

# **ANDERSON SCHOOL DISTRICT ONE**



## **2019-2020 ATHLETIC POLICY MANUAL**

### **GUIDELINES FOR STUDENT ATHLETES**

**Parent/Athlete Agreement**

I have read, have an understanding and agree to abide by the athletic policy and procedures set forth in the Athletic Manual for Anderson School District One.

I understand that participating in extracurricular activities is a privilege. I further understand that students who fail to meet the expected standard of conduct may be denied the privilege of participating in extracurricular activities at the discretion of the appropriate coach, sponsor, administrator, or Athletic Director.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

**Please return this signed agreement to your Coach.**

## **PREFACE**

The purpose of this manual is to provide a basis for coordinating the expectations, responsibilities, guidelines, and procedures for the administration of interscholastic athletics in Anderson District One schools. The establishment of consistency in the operation of our athletic programs is of primary importance. This manual is intended to be used as a tool to assist our athletic staff and students in organizing job-related information while clearly identifying responsibilities and duties. It is recognized that no matter how much information is provided, there will probably be situations that arise that are not specifically covered in this manual. When this occurs, check with your supervisor or coach to eliminate problems before they occur.

## **GOVERNANCE**

The high school and middle school athletic programs will be administered under the policies and mandates of Anderson District One. This handbook is District policy in the absence of District Policy. All high schools in Anderson One are full members and all middle schools are associate members of The South Carolina High School League (SCHSL). The rules and regulations governing athletic contests for member schools are established by the SCHSL. This handbook is a guide to policies, rules, and regulations that govern student athletes. Emergency exceptions to a procedure may be made at any time with the approval of the Athletic Director. Revisions to a procedure will normally be made only in May. Questions concerning procedures found in this handbook should be directed to the Athletic Director.

## **CONFERENCES AND REGIONS**

Under SCHSL, currently all member high schools are classified as either A, AA, AAA, or AAAA schools based on their 135 day enrollment figures. Each conference publishes a "Conference Handbook" that gives all starting and finishing dates for each sport's season and playoff rules and regulations.

Each conference is further broken down into geographically organized "Regions." Each region has a constitution or handbook that consists of regulations regarding tiebreakers, all-region team selections, and the process of determining each region championship and playoff qualifiers.

The school athletic director and all head coaches should be familiar with the conference and region rules and regulations.

## **I. OBJECTIVE**

It is recognized that the ultimate objective is to promote the physical, mental, social, emotional, and moral well-being of all those lives we touch. We will try to win-always by honorable and honest means. We will see to it that our efforts have a good effect on all concerned. Athletics are an integral part of the total educational program. The academic and athletic programs should be mutually complementary.

## **II. GOALS AND BELIEFS**

- **Development of Physical Fitness**

The most obvious objective of athletics is the development and maintenance of physical fitness. The student who participates in athletics under proper leadership will improve physically and mentally. Many activities carry over into adult life as vocations or recreational pursuits. Some activities do not, but the skills and attitudes developed are contributory to continued fitness.

- **Development of Skills and Mental Alertness**

A sport is a learning activity - the rules, the principals, the individual skills, and the cooperative effort. An individual learns to make decisions under stress-something that is frequently missing in adolescent experience. A student learns to think quickly and adjust to sudden changing conditions. He/She learns to accept the consequence of his/her choices. The student learns that practice and discipline provide the resources to implement choices effectively.

- **Development of Personal Qualities**

The coach, through the interscholastic program, encourages the participants to:

- Develop self-pride
- Identify with the team members and the school.
- Learn teamwork and loyalty.
- Learn self-discipline in the acquiring of skills necessary to the sport.
- Learn to make decisions and operate under pressure.
- Respect the necessity for authority and the needs of the group.
- Succeed in the total educational academic program.
- Develop good sportsmanship and conduct.

## **III. ATHLETIC ELIGIBILITY/TRY-OUT REQUIREMENTS**

These guidelines are designed to provide a clear understanding for students and coaches in order to ensure regulations, which are fair to all, understood by all, and employed equitably.

