the participating sport for conduct that does not abide by the ESA standards.**

All student athletes representing the Envision Science Academy will be required to

follow the academic, behavior, and attendance policies. The athletes will be committed to abide by these policies throughout the season of the sport they are participating in. Failure to comply with the policies will result in disciplinary action to the athlete by the coach or athletic director. The length and severity of the discipline will be at the discretion of the coach and/or athletic director. The punishments for the policies are as followed:

**School Attendance** All students participating in athletics can have no more than four unexcused absences from school during the season in which he or she is actively participating in.

- A one game suspension will be incurred for every absence surpassing the fourth unexcused.
- If the student athlete has an absence on the day of a game or practice, then he or she will be ineligible to play in that game or participate in practice.
- If the student athlete has an unexcused tardy on the day of a game, then he or she will be ineligible for half of that game.
- The student athlete must be present at least half day to participate in practices and/or competitions.
- If an athlete misses practice the day before a game they may be held from that game, this is at the coach's discretion.

#### **Athletic Event Attendance for Practice and Competition**

- Any unexcused absence from practice or competition is an automatic one game suspension.
- All absences will be marked as unexcused unless the head coach and/or athletic director are notified of the absence and that absence is of an excusable cause.

**Extenuating circumstances are an exception to these attendance policies and should be brought to the attention of the Athletic Director**

**Behavior** Any inappropriate behavior displayed by the student athlete inside and/or outside the classroom will result in similar punishment; communication between the teachers, coaches, administrators, and athletic director will be established to assess this policy.

- If an athlete is suspended or actively reprimanded from school for unsatisfactory conduct, he or she may also face a suspension from participation (practice or competition) in any athletic event.

- The decision of and length of the suspension is at the discretion of the athletic director. The severity of the punishment will depend on the behavior of the student and cause of suspension.

### **Detention and in-school/out-of-school suspension**

All students serving a lunch detention, for any reason, will be disciplined in accordance with the following procedure.

- *1<sup>st</sup> detention*: Discipline is at the discretion of the coach and may result in a suspension from competition or loss in playing time depending on the severity of the student's actions and cause for detention.
- *2<sup>nd</sup> detention and all that surpass*: An automatic one game suspension will be issued by the athletic director. \*Detentions will be cumulative throughout the season in which the athlete is participating in. Student athletes serving a game suspension due to a detention are still required to attend the game in support of his or her team; he or she will be permitted to sit with the team on the bench, but as a spectator in game day attire and not in uniform. The athlete is still required to attend and permitted to practice.

Any student serving an in-school or out-of-school suspension will be disciplined in accordance with the following procedure; the severity of the cause for suspension may warrant an extended probationary period.

- *1<sup>st</sup> suspension*: 1-week probation period; will be unable to compete in all competitions and practices for one week.
- *2<sup>nd</sup> suspension*: The student athlete will be immediately removed from the team and will not be eligible to return to the athletics program during the same season in which the suspension occurred. Suspensions will be cumulative throughout the season in which the athlete is participating in. If a student athlete who is serving a probationary period due to an out-of-school or in-school suspension attends games, he or she will be permitted (coach's discretion) to sit with the team on the bench, but as a spectator not in uniform.

## **Sportsmanship Policy:**

1. Any athlete who receives an unsportsmanlike technical foul during game play will be removed from that game and suspended for the entire following game. Any unsportsmanlike technical foul surpassing a second will result in a suspension for the remainder of the season. Technical fouls will be cumulative throughout the season, not per game. Each coach may also have their own set of policies and disciplinary procedures to implement regarding technical fouls that have been approved by the Athletic Director; these will be addressed at a team meeting prior to the start of the season.

Exceptions will be considered based on the nature of the infraction.

