

**APPENDIX A**

**KPBSD Athletic/Activity Participation Registration**

User Fee Form, Consent Form, Warning, Assumption of Risk, and Hold Harmless Agreement

This form affects your legal rights and responsibilities. Please read it carefully before you sign it and ask questions if there is anything you do not understand.

**Eligibility Requirements for students participating in KPBSD and ASAA sponsored activities:**

- This form must be completed as part of ASAA’s online School Activity Reporting System (SARS).
- A physical is required every 18 months and cannot expire during the season in which the student is currently participating.
- These forms (Appendix A and physical form) must be on file before the first practice or tryout.
- See attached Activity Guidelines for further requirements including Scholastic Eligibility.

**KPBSD ENROLLED STUDENTS: Activities: Place an ‘X’ next to the activity your student is participating in.**

The following activities require a **\$300 participation fee:** Baseball\_\_\_ Basketball\_\_\_ Cross Country Running\_\_\_ Football\_\_\_ Ice Hockey\_\_\_ Nordic Skiing\_\_\_ Soccer\_\_\_ Softball\_\_\_ Swim/Diving\_\_\_ Track & Field\_\_\_ Volleyball\_\_\_ Wrestling\_\_\_

The following activities require a **\$150 participation fee:** Basketball Cheerleading\_\_\_ Football Cheerleading\_\_\_ ESports Fall\_\_\_ ESports Spring\_\_\_ Performance Dance\_\_\_

Requests for refund of fees must be made prior to the first contest. Fees may be prorated due to extenuating circumstances. Students removed from participation for discipline reasons or who quit will not be eligible for a refund. A **\$1,050** annual family limit applies to high school participation fees. Unless waived by the school administration, fees are due prior to the first contest.

**NON-KPBSD ENROLLED STUDENTS will be assessed an additional \$300 to support an equitable contribution to facilities and operations per KPBSD activity. The annual cap of \$2,100 applies for Non-KPBSD families: Activities: Place an ‘X’ next to the activity your student is participating in.**

The following activities require a **\$600 participation fee:** Baseball\_\_\_ Basketball\_\_\_ Cross Country Running\_\_\_ Football\_\_\_ Ice Hockey\_\_\_ Nordic Skiing\_\_\_ Soccer\_\_\_ Softball\_\_\_ Swim/Diving\_\_\_ Track & Field\_\_\_ Volleyball\_\_\_ Wrestling\_\_\_

The following activities require a **\$450 participation fee:** Basketball Cheerleading\_\_\_ Football Cheerleading\_\_\_ ESports Fall\_\_\_ ESports Spring\_\_\_ Performance Dance\_\_\_

Requests for refund of fees must be made prior to the first contest. Fees may be prorated due to extenuating circumstances. Students removed from participation for discipline reasons or who quit will not be eligible for a refund.

- I give my consent for the named KPBSD student to participate in the above-named activity.
- I have read the Kenai Peninsula Borough School District KPSAA Handbook Guidelines and understand their content.
- I have read and understand the eligibility requirements and code of conduct, including training rules required of students participating in KPBSD and ASAA sponsored activities.
- I understand the coach may add specific rules and regulations for the activity that he/she supervises.
- I understand the dangers and risks of participating in the named activity range from minor sprains and contusions, to major injuries including concussion, spinal injuries, disfigurement, and injuries that may cause paralysis or even death.
- I understand the possibility a serious injury may impair my abilities to earn a living, to engage in other business, social and recreational activities; and to generally enjoy life.
- I understand the above warnings and recognize the importance of following coaches’ instructions regarding playing techniques, training and other team rules and I agree to obey such instructions.
- I understand KPBSD and ASAA will not assume responsibility for injuries sustained in the co-curricular programs.
- I understand that primary accident insurance coverage is my responsibility.
- If my student is a non-KPBSD alternative education program/homeschool student, I further understand that the KPBSD secondary accident insurance will not cover my student.
- I give my consent to emergency treatment, hospitalization, or other medical treatment as may be necessary by a physician, qualified nurse, emergency medical personnel or hospital in the event of an injury or illness.
- I authorize the school to transport my child to and from KPBSD activities via KPBSD approved transportation.
- I hereby waive on behalf of myself and the participating student named, any liability of the sponsoring high school, KPBSD, or ASAA, or any of its officers, agents or employees for injuries sustained in the co-curricular program.
- I accept financial and legal responsibility of the named student in the event of injury or illness.
- I accept financial and legal responsibility of the named student for property damage, lost equipment and/or disciplinary sanctions.
- I accept the responsibility to pay the cost for transportation should any student be sent home early from an out of town event as a result of their behavior.
- Except for claims arising from sole negligence or willful misconduct of the school district, I hereby agree to hold the KPBSD, its employees, representatives and coaches harmless from any and all liability, actions, debts, or claims of every kind whatsoever which may arise by or in connection with participation of my child/ward in activities related to the above mentioned high school programs. The terms hereof shall serve as a release for my heirs, estate, executor and all members of my family.
- We (student and parent/guardian) consent to abide by the ASAA’s rules and regulations, KPBSD’s rules and regulations, and my school of eligibility’s rules and regulations.