### **A. Try-Out Selection Criteria**

Any student who is qualified under the provisions of the South Carolina High School League shall have the right to try out for any sport and be evaluated on merit and performance. Selection of team members shall be made on the basis of ability, sportsmanship and compliance with regulations established by the Board of Education and the written regulations of the school.

### **B. Choice of Sport**

A student athlete shall have free choice of sports. Having selected a sport, a student athlete shall not quit the program in season to try out for another sport or take part in an off-season program, until the sport in season terminates. In season: first day of regular practice as defined by HSL.

### **C. Enrollment**

Bona-fide enrollment is required for a student to participate or represent that school in all interscholastic athletics and off-season conditioning.

### **D. Grades**

In addition to having an overall passing average, a participant must meet the academic eligibility requirements for athletes as defined by the South Carolina High School League as stated below:

**A.** A student, while participating, must be a full-time student as determined by guidelines set forth by the State Department of Education. A student who is repeating a course for which he has previously received credit cannot count this course as one required for eligibility. This is considered as monitoring a course.

**B.** To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:

1) To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.

To be eligible during the second semester the student must meet one of the following conditions:

- If the student met first semester eligibility requirements then he or she must pass the equivalent of four, ½ units during the first semester.
- If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five, ½ units during the first semester.

In most cases on a traditional or AB block schedule, the following example would apply:

- If eligible first semester, must pass four subjects
- If not eligible first semester, must pass five subjects

In a 4 X 4 block schedule where units or ½ units are granted at the end of the first semester the following will apply:

- If eligible first semester, must earn 2 units
- If not eligible first semester, must earn 2 ½ units

2) Students must satisfy eligibility requirements in the semester preceding participation.

3) Credits earned in a summer school approved by the State Department of Education may apply for first semester eligibility. A maximum of two units per year may be used.

4) Students eligible for a first semester sport will be permitted to complete that sport even if it extends into the second semester. Under the current League program, this will apply to participants in basketball and wrestling in the high school and middle school programs.

5) Handicapped Students:

a. Students diagnosed as handicapped and being served in a non-diploma program shall be considered eligible for participation in interscholastic activities if he/she is successfully meeting the requirements of his/her Individual Education Plan.

b. Students diagnosed as handicapped and being served in a program leading to a state high school diploma must meet all eligibility requirements previously stated for participation in interscholastic activities.

6) A course that is dropped after the 20th day of a semester with a failing average will be considered as a failed course when determining academic eligibility for the following semester.

7) Credit courses used for eligibility purposes must be courses that are applicable as credit toward a state high school diploma. A student may also use college credit courses provided the student has met or is meeting all requirements for graduation.

8) Academic deficiencies may not be made up through enrollment in adult education programs.

9) A maximum of two credit recovery units may be used toward eligibility, to include the two units presently allowed in summer school. The course would have to be accepted by the State Department of Education for graduation and accredited by a certified teacher in that field. To be eligible for recovery credits, the student must have received a minimum grade of 60.

10) A student must not have received a high school diploma or its equivalent

**E. Age**

Any student who reaches the age of 19 before July 1st will be considered ineligible to participate.

**F. Birth Certificate**

Students must provide an original copy of his/her birth certificate, and a copy will be made and placed on file.

**G. Residency**

The athlete must meet residency requirements of Anderson School District One.

**H. Attendance**

If a student is absent from school for more than one-half day, he/she will not participate in practice or a contest without the permission of the school administration.

**I. Athletic Medical Examination and Parent Consent Forms**

In accordance with the regulations of the South Carolina High School League, a physical examination is required for participation in the interscholastic athletic program for a given academic year. This examination is to be given by any physician of the student's choice and the fee is to be paid by the student, unless provided by the school. The complete examination form and parent consent form must be on file in the athletic trainer's office. No student will be allowed to tryout or participate with a team without having a valid

physical examination and signed permission from a parent on file. Participation with a team includes pre-season conditioning programs, individual or group workouts, spring practices, and weight lifting sessions. It is the responsibility of the head coach of each team to ensure that every student has a valid physical examination and permission form on file with the athletic director before the student tries out for or participates with his/her team. Violations are subject to disciplinary actions. Each agreement shall be current from May 1, through the following school year. **There is no exception to this rule.**

#### **IV. INELIGIBLE STUDENTS**

The District will not allow an ineligible student to participate in any athletic competition. This includes sub varsity as well as varsity teams. Failure to comply may result in the following penalties:

1. The player will be immediately dropped from the team.
2. If a coach plays an ineligible student, he/she will be subject to disciplinary actions that may include termination of his/her coaching assignment.