- Emphasis being on the behavior and attitude of the player, rather than judgment calls by officials.
  - A double technical on one player will result in a game ejection; please see ejection procedure below, #4, for disciplinary actions.
2. Any Athlete serving a game suspension due to an unsportsmanlike technical foul will still be required to dress and attend the game in support of his or her teammates, unless that technical foul resulted in an ejection in which then the athlete will also be suspended from attending the game. He or she will be permitted to sit on the bench with the team during the game, as a spectator. He or she will not be permitted to dress in team uniform for the game or participate in team warm-ups.
  3. Any athlete who receives a red card during game play will be removed from play for the remainder of that game and automatically suspended from participation in and attending the next game.
  4. Any athlete who is ejected/removed from a game due to any of the following circumstances will be disciplined according to the policy as stated;
    - Fighting includes, but is not limited to, combative acts such as an attempt to strike an opponent with a fist, hands, arms, legs, or feet. An attempt to punch or kick an opponent, regardless of whether or not contact is made. An attempt to instigate a fight by committing an unsportsmanlike act toward an opponent that causes an opponent to retaliate, leaving the bench area to participate in a fight.
    - Taunting, biting, spitting.
    - Profanity directed toward an official, opponent, coach, and/or spectators.
    - Obscene gestures
    - Disrespect when addressing or contacting an official, coach, parent, and/or spectator.



- *1<sup>st</sup> Offense*: Automatic suspension from participation in and attending the following game.
- *2<sup>nd</sup> Offense*: Automatic season suspension/removal from team and suspension from all interscholastic athletics for one calendar year.

\*If a suspension takes place at the end of the season, the suspension will carry over to the next sport the athlete may play during another season.\*

**Inclement Weather Policy/Alerts** If rain, snow, ice or other inclement weather impacts the practice or game schedule, coaches will notify families as soon as the school has all necessary information to make an informed decision. Notification will occur through email, social media, website, and school phone messenger. Parents should ensure that contact email and phone numbers are updated and checked regularly, especially during times of potential weather-related issues.

## Hot weather information

The following repeats information from these sources: National Federation Sports Medicine Handbook, NATA Fluid Replacement Guidelines, NCHSAA Handbook, and the American Red Cross Sport Safety Training Handbook. Athletes should be informed of the information contained in this document.

### Recommendations for Fluid Replacement

- Athletes should be educated in the process of hydrating themselves as a 24 hour a day process.
- Before exercise:
  - Drink 17-20 ounces of water 2-3 hours before exercise
  - Drink an additional 7-10 ounces of water 10-20 minutes before exercise
- During exercise:
  - Continue drinking water or sports drinks throughout exercise (generally 7-10 oz every 10-20 min)
- After exercise:
  - Drink enough fluids to replace any weight loss within two hours of completion of activity
  - Fluid replacement should be at a rate of 24 ounces for every pound of body weight lost after exercise
- Urine color is an easy method to determine hydration status. Light yellow to clear urine indicates a well-hydrated athlete.

## Signs and Symptoms of Heat Problems

### Early Stages (sometimes called heat exhaustion)

- Cool, moist, pale, ashen, or flushed skin
- Headache, nausea, dizziness
- Weakness, exhaustion

- Heavy sweating

### **Late Stages (sometimes called heat stroke)**

- Red, hot, dry skin
- Changes in level of consciousness
- Vomiting

## **Care for Heat Problems**

The following care is recommended for an athlete exhibiting signs and symptoms of heat illness.

- Cessation of activity
- Move the athlete to a cool place
- Loosen tight clothing
- Remove perspiration-soaked clothing
- Apply cool, wet cloths to the skin
- Fan the athlete
- If conscious, give cool water to drink

### **If at any time the athlete exhibits the following signs and symptoms:**

- refuses water
- vomits
- skin is unusually red, hot, and dry for the weather conditions (dry clothes also)
- starts to lose consciousness

1. Send someone to call EMS personnel (Emergency Action Plan). 2. Place the athlete on his or her side. 3. Continue to cool the athlete by using ice or cold packs on the wrists, ankles, groin, and neck and in the armpits. 4. Continue to check breathing and pulse.

