

2023

ADULT VOLLEYBALL PROGRAM RULES AND REGULATIONS



CITY OF HOUSTON
PARKS AND RECREATION DEPARTMENT



Dear Team Manager,

On behalf of the Houston Parks and Recreation Department, I would like to welcome you as a participant in our **Adult Volleyball Program!**

Our goal is to offer quality sports programming at affordable prices and see that each participant has an enjoyable leisure experience.

Please read the rulebook at your first opportunity to familiarize yourself with our league's rules and regulations. Also, you will find a listing of online registration dates for each season in on page 3.

We now have an online registration system. You can establish your online account at www.houstonparks.org (Adult Sports Section), but you will not be able to register for a league until the specified registration dates for a specific season. The online registration system was approved by the Mayor and City Council in 2009.

Separate flyers with upcoming registration information, fee changes and rule updates will be sent to you as they become available. You can also visit our department's web site at www.houstonparks.org for additional information as well. Please be sure to advise the Adult Sports Office with ample time if your contact information changes, including email address.

We now have an [HPARD Facebook Page](#) and [Twitter Page](#). We will add updates on league registrations and tournaments throughout the year.

Again, welcome to our program. Wishing you and your team a very enjoyable and successful season.

Sincerely,

Sean Gay
Senior Superintendent
Recreation and Wellness Division

2023 ADULT VOLLEYBALL LEAGUE PROGRAM DATES:

Spring II Season

League Dates: May 8 – June 25, 2023
Online Registration Dates: April 17 (8:00 am) – April 30 (5:00 pm)
Holiday: Memorial Day: Mon, May 29th, Juneteenth: Mon, June 19th

Summer Season

League Dates: July 10 – August 27, 2023
Online Registration Dates: June 19 (8:00 am) – July 2 (5:00 pm)
Holiday: Juneteenth: Mon, June 19, Independence Day: Tue, July 4

Fall Season

League Dates: September 11 – October 29
Online Registration Dates: August 21 (8:00 am) – September 3 (5:00 pm)
Holiday: Labor Day: Monday, September 4th

2. **LENGTH OF SCHEDULE**

Indoor Volleyball Leagues are 8-Week Single Seasons and the Summer Sand Volleyball Leagues are a 5-Week Doubleheader Season totaling 10 games and playoffs.

3. **REGISTRATION PROCEDURES**

Team managers register online during the above registration dates at <https://apm.activecommunities.com/houstonparks/Home>. Team managers can establish their online account in advance at:

<https://apm.activecommunities.com/houstonparks/Home> (this only has to be done once).

Registrations are accepted on a “first come, first serve” basis.

If you do not have Internet access, team managers may register for league during the above registration dates between the hours of 8:00 a.m. – 5:00 p.m. at the Adult Sports Office, 6200 Wheeler Street, Bldg. #3, Houston, TX 77023. Personal checks are not accepted. Entry fees are accepted by cash, credit card, company check and money orders only. Company checks and money orders need to be made payable to “City of Houston.”

4. **ENTRY FEES**

\$225.57 per team + \$10 TAAF Fee.

All teams participating in the 2021 Houston Parks and Recreation Department Adult Volleyball Program will be required to register with the Texas Amateur Athletic Federation (TAAF) at a cost of \$10.00 per team. Registration with TAAF is required once every calendar year and is separate from the Houston Parks and Recreation Department League Registration.

Please Note: Entry fees are subject to change without notice.

5. **REFUND POLICY**

Refund of team registration fees will be granted to team managers less 5% of the team registration fee, provided such request is made on or before the business day 14 days preceding the season’s start date. No refunds shall be given for a request submitted less than 14 days preceding the season’s start date. It should be also noted that it could take up to ninety (90) days from the date your refund request is received to be processed. All refunds must be requested in writing to the Adult Sports Office and have the following information:

1. Manager’s name, address, telephone number and signature.
2. Team name, night, league and facility.
3. Reason for withdrawal.

6. **PLAYER ELIGIBILITY**

1. Players may not play for more than one (1) team in the same league.
2. A separate roster must be filed for each league.
3. All players must be 18 or older.

7. **ROSTER INFORMATION**

A roster of the team can be turned in before at least by the second scheduled date of games. Maximum number of players allowed on rosters per team is twelve (12). Please send by email to: louis.moore@houstontx.gov.

