



March 10, 2025

Dear Parent/Guardian:

You are receiving this letter because your child has expressed interest in participating in middle or high school athletic activities.

Parents/guardians must provide proof of private insurance or Medicaid coverage or purchase a voluntary coverage plan, developed specifically for CPSB, for their child before he/she can participate in middle and high school athletic activities including the following: football, baseball, softball, basketball, volleyball, soccer, track & field, golf, tennis, swim, cheer, dance, pep squad, band, bowling, and wrestling.

Parents/guardians with existing insurance may also purchase the voluntary plan to provide additional coverage for co-pays, deductibles and out-of-pocket expenses.

Please see the attached enrollment form and instructions if you are interested in purchasing a voluntary policy.

If you have any questions, feel free to contact the Risk Management Department at 337-217-4240.

Respectfully,

Jay Bergeron
Risk Manager
Calcasieu Parish School Board

Building Foundations for the Future

****If your child is uninsured and would like to participate in summer athletic programs, you will need to purchase the 2025-2026 Student Accident Policy. Please note that this policy will expire on 8/1/25. Therefore, you will be required to purchase the 2025-2026 Student Accident Policy by 8/1/25 for your child to continue to participate in CPSB Athletics.**

****At this time, we are NOT including the enrollment forms in this packet. You can contact Risk Management at 217-4240 Ext. 3004 for the 2025-2026 enrollment forms. The 2025-2026 enrollment forms will be available sometime in July.**

****Incoming freshmen: If a 2024-2025 voluntary policy was purchased in middle school, that coverage is valid through 8/1/25. However, for FRESHMAN FOOTBALL – the voluntary policy that was purchased to participate in middle school sports DOES NOT cover FRESHMAN football. Summer conditioning does not require football specific coverage. If they are participating in speed or agility workouts on the football field that is consider conditioning. However, once they begin practice on the football field (i.e. with a football) you will be required to purchase the 2024-2025 High School Spring Only policy which expires 8/1/25 and then purchase the 2025-2026 High School Full Year policy.**

****2025-2026 policies will be valid from 8/1/25 or date of purchase (whichever is later) through 7/31/26.**

Minimum Policy Needed If NOT covered by private insurance or Medicaid

Sport	School Time Low Option	Full Year High School Football Low Option	Spring/Summer High School Football Low Option
All Middle School Sports	X		
High School Non-Football	X		
High School Football		X	
High School Football- Spring Only			X

**** If your child plays football and another sport(s), the School Time Plan must also be purchased**

****Non-football: baseball, softball, basketball, volleyball, soccer, track & field, golf, tennis, swim, bowling, wrestling, cheer, dance, pep squad and band**

****Middle School Bands who do not perform OUTSIDE of class are NOT required to have coverage**

1. If you are purchasing this policy for PRIMARY coverage (only coverage) as required for participation in student athletics:

a. Turn in the completed enrollment form with payment (check or money order) to the Risk

Management Office on 3310 Broad Street, Lake Charles, LA 70615

b. Risk Management will forward your enrollment form and payment to K&K

c. Risk Management will verify coverage with K&K once your enrollment form and payment are processed

d. Risk Management will notify the head coach and parent once the student is eligible to participate in student athletics

2. If you are purchasing this policy for SECONDARY coverage please mail to:

K & K Insurance Group

P. O. Box

Fort Wayne, IN 46801-2338

Questions about the enrollment process can be directed to Risk Management: 217-4240 Ext. 3004