## Concussion Policy and Protocol

Envision Science Academy has a written Concussion Protocol that includes all students, teachers and staff during regular school hours, after school activities and any student or staff member participating in school sponsored sports activities. During regular school hours, any student, teacher or staff that suffers any type of head injury will be evaluated by the School Nurse or his/her designee (hereafter referred to as School Nurse). For those students and staff participating in after school sponsored sports teams, head injuries will be evaluated by the coach and/or Athletic Director.

A concussion is any type of injury to the head that changes how the brain normally works. It can be caused by a bump, blow or jolt to the head. It can also be caused from a fall or blow to the body that causes the head and brain to move rapidly back and forth.

### **During regular school hours:**

Depending on how and where the head injury occurred, the student, teacher or staff will either be assessed at the site of the injury or will be escorted by an adult to the Nurse's Office for evaluation. If a fall has occurred, the injured student, teacher or staff will remain unmoved until evaluated by the School Nurse.

### *Falls resulting in head or neck injuries:*

**Do not move an injured person who has fallen from heights greater than the standing position of the injured person.** The School Nurse will evaluate the injured student, teacher or staff member for any neck and/or spine injury. If none is noted, the injured person will be escorted back to the Nurse's Office via the school transport chair and further evaluated.

### *Head injuries from bumps, blows or jolts:*

The injured person should be escorted to the Nurse's Office for evaluation by either another student or an adult. The School Nurse will evaluate the injured person for possible concussion.

The School Nurse will evaluate for signs of concussion such as:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions

- Can't recall events prior or after the injury
- Loses consciousness (even briefly)
- Headache or "pressure" in head
- Nausea or vomiting
- Balance or gait issues
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise

***Danger Signs:***

- Numbness or tingling
- Unusual pupil size, shape, not reactive to light
- Slurred speech
- Unusual behavior

If any of these signs or symptoms are present, contact the parent/guardian and request that the injured person be picked up from school and evaluated by a Physician. If several signs and/or symptoms are present or if any of the "danger" signs are present, call EMS immediately and then contact the parent/guardian.

After evaluating the injured person and no signs and symptoms of a concussion is present, contact the parent/guardian and advise of injury and assessment and share with parent/guardian the signs and symptoms of a concussion, advising that if any are noted, the injured person should be evaluated by a physician.

Students that have an injury that causes a concussion either during regular school hours, after- school sponsored activities including sports teams or outside of regular school hours must present a Physician's note outlining the restrictions and/or limitations of the person and for how long. Teachers and staff will work with the School Nurse to ensure that all health restrictions and limitations are understood and followed. If there is a change in the student's condition, teachers and staff should notify the School Nurse and escort the student to the Nurse's Office for evaluation. Based on the School Nurse's evaluation, the student will either return to class, will leave with parents or, if needed, EMS will be called.

**Events outside of normal school hours and/or non-sports events**

In the case of injury associated with school sponsored events that may occur outside

of normal school hours or other events where the school nurse or other qualified persons may not be present to evaluate for concussion, EMS should be called. If the parent of the student is present, the parent would make the decision of whether or not to call EMS.

**During school sponsored sport team games and practices:**

In the event that a head injury occurs during a school sponsored sports game or practice, the student or staff member will be assessed at the site of the injury by either the coach or the Athletic Director. If a neck or spinal injury is suspected, the injured student or staff member will remain unmoved until evaluated by the coach or Athletic Director.

The coach or Athletic Director will evaluate for signs of concussion such as:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior or after the injury
- Loses consciousness (even briefly)
- Headache or "pressure" in head
- Nausea or vomiting
- Balance or gait issues
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise

***Danger Signs:***

- Numbness or tingling
- Unusual pupil size, shape, not reactive to light
- Slurred speech
- Unusual behavior

If any of these signs or symptoms are present, contact the parent/guardian and request that the injured person be picked up and evaluated by a Physician. If several signs

and/or symptoms are present or if any of the “danger” signs are present, call EMS immediately and then contact the parent/guardian.