8. **ROSTER CHANGES**

1. If a player desires to transfer from one team to another in the same league, the player must sit out one (1) league game. If a player desires to transfer from one team to another in different leagues, the player becomes eligible immediately. ALL ROSTER CHANGES MUST BE DONE IN PERSON or sent by e-mail to louis.moore@houstontx.gov.
2. Players may be dropped from a team by the team manager making roster changes in the Adult Sports Office. Additions to a team roster must be made before a player is allowed to play. Such changes must be made personally by the manager at the aforementioned Adult Sports Office.
3. No changes may be made on the roster after the second scheduled game of the regular season.
4. Any roster change submitted by e-mail to louis.moore@houstontx.gov will be acknowledged by the Adult Sports Office. If the team manager fails to receive a confirmation of receipt, he/she is responsible to follow-up on the status at (832) 395-7130.
5. Your current league roster will be your post-season roster.

9. **SCHEDULES**

Schedules are posted one week prior to the season's start date on the Adult Sports Team Sideline website and app:

<https://www.teamsideline.com/sites/houstonparks/home>

If you do not have Internet access, please contact the Adult Sports Office at 832-395-7130 to request a schedule faxed or mailed to you.

10. **AWARDS**

League awards will be given to the first place team in each division. Team managers who win their league for a regular season must pick up their plaque award at the Adult Sports Office during normal business hours.

11. **2021 TAAF STATE TOURNAMENT INFORMATION**

Please visit the TAAF web site at www.taaf.com to view specific information about TAAF State Volleyball Tournaments.

12. **PARTICIPANT BEHAVIOR**

Coaches are reminded that they are responsible for the behavior of their players and fans before, during and after all games. Conduct of participants deemed detrimental to the program will result in such person or persons being suspended from participation in the volleyball program for a period of time as necessary due to the severity of the infraction. Officials are authorized to control the behavior of participants in the program from the time of arrival at the court until leaving the facility premises.

If you or anyone on your team has a problem with an official, do not approach the official; simply call the Adult Sports Office at (832) 395-7130 the next day, and we will monitor the situation to make changes, if necessary.

FIGHTING WILL NOT BE TOLERATED. All persons involved in fighting will automatically be suspended for a period of time to be determined by the severity of the fight.

If a team is suspended for fighting or exhibits unruly conduct at any time during the league, **NO REFUND WILL BE GIVEN**, regardless of how many games remain. Proper behavior is required of players, coaches and managers at all times while on park/community center property. This applies to before and after games as well as during games.

Any player banished from the game by the officials will also be ineligible to participate in the next game. The player may remain on his team's bench, but may not direct any remarks towards the official or opposition during the remainder of the game. If a player is asked to leave the park/community center, he may be suspended for remaining games in the season, depending on severity of the incident. If a player does not comply, the team may be forced to forfeit the game and possibly be removed from the league without refund. If a player who was banished from a future game is found playing in that game, the team shall automatically forfeit the game. Officials shall report any actions of players banished from their game to the Adult Sports Office by the next business day.

Additionally, any player suspended from a City of Houston game will be reported to the TAAF State Volleyball Commissioner and the TAAF Executive Director.

13. **GYMNASIUM RULES**

1. No smoking in building/community center.
2. No eating or drinking in gymnasium.
3. No profanity allowed.
4. Fighting will not be tolerated.
5. Coaches are responsible to the actions of their team players and fans before, during and after the games while on park/community center property.

14. **INJURIES**

The City of Houston Parks and Recreation Department and its employees and sports officials are not responsible for any injuries incurred before, during or after any game. Teams are urged to obtain their own insurance. You may contact TAAF at (512) 863-9400 or www.taaf.com for information on insurance plans and rates.

15. **ALCOHOL PROHIBITED**

Alcohol in any form is prohibited at all City of Houston Parks and Recreation Department community centers. Any player seen consuming alcohol before or during a game, will be immediately ejected from the game and suspended from future game(s).

- Alcohol is prohibited at the following HPARD parks:
 1. Cleveland Park
 2. Irvington Park
 3. Alief Park
- Alcohol is permitted at the following HPARD parks, but not on the court during games:
 1. Memorial Park
 2. Cullen Park
 3. Herman Brown Park
- Players may not leave the court during a game to drink alcohol.
- Alcohol in glass containers is prohibited at all HPARD parks.