#### **V. TEAM COMPOSITION**

1. Varsity teams, excluding football, soccer, and wrestling, may consist of students enrolled in grades 7-12. In football, soccer, and wrestling, athletes must be in grades 9-12. The Athletic Director may restrict participation of middle school athletes in varsity sports for safety concerns.
2. Junior Varsity teams shall consist of students enrolled in grades 7-10 (including those students who are too old to participate at the middle school level).
3. Middle school teams shall consist of those students enrolled in grades 7 and 8.

#### **VI. PRACTICE POLICIES**

1. A coach must supervise all practices. Under no circumstances are the players to be unsupervised.
2. The coach will be the last person to leave the practice facility. **NO ATHLETE SHOULD EVER BE LEFT ALONE WAITING FOR TRANSPORTATION.**
3. Limits on practice: The Athletic Director and Head Coach will set time limits for all regular practice sessions. For summer football practices, heat/humidity index readings will be taken before and during practice by the athletic trainer, recorded, and kept in their office.
4. A coach may not conduct practices during any teachers' orientation or workshop activities when professional meetings are being held, and coaches are expected to attend. Coaches may not leave school early, except for extenuating circumstances, without the Principal's permission.
5. Practice sessions are vital for both the student athlete and the team. It is for this reason that the student athlete should attend all practice sessions. There are extenuating circumstances, which may prevent a student from being present at all sessions. It is the responsibility of the student to notify the coach prior to any absences. An unexcused absence from practice may result in dismissal from the team.

6. Sunday practices are not permitted. However, an exception will apply to this rule in those situations in which a team is participating in playoff competition or a tournament that begins on a Monday. These exceptions will only be permitted with Athletic Director approval.

## **VII. TRANSFER STUDENTS**

Transfer students must meet Anderson District One eligibility requirements in order to participate.

## **VIII. MEDICAL MATTERS**

### **1. Trainer Duties / Referrals**

The school employs a certified Athletic Trainer who will make preliminary evaluations, treat minor injuries, provide rehab as needed, and refer athlete to medical personnel as needed.

### **2. Injuries During Competition or Training**

The head coach is responsible for reporting all injuries to the Athletic Director. The student athlete should report all injuries to the trainer or coach upon seeking medical assistance. Insurance forms are to be completed by the head coach and submitted to the Athletic Trainer in a timely manner.

### **3. Athletic Insurance Requirement**

High School League Athletic Insurance is required for every athlete. Please note the following:

- A. All athletes in District One must pay for athletic insurance through the school. The Athletic Director and Head Coach will have insurance information available to parents upon request. A description of benefits for athletic insurance can be obtained from the Athletic Director. Each athlete shall be given a written copy of the description of benefits to be paid by the insurance policies. The parent/guardian is responsible for medical charges beyond the scheduled benefits. All interscholastic sports will be covered under the student athletic insurance policy.
- B. When a parent/guardian has personal insurance coverage on their child, it will serve, as the primary insurance. Athletic Insurance will then become secondary. They must file all claims with their insurance company first. Once they have received the E.O.B.'s (Explanation of Benefits) from the Primary Insurance Company, they must be submitted with the bills from the medical provider to our athletic insurance company.
- C. If the parent/guardian does not carry personal insurance coverage on their child, our insurance company will become the Primary Insurance Carrier.
- D. **ALL BALANCES THAT ARE DUE TO PROVIDERS ARE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.** All insurance claims must be submitted to the Athletic Director within 60 days of the accident. Failure to do so could result in delay or potential denial of coverage.