**Post-Concussion Return to Learn or Play:**

Teachers and coaches will follow recommendations of the student’s physician as to the type of and what activities that student is allowed to participate in. Teachers may have to provide non- computer options for school work, and/or provide extra time to complete activities including tests. Coaches may have the student athlete attend practices and/or games but shall not participate in any activities until cleared by the student athlete’s physician. Teachers and coaches will continue to monitor the student for any increase in concussion symptoms or change in mood and/or behavior. Students should be sent to the School Nurse if he/she has any increase in symptoms or change in mood and/or behavior.

Envision Science Academy will adhere to and follow all applicable components of the Gfeller- Waller Concussion Awareness Act. It shall be the responsibility of all teachers, the athletic department, school administration and staff members to adhere to and follow the three major areas of focus in the law. These include education, emergency action and post-concussion protocol implementation, and clearance/return to play or practice following concussion. Specific and detailed information can be found at the sites provided below.

- [Centers for Disease Control and Prevention concussion information](#)
- [Gfeller-Waller Concussion Awareness Act information](#)

## **Duties of the Director of Athletics**

The Director of Athletics at Envision Science Academy is responsible for the overall functioning of the athletic program. The Director of Athletics shall:

1. Prepare the schedule of contests for all sports. After the conference schedule is received, non-conference games will be scheduled to fill in the remainder of the season.
2. Book and arrange for payment of officials for all home athletic events, with the assistance of the data/finance manager.
3. Reserve facilities for all practices and home contests.
4. Oversee that all athletic paperwork (student-athlete information form, physical, medical history, sportsmanship pledge, and parental permission form) are turned in and current, and arrange for the record-keeping and maintenance for said documents.
5. Supervise athletic eligibility and maintain a list of students who have failed to maintain eligibility, turn in the required paperwork.
6. Ensure that all coaches are trained and follow all components of the Gfeller-Waller Concussion Awareness Act.
7. Ensure that all documentation and paperwork associated with the Gfeller-Waller Concussion Awareness Act is completed annually or as required by the Act and is maintained for at least one school year after the conclusion of the sports season.
8. Ensure that all coaches have read and understand the ESA Emergency Action Plan.
9. Inform students, parents, and coaches of the loss or gain of athletic eligibility.
10. Direct or assist in directing any tournaments or multi-team events hosted by ESA.
11. Supervise, or designate supervision for, all athletic events hosted by ESA.
12. Arrange staffing for ESA events as needed.
13. Hire faculty coaches and non-faculty coaches if needed for sports and recommend coaching changes to administration.
14. Ensure that all coaches have completed the NFHS Fundamentals of Coaching and Concussion Management courses, as well as ensuring that all head coaches attended his/her respective sport's rules clinic.
15. Approve assistant coaches chosen by the head coach.



16. Schedule and lead Athletic Department meetings as needed.
17. Evaluate all head coaches at the conclusion of their respective sport seasons.
18. Maintain and update the athletics website and social media for the Athletic Department as a whole.
19. Ensure the Department's compliance with all NCHSAA and NCAC rules, regulations, and bylaws.
20. Educate all coaches on NCHSAA rules, regulations, and bylaws.
21. Perform any and all other duties directed by Administration.

## Duties of the Head Coach

Coaches employed by Envision Science Academy understand that the athletic program is educational in its purpose and conduct, and that the program is for the collective benefit of the student athletes and the school.

Prior to employment, prospective coaches will be required to provide ESA with personal information to allow the office staff to conduct a thorough background check. Coaches serve in their positions for one academic year at a time; notification of renewal or dismissal for the next academic year will be given by the Director of Athletics or Administration by the end of the school year.

Coaches should not only be proficient in the sport for which they are responsible, but also should serve as role models for ESA student-athletes in sportsmanship, teamwork, and appearance before the public. The use of alcohol, tobacco, or controlled substances in the presence of student-athletes or at school functions is prohibited and will be grounds for dismissal.