Sports officials have been instructed to follow the below procedures to ensure the Alcohol Policy is in compliance.

1. Sports official meets with team manager immediately if a player is drinking alcohol at a park where alcohol is prohibited or if a player is drinking on the actual court. The sports official will tell the team manager the incident is a warning and he/she must cooperate to ensure players discontinue drinking behavior.

2. If drinking behavior is observed a second time by a player within a specific season, the player will be ejected for the remainder of the game(s) on that date. Sports official completes a written summary statement to Adult Sports Office within 1 business day.
3. If drinking behavior is observed a third time within a specific season, a forfeit will be issued to the team by the sports official. Sports official completes a written summary statement to Adult Sports Office within 1 business day.
4. If drinking behavior is observed a fourth time within a specific season, a forfeit will be issued to the team by the sports official. Sports official completes a written summary statement to Adult Sports Office within 1 business day. Adult Sports staff investigate incident and complete an incident report for documentation. Suspension of registration for next season for team that violates Alcohol Policy.

16. **PROTESTS**

To protest a ballgame, the game officials must be notified on the protest and told that the remainder of the ballgame is being played under protest. The protest must be in writing and turned in to the Adult Sports Office (6200 Wheeler Street, Houston, TX 77023) by 10:00 a.m. the following business day. A fee of twenty dollars will be deposited into the City account. If you win your protest the fee will be refunded to you. Omission of any of the above-mentioned guidelines constitutes no protest. Protests against ineligible players that are not listed on rosters in the Adult Sports Office will be automatically upheld. However, the protesting team must also have a roster on file with all of their players' names in order to file a protest. In the event both teams are declared ineligible, both teams will be credited with a loss. NO PROTEST WILL BE ACCEPTED ON THE QUESTION OF AN OFFICIALS JUDGEMENT. The decision of the protest committee will be considered final.

17. **GYMNASIUM LOCATIONS**

Denver Harbor Multi-Purpose Center
6402 Market Street
Houston, TX 77020

Judson Robinson Jr. Community Center
2020 Hermann Drive
Houston, TX 77004

Townwood Community Center
3403 Simsbrook
Houston, TX 77051

18. **PARK LOCATIONS:**

Memorial Park (Sand Volleyball Courts across from Softball Fields #4 & #5)
6501 Memorial Drive
Houston, TX 77007

19. **GYMNASIUM/PARK RESERVATIONS AND RENTALS**

The Adult Sports Office does not accept gymnasium or outdoor sand volleyball court reservations and rentals. Reservations for indoor volleyball courts at a City of Houston Parks and Recreation Department community center should be requested by calling the community center directly. For information on community center phone numbers call (832) 395-7000. Reservations for an outdoor sand volleyball court in a City of Houston park should be directed to the Permit's Office at (832) 394-9406.

20. **PLAYOFFS AND TOURNAMENTS**

A player may play for one team only in men's, women's and co-ed divisions.

21. **E-MAIL NEWSLETTER**

The Adult Sports Office will periodically send an E-mail Newsletter to inform participants about upcoming leagues, tournaments, standings, and league summaries. E-mail addresses that team managers enter on the registration form will be automatically added to the list, unless requested not to do so. The Adult Sports Office believes in *PERMISSION BASED E-MAIL MARKETING ONLY*. If you wish to unsubscribe at any time, please complete the brief unsubscribe form at the bottom of the email.

22. **HPARD WEB SITE: www.houstonparks.org**

To obtain information on program registration dates and facilities, please visit the HPARD web site: www.houstonparks.org.

For schedules, scores, and league standings please visit Team Sideline <https://www.teamsideline.com/sites/houstonparks/home>

23. **SCOREKEEPERS**

The sports official will maintain the official score.

24. **FORFEIT GAMES**

Any team not ready to play at game time will forfeit to the opposing team. Team must be on the court at game time to be considered present and ready to play.

The only exception will be the first game of the night; teams will be given a ten (10) minute grace period. Be aware that the game clock will start at the scheduled start time (ex. If a game starts at 6:30 and the team requests the grace period, the game clock will be running through the grace period).

Officials will not decide on player eligibility. If a team captain desires to protest the eligibility of a particular player, he/she must follow the procedures set forth in Section 16 of this rule book.