Extra-Curricular

Participant Packet

REQUIRED FORMS	HIGH SCHOOL SPORTS	MIDDLE SCHOOL SPORTS	HIGH SCHOOL CHEER	MIDDLE SCHOOL CHEER	ALL DANCE	ALL BAND	E-SPORTS
A - Medical History Evaluation (Part I)	X	X	X	X	X	X	X
A - Medical Examination (Part II)	X	N/A	X	N/A	N/A	N/A	N/A
B - LHSAA Participation/Parental Permission	X	N/A	X	N/A	N/A	N/A	N/A
B1 - CPSB Participation/Parental Permission	X	X	X	X	X	X	X
C - LHSAA Substance Abuse/Misuse Contract	X	N/A	X	N/A	X	N/A	X
D - Assurance Form for SPED Student**	X	N/A	N/A	N/A	N/A	N/A	N/A
E - Auth of Treatment/Waiver/Hold Harmless	X	X	X	X	X	X	X
F - Insurance Statement	X	X	X	X	X	X	X
G - Personal Information	X	X	X	X	X	X	X
H - Concussion Statement (Act 314)	X	X	X	X	X	N/A	N/A
I - Risk of Serious Injury (Act 352)	X	X	X	X	X	X	X
J- Student/Athletic Accident Insurance	X	X	X	X	X	X	X
Items in BOLD must be completed each year							

*A copy of your child's birth certificate and **proof of insurance** will need to be provided along with this completed packet.*



ATHLETIC PARTICIPATION/PARENTAL PERMISSION FORM

Part I: Athlete Information-To be completed and signed by student athlete (Please Print)

NAME: _____ DOB: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ SEX: _____ AGE: _____

I certify the preceding information is correct and accurate to the best of my knowledge,

Student Athlete (Signature)

Date

Part II: Parental Permission- To be completed and signed by parent/guardian of athlete

I hereby give my consent and approval for the student athlete named on this form to participate in any of the following activities:

BASEBALL SWIMMING BASKETBALL TRACK & FIELD SOCCER VOLLEYBALL TENNIS
FOOTBALL SOFTBALL WRESTLING CHEER & DANCE GOLF BOWLING BAND

Parent/Guardian (Signature)

Date

Parent/Guardian (Printed Name)

Telephone Number

**This contract shall remain in effect for the remainder of the student's eligibility. This means that the contract only has to be signed once by both the student and his/her parent or guardian, but the terms remain in effect for the student's entire high school career.



**AUTHORIZATION FOR TREATMENT AND
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

1. In consideration for participating in athletic events sponsored by, or in any way involving, the Calcasieu Parish School Board or any of its schools, I hereby release, waive, discharge and covenant not to sue the Calcasieu Parish School Board, its members, agents, faculty, staff, administrators, officers, servants, and employees (hereinafter referred to as CPSB) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that I may sustain or experience while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.

2. To the best of my knowledge, the student-athlete can fully participate in sports activities. I am fully aware of risks and hazards connected with the activity, and I hereby allow the student-athlete to voluntarily participate in said activity and engage in such activity knowing that the activity may be hazardous. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained, or any loss or damage to property owned, as a result of the student-athlete being engaged in such an activity.

3. I authorize all medical treatment that may become necessary as a result of the student athlete's participation in athletic events.

In signing this release, I acknowledge and represent that I (a) have read the foregoing document, understand it and sign it voluntarily; (b) have received no oral representations, statements or inducements apart from the foregoing written agreement; and (c) am fully competent and the proper person to execute this document.

Signed this _____ day of _____, 20____.

Student Athlete (Printed Name)

Parent/Guardian (Printed Name)

Date

Parent/Guardian (Signature)

Date



Insurance Statement Form

Student's Name: _____

Parent/Guardian's Name: _____

I, the undersigned parent or guardian, give my child permission to participate in all school sponsored athletics. I sign this form with the understanding that neither the school nor the Calcasieu Parish School Board assumes any liability for accident or injury to my child while participating in school sponsored athletics. I also understand that, in the event of injury to my child, I will assume all liability incurred.

I recognize that the Calcasieu Parish School Board requires each student athlete to be protected for medical expenses in the event of injury, and I must provide coverage for my child's medical expenses resulting from injuries that might occur during school sponsored athletics. I certify that my child is protected for medical expenses resulting from injury through the coverage noted, and I agree to maintain coverage for my child for injury throughout participation in school sponsored athletics. If my child changes or loses coverage while participating in school sponsored athletics, I will immediately alert the Calcasieu Parish School Board. I acknowledge that my child will not be allowed to participate until coverage is reinstated. I understand that the Calcasieu Parish School Board is not responsible for any medical costs associated with any injuries my child might sustain while participating in school sponsored athletics.