Head coaches should require that assistant coaches and student-athletes represent ESA in exemplary fashion at all times. Head coaches will:

1. Submit a team roster to the Director of Athletics immediately following the completion of tryouts.
2. Complete training on, and follow all components of, the Gfeller-Waller Concussion Awareness Act.
3. Ensure that all documentation and paperwork associated with the Gfeller-Waller Concussion Awareness Act is completed annually or as required by the Act and is maintained for at least one school year after the conclusion of the sports season.
4. Read and understand the ESA Emergency Action Plan annually.
5. Monitor student-athlete grades and eligibility, with the assistance of the Director of Athletics and teachers.
6. Communicate with parents regarding low grades and strategies for improving a student's academic performance.
7. Report all injuries to the Athletic Director and of any suspected concussions or head injuries immediately. (accident reports must be filled out and turned into the office by the next morning)
8. Report all ejections and disqualifications to the Director of Athletics.
9. (Soccer only) Track the number of yellow cards accumulated by players and/or coaches, and report to the Director of Athletics if a player or coach accrues five (5)

yellow cards over the course of a season.

10. Maintain game records and player statistics in a timely fashion following each contest.

11. Provide recaps, summaries, and quotes to the Director of Athletics to assist in the writing of post-game recaps for the Eagle news.

12. Maintain sports-specific social media sites, if applicable.

13. Supervise all student-athletes and managers before, during, and after practices and games. Coaches are expected to be the first to arrive and the last to leave any athletic event.

14. Designate and coordinate carpool operations for away games (and practices, as needed).

15. Communicate with the Director of Athletics regarding rules, regulations, and/or any problems that may arise.

16. Attend your sport's rules clinic before the season starts, if applicable.

17. Arrange and attend a mandatory preseason meeting with all players and parents to discuss expectations, schedules, etc.

18. Complete the NFHS Fundamentals of Coaching course and Concussion in Sports course

prior to coaching in a practice or contest and ensure that the assistant coaches have completed them.

19. Enforce all ESA and Athletic Department policies, whether at home or on the road.

20. Dress appropriately for the sport he/she is coaching. T-shirts and jeans should not be worn at games.

21. Check and set up all practice and game facilities for general readiness and playability, with the assistance of the Director of Athletics.

22. Keep track of all school-owned athletic equipment being used by the team.

23. Evaluate all assistant coaches at the conclusion of their respective sport seasons.

## **Envision Science Academy Emergency Action Plan**

Envision Science Academy 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 athletic director or school administrator.

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 - suspected an athlete may have a concussion. Use best judgment and when in doubt call 911 (err on the side of caution).

### **Chain of Command**

1. Athletic Director
2. Administrator
3. Head Coach
4. Assistant Coach
5. 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:

## **EMERGENCY ACTION PLAN**

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. An administrator and the athletic director should be notified that there is an emergency situation and the specific location, whether on campus or off 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. 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 Envision Science Academy are located in the main office, classrooms, and coach's offices. Administrators, coaches, and the athletic director have cell phones as well.

4. The leader will send runners to all intersections between where the athlete is located and Envision Science Academy (Traditions Grande Blvd or Oak Grove Church Rd entrance) 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 in the team binder which coaches should have with them at all times. If a parent is not present, the emergency contact information should accompany the athlete to the hospital.

6. If transport is deemed necessary by EMS, the athlete will be taken to the nearest medical center, unless the parent requests otherwise.

7. If the situation warrants, basic first aid protocols to aid the athlete should be utilized while EMS is being contacted and/or is in route. This may include, but is not limited to, heat exhaustion protocol, the control of bleeding, CPR, and/or the use of an AED. Instructions for first aid or other procedures may in some situations be communicated by the 911 operator.

**Envision Science Academy School is located at:** 590 Traditions Grande Blvd Wake Forest NC 27587. The closest major intersection to the school is Traditions Grande Blvd and Hwy 98. The closest minor intersection to the school is Traditions Grande Blvd and Oak Grove Church Rd.