In order to reduce the number of unjustified forfeits by teams, the following rules will be implemented during the 2023 Seasons:

- If a team forfeits 2 or more scheduled dates of games during a 5-Week Doubleheader Season or 8-Week Single Season, the team will be disqualified from the City of Houston Parks and Recreation Playoffs Tournament.
- If a team forfeits 2 or more scheduled dates of games during a 5-Week Doubleheader Season or 8-Week Single Season, the team will not be eligible to register and participate in the next offered season within a period of 1 year. For example, if a team forfeits 3 scheduled dates of games during the Spring Season, they will not be able to register and participate in the Summer I and II Sand Volleyball Seasons. In addition, the team may be deleted from the current league and the schedule to be revised with remaining teams.
- If a new team is formed (within 90 days of becoming ineligible to register for another season), there cannot be 5 or more players on the roster from a team that was previously disqualified by forfeiting 2 or more scheduled dates of games in a season.

Of course, if a team experiences an uncontrollable circumstance that caused the team to have a forfeit (death in the family, car accident, etc.), the Adult Sports Office will review any written appeals with documentation submitted within 5 business days after the scheduled game(s) to the Adult Sports Office.

Officials do not have to work forfeited games. Teams that show may practice until ten (10) minutes before the start of the next game.

25. **OFFICIAL'S SCORE CARD**

Each Team Manager should sign the official's score card after each match. This will insure that all records are correct and have been accepted by both Team Captains. Failure to sign the score card will be an indication that the Team Captain has accepted the score sheet and has forfeited his/her right to review. League standings will be based on the score cards.

26. **RULES OF PLAY**

ALL GAMES WILL FOLLOW THE U.S.V.B.A. RULES UNLESS STATED HEREWITH:

- A. Best two (2) out of three (3) games will constitute a set. Twenty-one (21) points rally wins the game.
- B. CO-ED Division: If the balls are hit more than once, a woman must hit the ball. No more than three (3) men on the court at any one time. You must alternate man/woman on serve. You must have at least two (2) women on the court always or your team forfeits.
- C. MEN'S AND WOMEN'S DIVISION: Six (6) men or six (6) women on the court to play the game.
- D. LEAGUE PLAY: Flip a coin for first serve and then alternate serve on last two (2) games.
- E. If a ball hits the ceiling on serve, it is an automatic out. When the ball is served and, on the opponent's return, the player hits their side of the ceiling, ball is in play; however, on the return, if a player hits the ceiling on the opponent's side, it will be point or side out.
- F. A block does not count as a hit.
- G. The height of the net shall be seven and one-half (7 ½) feet in GAMES.
- H. The coach must stay on the bench at all times during the games. No coaching from the sidelines. Coaching from the bench only.
- I. The officials will call Class A leagues: strict U.S.V.B.A. rules; Class C leagues: will be less strict; Class D leagues will be for fun and recreation. Please consider this when classifying your team for level of competition desired in leagues.

27. **VOLLEYBALL COURT COURTESIES AND PLAYING REGULATIONS**

- A. Team line-ups should be turned in to scorekeeper/official at least ten (10) minutes prior to the schedule without waiting for line-ups between games.
- B. Forfeited games – Should a team not have enough players at scheduled game time, the official will award a victory to the other team for that game. Then, the team will be allowed fifteen (15) minutes in which to produce enough players for the second portion of the match. If none are produced, then the remainder of the match is forfeited. When the first game of the match is forfeited, and enough

players show up for the forfeited team to field a team before the fifteen (15) minute time span, the second game will commence immediately.

C. Teams must furnish their own practice balls. Official game balls are not to be used for team warm-ups or practices.

D. Participants are not to be shooting volleyballs at basketball goals. This is a rule set forth by the gym director and is to be enforced. Violation could result in game point penalties.

E. Volleyball is to be rolled under the net when being exchanged by teams (not in play). The official may penalize teams, which throw or hit the ball over the net when making exchange. This is a common courtesy in volleyball and a safety factor that prevents injury to players.

F. Players and coaches not active on the court during play are to remain seated in team bench area. No one is allowed to stand or walk around sidelines during games.

G. Coaching should be limited to time outs. Coaches or players on bench are not allowed to vocally coach from sideline while ball is in play.

H. Unsportsmanlike conduct such as players yelling near the net at opposing players, which are attempting to hit the ball, will not be tolerated. Officials will enforce this rule and impose penalties as deemed necessary by degree of infraction.