_____ My child is **covered** for medical expenses that might result from injury during school sponsored athletics by one of the three possible methods listed below:

_____ Private Insurance (Proof of coverage attached)

_____ I acknowledge that I can and will purchase K&K Student Accident Insurance Policy to supplement any unpaid portion of a student accident claim such as deductible or out-of-pocket expenses that are remaining after filing with my private insurance.

_____ Medicaid (Proof of coverage attached)

_____ My child is **not covered** for medical expenses that might result from injury during school sponsored athletics and I wish to enroll my child in K&K Student Accident Insurance Policy. (See enclosed brochure and attach proof of coverage).

Parent or Guardian (signature): _____ Date: _____

Student Athlete (signature): _____ Date: _____



PERSONAL INFORMATION SHEET

One copy will stay on file at the school site, and a second copy will be used when traveling

Athlete Information:

NAME: _____ BIRTHDATE: _____
ADDRESS: _____
CITY/STATE: _____ ZIP: _____ SEX: _____ AGE: _____
PHONE NUMBER: _____ FAMILY DOCTOR: _____
EMERGENCY CONTACT (RELATION AND PHONE #): _____
CPSB ID#: _____ CURRENT MEDICATIONS: _____
ALLERGIES? / ASTHMA? / DIABETES?: _____

Responsible Party (parent/legal guardian) of Athlete:

NAME: _____ RELATION: _____
ADDRESS: _____
CITY/STATE: _____ ZIP: _____ PHONE NUMBER: _____
PHONE NUMBER: _____ FAMILY DOCTOR: _____
EMPLOYER: _____ WORK PHONE NUMBER: _____
ADDRESS: _____

Medical Insurance Information:

PRIMARY INSURANCE PROVIDER: _____
INSURED'S NAME: _____ EMPLOYER: _____
GROUP #: _____ POLICY #: _____
SECONDARY INSURANCE:
INSURED'S NAME: _____ EMPLOYER: _____
GROUP #: _____ POLICY #: _____

Should my son/daughter require emergency service during a supervised extra-curricular event when I am not present, I give permission to the CPSB personnel on-site to file a claim for such services with the above health care insurer.

Parent/Guardian Signature: _____ Date _____

This form will be filed as permanent record in the athlete's folder.
Please notify the school's athletic department of changes to insurance policies.

****SCHOOLS MUST MAKE A SECOND COPY OF THIS FORM FOR TRAVEL BINDERS.****

Louisiana High School Athletic Association

Parent and Student-Athlete Concussion Statement

I understand that it is my responsibility to report all injuries and illnesses to my coach, athletic trainer, and/or team physician.

I have read and understand the Concussion Fact Sheet that's provided in this packet.

After reading the Concussion Fact Sheet, I am aware of the following information:

<u>Parent Initial</u>	<u>Student Initial</u>	
		A concussion is a brain injury, which I am responsible for reporting to my coach, athletic trainer, or team physician.
		A concussion can affect by ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance.
		You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.
		If I suspect a teammate has a concussion, I am responsible for reporting the injury to my coach, athletic trainer, or team physician.
		I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.
		Following a concussion, the brain needs time to heal. You are much more likely to have a repeat concussion if you return to play before your symptoms resolve.
		In rare cases, repeat concussions can cause permanent brain damage, and even death.

Signature of student athlete _____ Date _____

Printed name of student athlete _____ Date _____

Signature of Parent/Guardian _____ Date _____

Printed name of Parent/Guardian _____ Date _____





Parent and Athlete Notification - Risk of Serious Injury in Athletics

Pursuant to Act 352 of the 2011 Louisiana Legislative Session, before a student is allowed to participate in any school-sponsored or school sanctioned athletic activity, the student and parents or guardian of the student shall document they have viewed information provided in written or verifiable electronic form by the school regarding the risks of serious sports injuries.

By its very nature, competitive athletics can involve students in situations in which SERIOUS, CATASTROPHIC, and perhaps FATAL accidents could occur. Students' parents/guardians must assess the risks involved in such participation and make their choice to participate despite those risks. NO amount of instruction, precaution or supervision will completely eliminate all risk of injury. Participation in athletics is inherently dangerous.