**Location of AED's** AED #1 - Located in the nurse's office (entering the main office, the door is to the right), AED #2 - Inside of gym on the wall next to the coach's office, AED #3 - Next to elevator on 1st floor, AED #4 - Next to elevator on 2nd floor

Note: During soccer practices the AED located in the nurse's office will be taken with the soccer team to the soccer fields and returned each morning.

**IMPORTANT PHONE NUMBERS:** Main Office: 919-435-4002

**Athletic Facilities ZONE 1** - Gymnasium, Grades 3-5 Playground, Office, Grades K-2 Playground, Athletic Fields, Tennis Courts

EMS Route: Hwy 98 to Traditions Grande Blvd, make the last right into the school parking lot before the traffic circle. Follow the road/parking lot to Grades 3-5 playground area next to the Gym and enter through the side doors.

If EMS is needed in the main office, EMS will continue to the pedestrian crosswalk at the center of the building.

If EMS is needed at the Grades K-2 playground, EMS will continue past the pedestrian crosswalk to the side of the Grades K-2 playground.

**Envision Science Academy Emergency Medical Treatment Form  
2024-2025**

In the event of my absence, I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, do hereby give the Athletic Director, coaching staff, athletic trainers and/or Envision Science Academy administrator's permission to seek treatment for my child. In the event of an emergency, I understand that every attempt will be made to notify me.

I assume all of the risks, hazards, and financial obligations incidental to the activity of the sport.

I hereby release, absolve, indemnify, and hold harmless Envision Science Academy and the coaches, teachers, administrators, board members, volunteers, and participants and any other person or entity duly acting on behalf of Envision Science Academy from any claims arising out of any injuries, of any nature, to my/our child while participating in ESA activities.

Student's Date of Birth \_\_\_\_\_

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

Home Address \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Work telephone number / Cell phone number \_\_\_\_\_

Insurance Company Policy #: \_\_\_\_\_

## **Envision Science Academy Athletics Agreement 2024-2025**

- All athletes should bring his or her practice or game apparel to school on those scheduled days to avoid being late.
- Parents are responsible for transporting or arranging carpool for their student athlete to and from practice and competitions on time. Players are dedicated team members; please show up early and pick up on time.
- Uniforms will be handed out to the athlete prior to the season and are to be worn during games only. **Do Not** wear team uniforms outside, for play, for leisure, to school (unless you are told so by your coach), or to practice; they are for games only.
- Athletes will be responsible for their uniforms throughout the season. Any misplaced, lost, stolen, or damaged (other than what occurs during game play) uniforms will be paid for, in full, by the athlete. If this becomes an issue and is not taken care of by year's end, the student will not be able to participate on any future school athletic teams until paid.
- Student athletes **will not** participate in practice or competitions until all paperwork from the athletic packet is complete in its entirety, turned in, and on file with the Athletic Director.
- By turning in all signed forms from the athletic packet, the athlete and the parents agree with and understand all academic, behavior, and attendance policies along with their consequences.
- Realize that you (**spectator/parent/athlete**) represent Envision Science Academy as does a member of the team; therefore, you have an obligation to be a true sportsman, encourage through this behavior the practice of good sportsmanship by others.
- Recognize that sportsmanship is more than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
- All parents, spectators, and athletes will be modest in victory and gracious in defeat and will respect the judgment and integrity of game officials and coaches.
- Weather policy: If you hear thunder, clear the field and get to a safe shelter or vehicle; 30 minutes of play stoppage will be added every time thunder is heard, 1-hour max. If you see lighting, leave the field as soon as possible; game is canceled immediately. If there is a pregame cancellation, parents/guardians will be notified via phone call and social media. Students will need to be picked up during



regular carpool hours unless otherwise notified.

By signing below, you acknowledge that you, the parents and athletes, have read and agree to the terms stated above along with the other terms and policies stated in the packet.

Parents' Signatures \_\_\_\_\_ / \_\_\_\_\_

Date \_\_\_\_\_

Student's' Signature \_\_\_\_\_

Date \_\_\_\_\_