_____	_____	_____
Participant/Student’s Printed Name	Student’s Signature	Date
_____	_____	_____
Parent/Guardian’s Printed Name	Parent/Guardian’s Signature	Date

_____	_____	_____	_____
Physical Address	Mailing Address	City	
_____	_____	_____	_____
Emergency Contact’s Printed Name	Emergency Phone # (H)	Parent/Guard Phone # (W)	Parent/Guard. Phone # (Cell)

## Non-KPBSD STUDENT ATHLETE ELIGIBILITY CHECK FORM

Name of Student: \_\_\_\_\_ Name of Program/Home School: \_\_\_\_\_

**Please select one (DUE BY START TIME OF THE SCHOOL DAY on selected date):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Start of Season initial eligibility verification | <input type="checkbox"/> Nov 9, Mid-Qtr. Check (E2) | <input type="checkbox"/> Mar 17, Quarter 3 Check (Q3) |
| <input type="checkbox"/> Sep 14, Mid-Qtr. Check (E1)                      | <input type="checkbox"/> Jan 5, Semester Check (S1) | <input type="checkbox"/> Apr 12, Mid-Qtr. Check (E4)  |
| <input type="checkbox"/> Oct 12, Quarter 1 Check (Q1)                     | <input type="checkbox"/> Feb 1, Mid-Qtr. Check (E3) | <input type="checkbox"/> May 24, Semester Check (S2)  |

All non-KPBSD student athletes from an alternative education program or accredited home school program are responsible for having their program advisor/administrator verify their initial eligibility and progress at each eligibility check (see check dates below).

**This form must be submitted by the Program/Home School Advisor or Administrator and meet the same timeframe requirements as the School of Eligibility. Forms submitted after the 8am deadline on eligibility day will result in the athlete being deemed ineligible.**

- Verification that student is enrolled in an approved alternative education program or accredited home school program (Per ASAA definition). Name of Program: \_\_\_\_\_
- Seniors who are on track to graduate must take at least 2.0 units of credit per semester to be eligible. All other grade levels and seniors not on track to graduate must be enrolled in a minimum of 2.5 units of credit per semester
- KPBSD School of Eligibility designated as \_\_\_\_\_
- GPA of not less than 2.0 the previous semester
- At least an overall 2.0 grade point average (GPA) during the current semester
- KPBSD further requires that all students be passing in all enrolled classes at the time of eligibility checks
- Student meets the age requirement. {Age: A student who becomes nineteen (19) years of age before August 1 shall be ineligible for interscholastic competition (ASAA, Article XII, Section 6).}

*As representative, I verify that this student meets all of the above eligibility requirements:*

\_\_\_\_\_  
Advisor/Administrator Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Administrator Signature

\_\_\_\_\_  
Date

\*Seniors who are on track to graduate must take at least 2.0 units of credit per semester to be eligible. All other grade levels must be enrolled in a minimum of 2.5 units of credit per semester to be eligible.

APPENDIX D

TEAM/STAFFING GUIDELINES

Activity	Minimum for Team/Coach	1st Asst.	2nd Asst.	3rd Asst.	4th Asst.	5th Asst.
Football*	22	22	40	50	60	80+
Football 9-Man	18	18				
Cross-country Running	8	20	40	60+	75+	
Volleyball	8	20	30+			
Swimming	10	20	40+			
Diving, Districtwide	4+					
Basketball	8	20	25+			
Wrestling	8	16	26	35	50+	
Hockey	12	20	40+			
Track and Field	10	18	40	55	75+	90+
Nordic Skiing	8	20	30	50+	75+	
Soccer	15	30				
Softball	12	20				
Baseball	12	20				
Cheer**	4					
ESports	4					

Football\* 1 head, 2 assistants maximum for varsity only  
 3 or more assistants must have junior varsity program and C team

Cheer\*\* For existing stipends

# HEALTHCARE PROVIDER RELEASE CONCUSSION RETURN TO PLAY PROTOCOL

Student Name: \_\_\_\_\_

Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

School: \_\_\_\_\_

## NOTE TO HEALTHCARE PROVIDER

Per AS 14.30.142, as amended, a student removed from participation in a practice or game due to suspected concussion may not return to play until they are evaluated and cleared by either:

1. An Athletic Trainer, OR
2. A qualified individual who is currently trained in concussion evaluation and management.

A “qualified person” is defined as one of the following:

- A healthcare provider who is licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4)), OR
- A person acting under the direction and supervision of a licensed healthcare provider in Alaska, or someone exempt from licensure.