By granting permission for your son/daughter to participate in athletic competition, a parent or guardian acknowledges that participating in any sport can be a dangerous activity involving many risks of injury. Both the athlete and parent/guardian must understand that the dangers and risks of playing or practicing a sport include but are not limited to death, complete or partial paralysis, brain damage, serious injury to virtually all internal organs, bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system and the potential impairment to other aspects of the body, general health, and well-being.

Because of the dangers of participating in sports, we (parent/guardian and player) recognize the importance of following instructions regarding playing techniques, training, the proper use of all associated sports equipment and other team rules, etc. both in competition and practice and agree to obey such instruction and proper use.

In signing this, I acknowledge and represent that I (a) have read the foregoing document, understand it and sign it voluntarily; (b) have received no oral representations, statements or inducements apart from the foregoing written agreement; and (c) am fully competent and the proper person to execute this document.

I recognize that I have the responsibility to wear the required equipment, obey the rules of any sport, train and condition my body to the best of my ability, and to utilize the proper techniques when playing any sport. I also know that I must avoid athletic activities for which I have not been trained or do not feel qualified to perform. I agree to uphold my responsibility to report any injuries to the athletic training staff immediately, and follow their recommendations for treatment and rehabilitation, as needed to safely return to full participation.

Finally, I understand that the NOCSAE seal on any sports helmet indicates that a manufacturer has complied with the best available engineering standards for head protection. By keeping a proper fit, by not modifying its design, and by reporting to the equipment manager any need for its maintenance, I am also complying with the purpose of the NOCSAE standard.

I have read and understand the significance of these statements. Signed this _____ day of _____, 20_____.

Parent/Guardian (Printed Name)

Student Athlete (Printed Name)

Parent/Guardian (Signature)

Student Athlete (Signature)



Student/Athletic Accident Insurance

Dear Parent/Guardian,

As you are aware, health care costs can be very expensive. If a CPSB student is accidentally injured at school or participating in a school sponsored event, the cost for any medical treatment is the responsibility of the parent or guardian. Every student should have health insurance whether it is private insurance, employer sponsored, or a government program such as Medicaid. In an effort to ensure that our students are adequately protected in the event of an accident or injury, we are pleased to offer a voluntary student/athletic insurance plan to all CPSB students. This insurance is a secondary policy and is designed to help with the unpaid portion of a school accident claim such as deductible or out-of-pocket expenses that are left over after filing with your personal/primary insurance.

Any CPSB enrolled student who attends a CPSB school is eligible to purchase this voluntary accident coverage. There are two different plans that may be purchased:

School Time Accident Coverage

If coverage is elected and appropriate premium is received, this accident insurance provides coverage while the student is at school and while attending or participating in school sponsored events on or off school premises. You can cover your child for as little as \$38 per school year.

Includes:

- Travel to and from school
- Summer activities
- Class trips

24 Hour Accident Coverage

If coverage is elected and appropriate premium is received, this accident insurance provides 24 hour coverage. You can cover your child for as little as \$165.00 per year.

Includes:

- Weekends
- Vacation periods, including summer vacation
- Coverage at home or while away

Additional information and enrollment forms can be obtained by visiting www.StudentInsurance-kk.com

If you have any questions or would like to purchase a policy for your child, please contact Risk Management at 337-217-4240 Ext.3004.

I, _____ acknowledge that I have been made aware of the Student/Athletic Accident Insurance offered by Calcasieu Parish School Board and understand that I do have the option to purchase a student/athletic accident insurance policy for my child.

