

METTER HIGH SCHOOL ATHLETIC HANDBOOK

A RESOURCE BOOK FOR PARENTS AND ATHLETES

METTER HIGH SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, OR AGE IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSONS HAVE BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES:

JOHN JORDAN
PRINCIPAL
METTER HIGH SCHOOL
34905 HWY 129
METTER, GA 30439
912-685-2134

DR BUBBA LONGREAR
SUPERINTENDENT
CANDLER CO SCHOOL DISTRICT
210 SOUTH COLLEGE ST
METTER, GA 30439
912-685-2076

LIST OF SPORTS AND HEAD COACHES EMAIL ADDRESS

Fall Teams

Football – Chris Johnson - cjohnson@metter.org

Softball – Eric Verbal - everbal@metter.org

Cross Country – Corey James - cjames@metter.org

Cheerleading- Competition – Kim Grantham - kgrantham@metter.org

Football – Tammy Lanier/Angela Bird - tlanier@metter.org

Basketball – Courtney Smith - csmith@metter.org

Winter Teams

Boys' Basketball- William Altman - waltman@metter.org

Girls' Basketball- Jeff Anderson - janderson@metter.org

Wrestling- Jon Mark Sweat – jsweat@metter.org

Spring Teams

Baseball- Monty Nagel - mnagel@metter.org

Boys' Track- Cassius Osborne - cosborne@metter.org

Girls' Track – Leah Daughtry- lbaughtry@metter.org

Tennis- Blake Johnson - bjohnson@metter.org

Boys'and Girls' Soccer- Corey James - cjames@metter.org

Boys' and Girls' Golf- William Altman – waltman@metter.org

ADMINISTRATION

John Jordan - Principal

Ellis Strobridge - Assistant Principal

Scott Schofill - Athletic Director

Chris Johnson - Assistant Athletic Director

Eric McNair - Assistant Athletic Director

Angie Henderson - Administrative Assistant for Athletics

PURPOSE OF HANDBOOK

It is the purpose of this handbook to set forth the operating procedures for the students, parents and athletic staff at Metter High School. It is hoped that a ready reference such as this handbook will facilitate the process of seeking information about administrative policies and procedures as well as provide a framework within which the athletic department will operate smoothly and efficiently.

We believe as research indicates that students who are involved in co-curricular activities have a greater chance of success in school as well as in life. Many of the character traits required to be a successful participant in high school athletics are the exact same ones that will mean a successful life after high school. We hope the information contained in this handbook will make you and your child's experiences at MHS more enjoyable.

ACCIDENT REPORTING

When a student athlete has an accident during competition or practice the coach must fill out an accident report form. These forms can be obtained from Mrs. Henderson at the Athletic office. These forms are crucial in clearing up insurance claims which may be made later by parents. It becomes difficult to go back and try to remember what happened after any length of time has passed. Therefore, these forms must be filled out immediately after an accident. **The original accident report must be kept on file in the Athletic office with the students physical and participation forms.**

ADMINISTRATION AND SUPERVISION OF GAMES

Security and Supervision of games are very important. The Athletic Director will work closely with each individual coach to insure that a plan is developed by each sport to ensure proper supervision of student athletes until they leave the campus. Naturally, school administrators cannot possibly attend every game throughout the course of the school year. Therefore it becomes important to develop a sound supervisory plan between staff and coaches to ensure the safety of the student-athlete.

IT IS IMPORTANT TO REALIZE THAT PARTICIPATION ON ANY ATHLETIC TEAM IS A PRIVILEGE AND THAT THE VIEWING OF ATHLETIC CONTEST IS ALSO A PRIVILEGE. ANY ACTION THAT SUBSTANTIALLY INTERFERES WITH THE NORMAL COURSE OF A GAME OR MATCH BY A PARENT OR PLAYER WILL RESULT IN SUSPENSION OF THAT PERSON OR REMOVAL FROM THE CAMPUS.