## According to ASAA:

- An “Athletic Trainer” refers specifically to a Certified and Licensed Athletic Trainer.
- A “trained” provider is one who meets one of the following criteria:
  1. Has completed the online CDC Concussion Course for Clinicians (available at [www.preventingconcussions.org](http://www.preventingconcussions.org)) in the past two years, OR
  2. Completed 2 hours of continuing education (CE) or continuing medical education (CME) in Sports Concussion Management, OR
  3. Completed a one-year Sports Medicine Fellowship, obtained a Certificate of Added Qualifications in Sports Medicine, or completed a Residency in Neurology or Neurosurgery.

IF YOU DO NOT MEET THESE CRITERIA, PLEASE REFER THE STUDENT ATHLETE TO A HEALTHCARE PROVIDER WHO DOES.

Following an initial period of relative rest (Step 1: approximately 24-48 hours following injury), clinicians can implement Step 2, (light 2A & then moderate Step 2B aerobic activity). The athlete may then advance to Steps 3-6 on a time course dictated by symptoms, cognitive function, examination findings and clinical judgement. Differentiating early activity (Step 1), aerobic exercise (Step 2) and individual sport-specific exercise (Step 3) as part of the treatment from the remainder of the RTP progression hours. Clinicians and athletes can expect a minimum of 1 week to complete the full rehabilitation strategy, but typical unrestricted RTP can take up to 1 month.

Return to Play (RTP) – each step typically takes a minimum of 24 hours. Initials indicate completion of step

<b>Step</b>	<b>Exercise Strategy</b>	<b>Activity at each step</b>	<b>Goal</b>	<b>Initial</b>
1	Symptom Limited activity	Daily activities that do not Exacerbate symptoms (ie, walking)	Gradual reintroduction school/work	<input type="checkbox"/>
2	Aerobic Exercise 2A-light (55% max HR) then 2B-moderate (70% max HR)	Stationary cycling or walking at slow to medium pace. May start light resistance training that does not result in more than mild and brief exacerbation of concussion symptoms	Increase heart rate	<input type="checkbox"/>
3	Individual sport specific Exercise. Note: If sport specific exercises involves Risk of head impact medical clearance should occur prior to step 3	Sport specific training away from the team environment. No activities at risk of head impact	Add movement, change of direction	<input type="checkbox"/>
Steps 4-6 should begin after the resolution of any symptoms, abnormalities in cognitive function and any other clinical finding related to the current concussion, including with and after physical exertion.				
4	Non-contact training drills	Exercise to high intensity including more challenging training drills (ie passing, multiplayer drills), can integrate into a team environment	Resume unusual intensity of exercise, coordination and increased thinking	<input type="checkbox"/>
5	Full Contact Practice	Practice in normal training	Restore confidence & assess functional skills by coaching staff	<input type="checkbox"/>
6	Return to play	Normal game play		<input type="checkbox"/>

Mild and brief exacerbation of symptoms (ie, an increase of no more than 2 points on a 0-10 point scale for less than an hour when compared with the baseline value reported prior to physical activity). Athletes may begin Step 1 (ie, symptom-limited activity) within 24 hours of injury, with progression through each subsequent step typically taking a minimum of 24 hours. If more than mild exacerbation of symptoms (ie, more than 2 points on a 0-10 scale) occurs during Steps 1-3, the athlete should stop and attempt to exercise the next day. Athletes experiencing concussion-related symptoms during Steps 4-6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities. Written determination of readiness to RTS should be provided by an HCP before unrestricted RTS as directed by local laws and/or sporting regulations.

Additional Comments

THE CONCUSSED ATHLETE – to be completed by Healthcare Provider

\_\_\_\_\_ Student has sustained a concussion and is not yet ready to begin the Return to Play Protocol.

\_\_\_\_\_ Student is cleared to begin ASAA’s **Return to Play Protocol** with any modifications noted in comment section. This clearance is no longer effective if student’s symptoms return and persist.