Parent/guardian signature

Date

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ACT 314

Louisiana Youth Concussion Act

During the 2011 legislative session ACT 314, "Louisiana Youth Concussion Act", was signed into law. ACT 314 has three major requirements:

- 1 Prior to beginning of each athletic season, provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury.
- 2 Require each coach, whether such coach is employed or a volunteer, and every official of a youth activity that involves interscholastic play to complete an annual concussion recognition education course.
- 3 Requires as a condition of participation in any athletic activities that the youth athlete and the youth athlete's parent or legal guardian sign a concussion and head injury information sheet which provides adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

ACT 314 gives the responsibility of compliance of the act to the governing authority of each public and nonpublic elementary school, middle school, junior high school, and high school. As a result of many requests from our member schools, the LHSAA Sports Medicine Advisory Committee met and came up with some suggestions that may help our member schools to be

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in compliance with this law. We have included the following documents to help you in your responsibility. The LHSAA is not named in this law, so **DO NOT SEND THIS DOCUMENTATION TO THE LHSAA**; keep it on file at your school for your own protection of compliance.

General Information

- LHSAA Concussion Policy/Rule (Adopted in 2010)
- Suggested Return-to-Play Healthcare Provider Release
- Suggested Step-wise Return-to-Play Progression
- LHSAA Suggested Home Instruction Sheet
- LHSAA Return-to-Competition Form
- Pocket SCAT2 Evaluation Tool

Coaches/Officials Information

- A Fact Sheet for Coaches (Center for Disease Control and Prevention or CDC)
- A Coaches Concussion Statement (LHSAA Sports Medicine Committee)
- A Sideline Sheet for Coaches (Center for Disease Control and Prevention or CDC)
- An Officials Concussion Statement (LHSAA Sports Medicine Committee)

Student-Athletes/Parents Information

- A Fact Sheet for Athletes (Center for Disease Control and Prevention or CDC)
- A Fact Sheet for Parents (Center for Disease Control and Prevention or CDC)
- A Parent's Guide to Concussion in Sports (National Federation of State High School Association or NFHS)
- A Parent and Student-Athlete Concussion Statement (LHSAA Sports Medicine Committee)
- A Home Instruction Sheet (LHSAA Sports Medicine Committee)

To help meet the education course aspect of ACT 314, the LHSAA recommends that individuals go to the NFHS website, www.nfhslearn.com, and click the link [Concussion in Sports: What you need to Know](#), under [for All Levels of Play](#).



HEADS UP CONCUSSION IN YOUR SPORTS

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding" (getting your bell rung), or what at first seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or staring
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game score or opponent
- Moves clumsily
- Answers questions slowly
- Loss of consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps you, children, and coaches can take to protect themselves from concussion.

Ensure that they follow their coach's rules for safety and the rules of the sport.

Encourage them to practice good sportsmanship at all times.

Make sure they wear the right protective equipment for their activity (such as helmets, adding shin guards, and eye and mouth guards). Protective equipment should fit properly, be well-maintained and be worn consistently and correctly. Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- 1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 2. Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Coaches who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting you or child for a lifetime.
- 3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY SPORT. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It's better to miss one game than the whole season.



HEADS UP CONCUSSION IN YOUR SPORTS

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



A Fact Sheet for ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that

is caused by a bump or blow to the head.

Can change how your brain normally works.

Can occur during practice or games in any sport.

Can happen even if you haven't been knocked out.

Can be serious even if you've just been "dinged."

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

Get a medical check up.

A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

Give yourself time to get better.

If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It's important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you it must be:

- The right equipment for the game, position, or activity.
- Worn correctly and fit well.
- Used every time you play.

It's better to miss one game than the whole season.

For more information and to order additional materials, line-of-change, visit www.cdc.gov/ConcussionInYourSports

For more detailed information on concussion and traumatic brain injury, visit www.cdc.gov/injury

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Additional Resources:

Brain 101 – The Concussion Playbook.

<http://brain101.oceana.org/5900/>

Concussion in Sports- What you need to know

<http://www.nflsleem.com/lectiveDetail.aspx?courseID=15000>

Heads Up: Concussion in High School Sports

http://www.cdc.gov/concussion/headsup/high_school.html

NFHS Sports Medicine Handbook, 4th Ed. 2011

REAP Concussion Management Program

<http://www.rockymountainhospitalforchildren.com/sports-medicine/concussion-management/reap-guidelines.htm>

Sport Concussion Library

<http://www.sportconcussionlibrary.com/content/concussions-101-primer-kids-and-parents>

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October 2005

DISCLAIMER - NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither enforceable nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.