ACADEMICS AND ATHLETICS

The number one reason that student athletes are at MHS is to succeed academically. While athletic teams are important co-curricular activities, they will always take the back seat to academics. Therefore, all problems that arise will be viewed through an academic lens before any solutions are contemplated. Please note this statement before any actions are taken and please understand that the administration at Metter High School will always look at what is best for the student from an academic perspective.

CLEARINGHOUSE

The NCAA clearinghouse is a service provided to potential college bound athletes to ease their transition to college athletics. It is mandatory that students seeking to play college athletics go through the clearinghouse. The guidance office at Metter High School has many helpful publications concerning the NCAA clearinghouse. Coach Ray Woodcock has worked closely with the clearinghouse and is a valuable resource which parents may use in the completion of this task. Parents of students interested in playing sports on any collegiate level will need to see a representative in the schools' guidance office to meet these prerequisites. There is also information online at www.ncaaclearinghouse.net

DISCIPLINE AND TEAM MEMBERSHIP

Participation in extra-curricular activities at Metter High School is a privilege. Coaches will maintain discipline within their programs. Any misbehavior during the school day, off campus or on school sponsored activities may result in removal from the team. The Head coach will be responsible for making that decision based on the facts of each individual case. Coaches should maintain an active roster in the athletic office and inform the athletic director as well as the Principal of any deletions or additions to this roster and the circumstances surrounding these.

FISCAL RESPONSIBILITY

We want to provide our coaches with what they need to be successful. However, any materials or equipment ordered by any sport at Metter High School must first have a purchase order number assigned to it. There are no exceptions to this rule. If a coach or booster member purchases any of these items without a purchase order and obligates Metter High School financially they will be personally liable for the amount of purchase.

FUNDRAISING

Candler County Board policy mandates that each fundraiser held by booster clubs or individual sports must be pre-approved by the board of education. It is absolutely forbidden to encourage door-to-door sales of any kind. The administration does realize that teams have financial needs in excess of normal funding. However, these fundraisers must be well thought out and not just a knee-jerk reaction to a financial crisis. The Metter High School Booster Club has an annual fundraiser every summer to raise funds for the individual sports. Merchants in the area become upset when they are approached for contributions other than this drive. Therefore, individual coaches without the permission of the Athletic Director and the Principal must not approach merchants.

GHS A ELIGIBILITY REQUIREMENTS

1.53 Students must **accumulate Carnegie units towards** graduation according to the following criteria:

(a) **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 Carnegie units** the previous semester in order to participate.

(b) **Second-year students** must have **accumulated five (5) total Carnegie units** in the first year, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.

(c) **Third-year students** must have **accumulated eleven (11) Carnegie units** in the first and second years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.

(d) **Fourth-year students** must have **accumulated seventeen (17) Carnegie units** in the first three years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.

(e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

1.52 Students gain or lose eligibility on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport.

(a) Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.

(1) Summer school is an extension of the previous semester and courses may be:

a. remedial in nature where a previously-taken course is repeated in its entirety with a new grade being given.

b. enrichment in nature where a new course is taken that results in new credit being earned.

(2) A maximum of two (2) Carnegie unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs.

(3) Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

(4) An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.

(b) Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.

(c) Independent study courses taken during the school year must meet the criteria of 1.52

(a) 4.

INSURANCE

Parents may purchase insurance directly the insurance provider the county district is using for that school year. These policies (commonly referred to as school day policies) often have available riders that will cover athletes after school in their respective sports. Each parent of an athlete (in the registration packet) must make a declaration regarding what insurance they have or do not have.

LETTERING POLICY

The determination of whether or not a letter is awarded to a student participating in a varsity sport is the responsibility of the head coach in each sport. Each coach will work with the athletic director to make sure the criteria for lettering are met. A student may be awarded a letter by completing the season in a varsity sport only and it should be earned through dedication and commitment to that sport and by making a significant contribution to the total team effort throughout the entire season. The criteria for lettering will be that the student completes the varsity season in good standing as determined by the head coach of the sport.

