

# Coaches Advancement Program at a Glance

## CAP 1: 6 Hours

2 ½ hours: Coaches Make the Difference:  
MHSAA Philosophy and Regulations  
1 ½ hours: Effective Instruction:  
The Coach as Teacher  
2 hours: Sports Medicine and First Aid

## CAP 2: 6 Hours

2 hours: Effective Communication: Characteristics of  
Coaches who are Great Communicators  
2 hours: Legal Issues in School Sports:  
A Game Plan to Meet Legal Responsibilities  
2 hours: Psychology of Coaching

## CAP 3: 6 Hours

2 ½ hours: Additional Coaching Responsibilities:  
Becoming Aware of Your Many Resources  
2 hours: Effectively Working with Parents  
1 ½ hours: The Coach as Performer:  
Managing Your Time and Energy Level

## CAP 4: 6 Hours

2 hours: Understanding Athlete Development  
1 ½ hours: Preparing for Success  
2 ½ hours: Strength & Conditioning:  
Designing Your Program

## CAP 5: 6 Hours

2 hours: Peak Health and Performance  
2 hours: Controlling Emotions in Pressure Situations  
2 hours: Resolving Conflicts in Athletics

## CAP 6: 6-Hour Conference

- Current Issues and Topics In Educational Athletics

## CAP 7: 6-Hour Conference

- Current Issues and Topics In Educational Athletics

## CAP 8: 6-Hour Conference

- Current Issues and Topics In Educational Athletics

### Coaches Advancement Program Certification

CAP Beginning Certification = 12 hours

CAP Intermediate Certification = 18 hours

CAP Advanced Certification = 24 hours

CAP Masters Certification = 30 hours

CAP Masters Elite Certification = 36 hours

CAP Masters Elite+ Certification = 42 hours

CAP Masters Elite++ Certification = 48 hours

Certification would occur after the first 12 hours with subsequent increments of 6 hours for a total of 48 hours available.  
Additional units could be written and received after the first 48 hours have been completed.

## 2016-17 CAP Schedule

### CAP 1:

Fri., 10/7/16 – Marquette HS (8am-3pm)  
Sat., 10/8/16 – Calumet HS (9am-4pm)  
Sat., 10/15/16 – Plymouth HS  
(8:30am-3:30pm)  
Fri., 10/21/16 – MHSAA (9am-4pm)  
Sat., 10/29/16 – Warren Fitzgerald HS  
(9am-4pm)  
Sat., 11/5/16 – MHSAA (9am-4pm)  
Sat., 11/5/16 – Vicksburg HS (9am-4pm)  
Sun., 11/6/16 – East Jordan HS (8am-3pm)  
Sat., 11/19/16 – Ortonville-Brandon HS  
(9am-4pm)  
Sat., 11/19/16 – Adrian HS (9am-4pm)  
Sat., 12/ 3/16 – East Grand Rapids HS  
(9am-4pm)  
Sat., 3/11/17 – East Jordan HS (8am-3pm)  
Sat., 3/25/17 – Kearsley HS (9am-4pm)  
Sat., 3/25/17 – East Grand Rapids HS  
(9am-4pm)

### CAP 2:

Fri., 10/7/16 – Marquette HS (8am-3pm)  
Sat., 10/8/16 – Calumet HS (9am-4pm)  
Sat., 10/15/16 – Plymouth HS  
(8:30am – 3:30pm)  
Fri., 10/21/16 – MHSAA (9am-4pm)  
Sat., 10/22/16 – Holton HS (9am-4pm)  
Sat., 10/29/16 – Warren Fitzgerald HS  
(9am-4pm)

Sat., 11/5/16 – MHSAA (9am-4pm)  
Sat., 11/5/16 – Vicksburg HS (9am-4pm)  
Sun., 11/6/16 – East Jordan HS (8am-3pm)  
Sat., 11/12/16 – Berrien Springs HS  
(9am-4pm)  
Sat., 11/19/16 – Ortonville-Brandon HS  
(9am-4pm)  
Sat., 11/19/16 – Adrian HS (9am-4pm)  
Sat., 11/19/16 – Whitmore Lake HS  
(9am-4pm)  
Sat., 12/ 3/16 – East Grand Rapids HS  
(9am-4pm)  
Sat., 2/18/17 – Pontiac Notre Dame Prep  
(9am-4pm)  
Sat., 3/11/17 – East Jordan HS (8am-3pm)  
Sat., 3/25/17 – Kearsley HS (9am-4pm)  
Sat., 3/25/17 – East Grand Rapids HS  
(9am-4pm)

### CAP 3:

Sat., 9/17/16 – Birch Run HS (9am-4pm)  
Sat., 10/15/16 – Plymouth HS (8:30am –  
3:30pm)  
Sat., 10/29/16 – Warren Fitzgerald HS  
(9am-4pm)  
Sat., 11/5/16 – Vicksburg HS (9am-4pm)  
Sat., 2/18/17 – Pontiac Notre Dame Prep  
(9am-4pm)  
Sat., 3/11/17 – East Jordan HS (8am-3pm)  
Sat., 3/25/17 – East Grand Rapids HS  
(9am-4pm)