\_\_\_\_\_ **Student is entirely free of concussion symptoms and has completed the ASAA Return to Play Protocol as described above. The athlete is medically eligible to return to competition.**

Please note any additional modifications to ASAA’s Return to Play Protocol below [attach more pages if needed]:

THE NON-CONCUSSED ATHLETE – to be completed by Healthcare provider

\_\_\_\_\_ Student has **NOT** sustained a concussion. The **Medical Diagnosis** which explains his/her symptoms is: \_\_\_\_\_

\_\_\_\_\_ Student is cleared to return to full sports participation.

\_\_\_\_\_ Student is cleared for limited participation with the following restrictions: \_\_\_\_\_

By signing this form, I attest that I am a **Qualified Healthcare Provider authorized under AS 14.30.142** and that I meet the ASAA definition of “Currently Trained” in the evaluation and management of concussion, as explained above. I do hereby take responsibility for the daily monitoring and decision making in managing this student athlete’s concussion.

\_\_\_\_\_  
HCP Printed Name AK License Number

\_\_\_\_\_  
Healthcare Provider Signature Date

The **Return to Play Protocol** incorporates an internationally recognized process by which concussed athletes are returned to athletic participation as safely as possible. Participation in athletics is accompanied by the risk of injury, permanent disability, and death. Having recently sustained a concussion, an athlete is at more risk for another head injury with risk of permanent disability or death. By signing this form, the athlete and the parent indicate their understanding that the completion of the **Return to Play Protocol** is not a guarantee of safe return to athletic participation. The parent accepts the risk of additional injury in requesting and consenting to the athlete’s return to athletic participation.

\_\_\_\_\_  
Student Athlete Printed Name Student Athlete Signature Date

\_\_\_\_\_  
Parent Printed Name Parent Signature Date

# GUIDELINES FOR ALTERNATIVE EDUCATION STUDENTS

Alaska Statute, AS 14.30.365, is called the "Home School Law". This law permits students who are enrolled in alternative education programs and accredited home schools as defined under AS 14.30.365, and who are otherwise eligible to participate in high school interscholastic activities, to request a "school of eligibility" within a public school district **or at a religious or private school**. The following suggestions and guidelines have been developed to aid school administrators in fully implementing the "letter and the spirit" of the law. For further clarification contact ASAA or your district level administration.

**It is important to fully understand the definitions of alternative education program and accredited under the statute so that there is no confusion.**

**Alternative Education Program:** The Association adopts the statutory definition, in AS 14.30.365 (c)(1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined In this section, a charter school authorized under AS 14.03.250-14.03.290; and a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020.

**Accredited:** For purposes of determining whether a home school program is "accredited" such as to qualify as an alternative education program herein, the State Department of Education and Early Development (DEED) has identified Cognia as the sole recognized body to accredit home school programs that have standards similar to Alaska's standards; the Association shall regard as "accredited" those home school programs that have been accredited by Cognia.

**School of Eligibility:** shall be the public school that, (1) based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves. Or, a religious or other private school regulated under this chapter that, (1) the student would be eligible to attend were the student not enrolled in an alternative education program; and (2) at which the student requests to participate, if the administrator of the school approves.

# GUIDELINES FOR ALTERNATIVE EDUCATION STUDENTS

## ASAA Eligibility Requirements for Alternative Education Students

Alternative education program students must meet all ASAA and member school district eligibility requirements with the exception of regular attendance at the “school of eligibility.” Schools which permit ineligible students to participate will be subject to penalty under ASAA Bylaws.

Students must physically reside within the attendance area of the school, or if not, have received approval of the school’s governing body to establish the school as the “school of eligibility.”

Students must be enrolled in grades 9-12 in an “alternative education program” as defined in AS 14.30.365.

Students must be enrolled in at least the minimum number of classes according to ASAA and school district enrollment requirements.

Students must meet or exceed ASAA’s Semester Credit Rule for the immediate preceding semester, including the GPA requirement.

Students must not have transferred directly from a member school to start the school year (transfers may require a calendar year period of ineligibility for varsity level competition).

Students must not have been enrolled in high school for more than eight consecutive semesters since first enrolling in ninth grade; and students may not compete in a specific high school sport or activity for more than 4 seasons.

Students will not turn 19 years of age on or before August 1.

In accordance with ASAA Bylaws, students must be amateurs in each sport and activity in which they want to participate.

Students must not have been recruited by a person who coaches at the “school of eligibility” or by another school representative.

In accordance with ASAA Bylaws, students must have submitted to a sports physical exam within the prior eighteen months and agree to provide a copy to the school.

If they are hockey players, students must be aware of the limitations on non-school participation during the high school under ASAA’s Dual Participation Supplemental Rule for hockey.