28. **SPECIAL RULES FOR “RECREATIONAL LEAGUES” (COED C):**

A. Spiking will be allowed.

29. **SPECIAL RULES FOR “FOR FUN” LEAGUES (COED D):**

A. There will be no “aggressive spiking” allowed, which could cause an injury to another player. The official will make the call on “aggressive spiking, “with the best interest of safety to players.

30. **COED SAND VOLLEYBALL RULES (In addition to Indoor Volleyball Rules):**

A. **STARTING THE GAME:** There must be 3 men and 3 women on the court at all times. However, if a team has either 5 or 4 players, with a minimum of 2 women, it will be considered a legal game. If a team is short (5 or 4 players), they must still comply with the ball contact rule under Letter D below.

- B. **EQUIPMENT:** Teams must provide their own balls and personal equipment. Lines may need to be drawn in the sand. HPARD will provide the nets.
- C. **SUBSTITUTIONS:** Each team will be allowed a maximum of four substitutions on the roster. Substitutions will be limited to four per game. Free substitution is at the server's position. Free substitution, male for male and female for female, will take place at the time of gained service, replacing the next server.
- D. **BALL CONTACT:** The serving order will be an alteration of male and female. When the ball is played more than once by a team, at least one of the contacts must be made by a female player. Contact with the ball while in the act of blocking shall NOT constitute playing the ball. Back line players will not be allowed to participate in front line blocking.
- E. **PARK RULES & REGULATIONS:** All parks rules and regulations must be adhered to.

30. **GENERAL:**

The Adult Sports Office reserves the right to add, delete or amend the rules and regulations or policies for the betterment of the program. Additionally, the Adult Sports Office can approve/disapprove any team name, logo, language or uniform deemed inappropriate, vulgar, obscene or suggestive in order to maintain a wholesome environment conducive to providing quality leisure opportunities.

31. **RAINOUT INFORMATION:**

- Team managers may refer to the Team Sideline app or website @ <https://www.teamsideline.com/sites/houstonparks/home> for text alerts after 4:00 p.m. daily to check on field status.
- In an instance where rain may come after 4:00 p.m. the decision to play will be left to the discretion of the umpires at the first game. If the first game of the night is cancelled, the remainder of the games for that night will be cancelled. It would be wise to have representative at the field for the first game to notify team members of any cancellations.
- As many cancellations as possible will be made up in the weeks following the league schedule.
- The Adult Sports Office reserves the right to cancel remaining make-up games if it is determined that team interest is lacking and a champion will be determined on a percentage basis.
- Refunds for games not played during a season will be issued to team managers at the conclusion of each season. Please check your "My Account" section two weeks after the conclusion of a specific season and the refund will be applied to your online account. If you originally paid by cash/check for your team registration, you will need to complete a Refund Request Form 2 weeks after the conclusion of a season. A refund check from the City of Houston will be sent to you within 4 – 6 weeks. If your team has a forfeit(s) no refunds will be given during that season.

- The Adult Sports Office no longer issues credits that can be applied towards a future season.

32. **TEAM WEBSITE**

It is recommended for team managers to have a team website to better manage and communicate with teammates. You can manage your season efficiently by creating calendars, schedules, reminders, rosters, and photos.

Both of the organizations below provide a free service:

<http://www.eteamz.com>

<http://www.teamer.net>

33. **CONTACT INFORMATION**

- | | |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1. General Information: | (832) 395-7130 |
| 2. Fax Number: | (832) 395-9445 |
| 3. E-mail Address: | louis.moore@houstontx.gov |
| 4. HPARD Website: | www.houstonparks.org |
| 5. Online Registration Site: | https://apm.activecommunities.com/houstonparks/Home |
| 6. Rain out: | Team Sideline website |

Adult Sports Code of Conduct

The Code of Conduct will be enforced before, during, and after all league or tournament play at HPARD parks and community centers. The term "individual" includes the following: coach, manager, player, fan or spectator.

Misconduct will result in the penalty of an individual and/or team for all Adult Sports leagues and tournaments. The term "official" includes the following: umpire, sports official, park monitor, and HPARD staff.

During the team registration process, team managers acknowledge they are responsible for the behavior of their teammates before, during, and after games.

1. No Individual Shall: At any time lay a hand upon, shove, or strike an official or individual.
Minimum Penalty: Ejected from game and/or playing area with a minimum 1-week suspension.