Each student that completes their team's season in good standing will be awarded either a:

- (1). Certificate of participation for Junior Varsity competition or
- (2). Varsity letter for varsity competition

A student athlete will be awarded \$5 per letter toward the purchase of a letter jacket and \$10 per year for ROTC and Band.

MULTIPLE SPORT PARTICIPATION

Many of the athletes at Metter High School participate in more than one sport. This is encouraged. However, this becomes a problem when the sports overlap or are in the same season. For these sports, students must have the agreement of both coaches in order to participate in two sports in the same season. It is the general consensus of most coaches that this is not a problem. However, there will be some circumstances when it is very difficult to participate in two sports simultaneously. If one of the coaches does not agree with the terms the administration will inform the student of his/her need to pick one sport or the other or continue in the one sport to completion before starting the other.

PARENT/COACH COMMUNICATION

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concern about your child's behavior

Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. Team strategy.
2. Play Calling.
3. Playing Time.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow is

1. Call to set up an appointment.
2. If the coach cannot be reached, call the Athletic office.
3. ***Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this type do not promote resolution.***

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

OFF SEASON PRACTICES

Those practices held during the off-season may not be mandatory or a prerequisite for participation. This means that a coach cannot require a student-athlete to make up a practice they miss out of season. While rewards or incentives for attendance may be offered, participation in these practices may not be mandatory. Please note that the GHSA does permit some off-season practices to occur in some sports. Please call the Athletic Director if you have any questions about these special instances.

GHSA rule 2.69 states:

Legal practice dates are established for each activity, and schools shall not conduct or allow an illegal practice.

- (a) Conditioning drills for athletes may be held one (1) week prior to the GHSA designated beginning of practice and shall not be construed as illegal practice. The conditioning period may feature any activities that occur in the practice season except that no player may be cut from the team, nor may attendance be mandated.

- (b) The beginning of each school year is designated as the first date of practice for the earliest GHSA sport or the beginning of preplanning for a school, whichever comes first.
- (c) Illegal practices are defined as practices involving three or more students participating in any extracurricular activity in the presence of, or under the direct or indirect supervision of any coach of the school (including a community coach). At any given point in time, only one (1) coach in a sport may work with up to two (2) athletes in skill building drills. A GHSA coach (certified teacher or community coach) may not coach a non-GHSA team in a competitive setting during the school year that includes any players who participate in the sport he/she coaches at the member school.
 - (1) Any practice occurring after the beginning of the school year and before the opening of conditioning drills is an illegal practice.
 - (2) Any practice occurring after the end of the season for that team and the end of the school year for students in that school is an illegal practice.
NOTE: Spring football and cheerleading practice is an exception to this rule. Spring football and cheerleading practice may be held as designated in the annual calendar unless exception is made upon application to the executive director.
 - (3) During the summer (i.e. between the ending of one school year and the beginning of the next) the only restrictions on practices and competition is that all activities must be strictly voluntary.
 - (4) It is illegal for a team to go to a competitive or instructional camp or clinic during the school year other than in-season events developed for that team alone. If the event were held in-season, it would involve illegal coaching.
 - (5) Neither coaches, former coaches (including community coaches), nor any other school personnel shall suggest, require, or otherwise attempt to influence students to participate in or practice for an extracurricular activity outside the GHSA-designated season.
 - (6) The following activities are examples of illegal practices:
 - (a) Interscholastic scrimmages or practice competitions at any time during the school year.
 - (b) Practices involving alumni or students who presently are not eligible at the member school at any time in the school year.
 - (c) Practices against community recreational teams at any time during the school year.
 - (d) Practices of any kind outside the season designated by the GHSA
 - (7) Schools found guilty of having illegal practices will be subject to penalties that may include fines of up to \$1,000, warning, probation, and/or suspension by the GHSA executive director

OBJECTIVE CRITERIA FOR TEAM MEMBERSHIP

Each athletic team at Metter High School will have in place the most objective method possible to pick teams for the sports that have tryouts to reach their final roster. Each head coach will submit to the Athletic Director a written explanation about how his/her team will be chosen. The criteria will be clearly communicated in writing to all potential team members prior to the beginning of any tryout sessions and the results of the tryout evaluations will be documented and available for individual review at the conclusion of the tryout period.