Students are aware of and agree to comply with ASAA’s “Play for Keeps” tobacco, alcohol and drug (TAD) education program.

Students are aware of and agree to comply with ASAA’s or the school district’s Concussion Awareness/Education/Management Program.

Students are aware of the risk of Sudden Cardiac Arrest.

It is recommended that the administrator explain to students that the statute does not guarantee that they will be chosen by coaches to fill spots on competitive teams.

If the member school decides to charge a participation fee for alternative education students, ASAA encourages the adoption of a “fair share” policy.

# GUIDELINES FOR ALTERNATIVE EDUCATION STUDENTS

## Checklist For Alternative Education Students

This document has been developed by ASAA to aid a member school in determining the eligibility status of alternative education students as defined in AS 14.30.365 (c)(1) who have identified this school as their requested “school of eligibility.”

**REGISTER:** Before being eligible to participate in high school interscholastic activities, an alternative education student must register with the ASAA member school at which he/she is requesting to participate. This will be called the school of eligibility. School districts are encouraged to adopt a policy which provides public notice and a period of pre-registration.

**DEMONSTRATE ELIGIBILITY:** An alternative education student must demonstrate eligibility by providing verifiable written evidence of meeting ASAA and school district student eligibility requirements.

**NOTE:** Please review the following checklist with the student and parents. Unchecked boxes will likely mean that the student has NOT demonstrated eligibility.

- The student is officially enrolled in grades 9-12 in an “alternative education program” as defined in AS 14.30.365 (c)(1).
- If student is officially enrolled in an “accredited” home school, the “accreditation agency” has been recognized by the Alaska DEED.  
Name of accreditation agency. \_\_\_\_\_
- The student’s residence is physically located within the attendance area of the member school, or if not, the student has requested to participate at the member school and has received approval of the school’s governing body to do so.
- The student is currently enrolled in a minimum of courses needed to receive 2.5 units of semester credit, or the equivalent, each of which counts toward graduation through the student’s alternative education program. (Exception for Seniors) (ASAA Bylaw Article 12, Section 2, A 4 & 5)
- The student passed at least 2.5 units of credit, or the equivalent, which count toward graduation, with at least an overall 2.0 GPA for the previous semester (exception for incoming Freshman and Seniors). (ASAA Bylaw Article 12, Section 7, A & B)
- The student is not seeking to transfer eligibility from another ASAA member. Any request to transfer the student’s eligibility from another member high school will be subject to ASAA’s transfer rule, (ASAA Bylaw Article 12, Section 9)
- The student has not been enrolled in high school for more than eight consecutive semesters since first enrolling in 9th grade and has not previously participated for four seasons in a sport or activity for which he/she is seeking eligibility. (ASAA Bylaw Article 12, Section 3)
- The student will not turn 19 on or before August 1.
- The student is an amateur in each sport and activity in which he/she wants to participate in accordance with ASAA Bylaw Article 8.

# GUIDELINES FOR ALTERNATIVE EDUCATION STUDENTS

- The parent and student affirm that he/she has not been recruited by a coach, nor by any other school representative, to play on a team at the school of eligibility. If the student is a hockey player, he/she understands that ASAA’s Supplemental Rules limit playing on a non-school hockey team during the high school season.
- The student has had a sports physical exam within the prior 18 months, and agrees to provide a copy of such to the school of eligibility.
- The student and parent are aware that participation in ASAA’s “Play for Keeps,” tobacco, alcohol and drug (TAD) education program is a requirement of eligibility.
- The student and parent are aware that participation in ASAA’s Concussion Education/Awareness/Management Program for student-athletes is a requirement of eligibility.
- The student and parent are aware of Sudden Cardiac Arrest and have signed the ASAA SCA form.
- The student and parent understand that AS 14.30.365 does not guarantee the student a position on a school team.
- The student and parent understand that the school of eligibility may charge a fee, on a “fair share” basis, for participation in an interscholastic sport or activity as defined in AS 14.30.365.
- The student and parent understand that the student must remain eligible, according to ASAA rules and those of the governing body of the school of eligibility, in order to participate in high school interscholastic activities. Schools which permit ineligible students to participate will be subject to penalties in accordance with ASAA Bylaws.

## Student Information Sheet

\_\_\_\_\_  
Student Name Signature

\_\_\_\_\_  
Parent/Guardian Name Signature

\_\_\_\_\_  
Home Address Phone Number

\_\_\_\_\_  
Student Email Parent Email

\_\_\_\_\_  
Alternative education program (ie. IDEA) If a home school, it is accredited by