### CAP 4:

Sat., 10/1/16 – Birch Run HS (9am-4pm)  
Sun., 11/13/16 – Berrien Springs HS  
(9am-4pm)  
Sat., 2/18/17 – Pontiac Notre Dame Prep  
(9am-4pm)  
Sat., 3/25/17 – East Grand Rapids HS  
(9am-4pm)

### CAP 5:

Sat., 12/ 10/16 – Birch Run HS (9am-4pm)

Online registration and schedule available  
under Education at [MHSAA.com](http://MHSAA.com) (look for  
the CAP logo). Please check schedule  
periodically for additions.

# Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
"Feeling Down"  
Lost Consciousness

Not "Feeling Right"  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY – DON'T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### SIGNS OBSERVED BY PARENTS:

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

### CONCUSSION 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. A student 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 gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

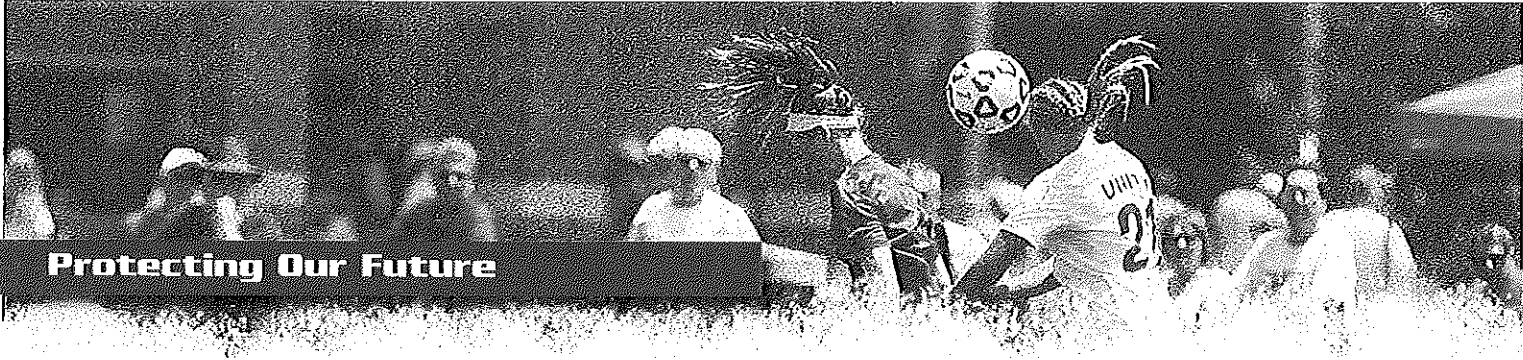
If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

Concussion Educ. Materials & Acknowledge Form (May 2018)

**Parent and Student Must Sign Consent & Waiver on MHSAA Physical Form Acknowledging Awareness**



**Protecting Our Future**

## **MHSAA Concussion Care Gap Insurance Covers ALL Members**

**Unparalleled Value:** Did you know, MHSAA membership is entirely free of expense to member junior high/middle schools and high schools? There are no membership dues and no MHSAA postseason tournament entry fees. Among the no-cost-to-schools benefits of MHSAA membership is the Catastrophic Accident Medical Insurance Policy which pays up to \$500,000 for medical expenses left unpaid by other insurance after a deductible of \$25,000 per claim in paid medical expenses has been met. All students enrolled in grades 6 through 12 at MHSAA member schools who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA's jurisdiction are covered by this policy for injuries related to their athletic participation.

The MHSAA also provides athletic participants at each MHSAA member junior high/middle school and high school with additional insurance that is intended to pay accident medical expense benefits resulting from a suspected concussion. The injury must be sustained while the athlete is participating in an MHSAA covered activity. Policy limit is \$25,000 for each accident. Covered students, sports and situations follow the catastrophic accident medical insurance.

**Covering the Gap:** The Concussion Care program intends to assure that all eligible student-athletes in MHSAA member schools in grades 6 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program to the limits of the policy.

**Filing a Claim:** Forms and letters of explanation appear on the Health & Safety page of MHSAA.com under "Concussion Insurance Benefits Information and Forms." You may also scan the code at right to download the file to your mobile device. To file a claim please follow submit the following:



1. Completed and Signed "K & K Incident Report"
2. Completed and Signed 'Other Insurance Questionnaire'
3. Itemized Bills
4. Explanation of Benefits from your Primary Insurance Provider

For further information regarding this outstanding service, please contact:

**Ms. Terri Bruner**  
**K & K Insurance Group**  
**1712 Magnavox Way**  
**Fort Wayne, IN 46801**  
**Phone: 800-237-2917 Fax: 312-381-9077**  
**Email: Terri.Bruner@kandkinsurance.com**

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