Maximum Penalty: Suspended from HPARD Adult Sports leagues, facilities, and assault charges may be filed.

2. No Individual Shall: Be guilty of objectionable demonstration of dissent by throwing a ball or any other forceful actions.

Minimum Penalty: Warning by sports official/umpire.
Maximum Penalty: Ejection from the game, playing area and 1-week suspension.

3. No Individual Shall: Discuss with sports official/umpire, in any manner, the decision reached by such official except a team manager.

Minimum Penalty: Warning by the sports official/umpire.
Maximum Penalty: Ejection from game and/or playing area with 1-week suspension.

4. No Individual Shall: Be guilty of using unnecessarily rough tactics in the play of the game.

Minimum Penalty: Ejected from game and playing area by sports official/umpire.
Maximum Penalty: Suspended from HPARD Adult Sports leagues and assault charges may be filed.

5. No Individual Shall: Use profane, obscene or vulgar language in any manner, or at any time on or off the playing field.

Minimum Penalty: Warning by sports official, umpire, or HPARD staff.
Maximum Penalty: Ejected from game and suspended for 1-week from the league.

6. No Individual Shall: Be guilty of a physical attack as an aggressor upon any individual. Sports officials and umpires are required to immediately suspend player from further play and report the incident to the league director. Such player shall remain suspended until HPARD management review the incident.

Minimum Penalty: Suspension from two weeks and placed on probation for remainder of the

season.

Maximum Penalty: Suspended from HPARD Adult Sports leagues and facilities and assault charges may be filed.

7. **No Individual Shall:** Be guilty of an abusive verbal attack upon or threatening of any sports official, umpire, or individual on or off the playing field.

Minimum Penalty: Ejection from game and 1-week suspension.

Maximum Penalty: Two weeks suspension and placed on probation for remainder of the season.

8. **No Individual Shall:** Appear on the field of play at any time in an intoxicated condition or under the influence of any other type of drug which will infringe upon their safety or the safety of others.

Minimum Penalty: Ejection from game.

Maximum Penalty: Suspended for the remaining season of play, including playoffs.

9. **No Individual Shall:** Be guilty of damaging, destroying or stealing HPARD property.

Minimum Penalty: Compensation for damages.

Maximum Penalty: Suspended from HPARD Adult Sports leagues and criminal charges may be filed.

10. **No Individual Shall:** Be guilty of any demonstration of un-sportsmanlike conduct before, during, or after league or tournament play.

Minimum Penalty: Warning by sports official, umpire, or HPARD staff.

Maximum Penalty: 2-game suspension and suspension for remainder of season.

Concussion Policy and Procedures:

THE FACTS

- A concussion is a brain injury.
- All concussions are serious.
- Most concussions occur without loss of consciousness.
- Concussions can occur in *any* sport or recreation activity.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

A bump, blow, or jolt to the head can cause a concussion, a type of traumatic brain injury (TBI).

Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, you should watch for and ask others to report the following two things among your athletes:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head. --and--
 2. Any change in the athlete’s behavior, thinking, or physical functioning.
- Athletes who experience **one or more** of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY COACHING STAFF, SPORTS OFFICIALS, OR LEAGUE ADMINISTRATORS:

Appears dazed or stunned
Is confused about assignment or position
Forgets an instruction
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (*even briefly*)
Shows mood, 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
Just not "feeling right" or is "feeling down"

DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated

- Has unusual behavior
- Loses consciousness (a brief loss of consciousness should be taken seriously and the participant should be carefully monitored).

WHEN A CONCUSSION IS SUSPECTED

If you suspect that an athlete has a concussion, implement your four-step action plan:

1. Remove the athlete from play. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out.

2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach or team manager, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (*if any*)

3. Inform the athlete’s parents or guardians about the possible concussion and give them

CDC’s fact sheet on concussion. This fact sheet can help parents monitor the athlete for sign or symptoms that appear or get worse once the athlete is at home or returns to school.

4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

Procedure: If an athlete sustains a concussion, a doctor's letter of clearance will be required to be submitted to the Adult Sports Office prior to returning to play in a sports league.

Take a FREE online training on concussion or get more information and educational resources on concussion, go to: www.cdc.gov/Concussion

The above information was provided by the U.S. Centers for Disease Control. Also, please note that concussion awareness disclosures, protocols and requirements may be mandated by state or local law. Consult applicable laws for legal requirements.