OVERNIGHT TRIPS

Overnight trips should be a seldom occurrence. In the event that an athletic team must make an overnight trip, each coach taking these trips must notify the Athletic Director and the Principal of the School at least two weeks in advance. These trips are costly and are rarely necessary. Therefore, they are discouraged from taking place. In the event, it becomes necessary to take an overnight trip, the athletes must use transportation provided by the school and may not be a passenger in a private automobile.

PRACTICE LENGTH

Although practice times differ from sport to sport it is vital to remember that our student-athletes are students first and athletes second. It is strongly recommended that practice times do not exceed 2.5 hours per day.

THERE CAN BE NO MANDATORY PRACTICES ON SUNDAYS. THIS MEANS THAT IF A PRACTICE IS HELD IT MUST BE STRICTLY VOLUNTARY AND ATTENDANCE AT A SUNDAY PRACTICE CANNOT BE A PREREQUISITE FOR PARTICIPATION IN A GAME.

PHYSICAL FORM

This form may be obtained from Mrs. Angie Henderson in the Athletic office. This form also contains insurance information and a participation form. Once an athlete obtains a signed physical form from the doctor's office they should bring them directly to Mrs. Henderson in the athletic office. She will make a copy of the physical for the athlete to give to his or her coach and keep the original under lock and key.

TRANSPORTATION

Students involved in all athletic activities at Metter High School will be provided transportation to and from all away events. The athletes at Metter High School will have a bus provided by the Candler County Board of Education and a trained driver to drive this bus. These buses routinely undergo inspections and are without a doubt the safest way for your son or daughter to get to and from events. Any parent wishing to not utilize the transportation to or from an event must have permission from the coach and an Extra-Curricular Transportation Release Form on file with the coach.

DRUG TESTING POLICY

At the beginning of the school year, students who are interested in participating in extracurricular activities (sports, clubs, etc...) at any time during the year must sign a consent form which authorizes the school to administer drug testing and allows the results of the test to be released to parents/guardians, administrative officials, and the head coach/club sponsor of the extracurricular team(s) on which the student participates. (Note: A signed consent form [for participation in the drug screening program], signed by the student and parent/guardian, is a requirement for participation in all MHS activities that are considered extracurricular. Extracurricular activities are identified as athletics, clubs, and any other and all groups that are deemed outside of the normal, mandatory four classes a day.

1. Random testing will take place monthly throughout the school year with students chosen through lottery/random selection.
2. Each month the firm will select numbers **anonymously** from those in the pool and notify MHS administration of students to be tested. The substances that will be tested include: amphetamines, barbiturates, marijuana, cocaine, opiates, and propoxyphene.
3. Testing consists of providing a urine sample to the firm. A school nurse or designee will supervise students, but will not administer the test. The school will not release confidential student information to unauthorized personnel. Specimens will be processed for identity and secured to ensure against tampering.
4. Test results will be reported to the school through the proper chain of command. All parents or guardians of students tested will be notified. In the case of a positive result, the parent/guardian will be notified and a conference scheduled.
5. Students who take medication must complete and submit a form delineating any medication that he/she is currently taking immediately prior to testing.
6. There will be one pool of student numbers from which the student numbers will be selected. The pool will consist of parking permit holders and all students involved in any and all extracurricular school activities.
7. A student's refusal to test will be considered a positive test result.

First Offense: One (1) week suspension from team/club activities.

Second Offense: One (1) month suspension from team/club activities.

Third Offense: One (1) calendar year suspension from team/club activities.