## **IX. CONDUCT OF ATHLETES**

**1. Expectations of Conduct for Students Who Participate in Athletic Activities** – Participants on a school team, club or organization represent not only themselves and their families, but also their teammates, their coaches or sponsors, their schools, and Anderson School District One. Additionally, extracurricular activities often draw high public interest, visibility and focus of attention in the media. The student’s behavior commands a public interest and attention that is unique in its capacity to elevate or denigrate the school district, the school, and the team or organization. Since public support is an essential ingredient of public education, the behavior of students who participate in extracurricular activities has a significant impact in the school district’s pursuit of its mission. High standards of conduct and citizenship are essential precepts of the school district’s extracurricular program. These high standards include instilling students with a positive attitude, building strong character, teaching responsibility, and demanding integrity. Participants must set a positive example and be role models for all. To maintain high standards for all extracurricular programs throughout the entire school district, a firmly and fairly enforced code of conduct is necessary. Therefore, all participants shall abide by a code of conduct specifically for extracurricular activities.

**2. The Privilege of Participation** – Participation in extracurricular activities is a privilege not a right. School officials may deprive a student of the privilege of participation when they determine that the student’s continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct, the student is subject to losing the privilege of participation in extracurricular activities.

### **3. Unacceptable Conduct**

**A. The prohibition of unacceptable conduct:** Certain conduct by any participant is absolutely unacceptable and will not be tolerated. Examples of such unacceptable conduct include but are not limited to: theft, vandalism, disrespect, hazing, harassment, unacceptable use of Social Media/technology, violation of alcohol, tobacco, and illegal substances restrictions, major infractions of *The Student Code of Conduct/student handbook*, or violations of law. This unacceptable conduct rule shall be in force twelve months of the year. This means that the school district may penalize or punish a participant who engages in unacceptable conduct during the school term, over a holiday break, or while school is out of session. This also means that the school district may impose sanctions for unacceptable conduct which occurs at school, at a school sponsored event, or off school grounds. The penalty for engaging in unacceptable conduct can include revocation of the privilege of participating in extracurricular activities.

#### **B. Definition of specific kinds of unacceptable conduct:**

- **Theft:** stealing or taking personal property that belongs to another person, school, team, or organization.
- **Vandalism:** willful or malicious breaking, destruction, or defacement of public or private property.
- **Disrespect:** actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, or adults). This includes actions that result in OSS and the use of unacceptable language (cursing).
- **Hazing:** any action that humiliates, degrades, abuses, or endangers another person, regardless of that person’s willingness to participate. These actions may include initiation rituals into a team, club, or organization.

- **Harassment:** actions, comments, threats, verbalizations, coercion, jokes, teasing, or intimidation that is based on or takes place because of the race, color, sex, religion, orientation, or national origin of another person, who reports the actions as unwelcome. All student athletes are expected to complete the district Hazing/Harassment/Bullying Program prior to being placed on the athletic eligibility list.
- **Unacceptable Use of Social Media/Technology:** Includes but not limited to sending, sharing, forwarding, or "liking" the following: degrading, harassing/intimidating, indecent, or libelous messages; inappropriate or explicit pictures/videos, etc.
- **Use of tobacco, smokeless tobacco, or e-cigarettes:** Students are prohibited from using tobacco (cigarettes, cigars, dip, chewing tobacco, etc.) as well as e-cigarettes or vapes.
- **Alcohol, drugs and controlled substances restrictions:** Any use or possession of alcohol or use, sale, possession, or purchase of any illegal drug or controlled substance, including prescription drugs.

This list of examples is not intended to be exhaustive and the appropriate staff members may impose disciplinary action for conduct not specifically listed here.

**Ejection:** When a student is ejected from a contest by a referee, the incident will be reviewed by both the High School League and school administration. School administration may impose additional consequences in addition to any consequences mandated by the South Carolina High School League. Consequences can be based on the severity of the behavior and may include:

- Suspension from the team for an extended period of time in addition to High School League sanctions.
- Assignment to In-School Suspension or Out of School Suspension.
- Revocation of the Privilege to participate in extra-curricular athletics.

**The principal will make the final decision in regards to additional consequences of a student athlete's ejection.**

### **C. Punishment for Unacceptable Conduct:**

Generally, when a school official has reason to believe that a student athlete has engaged in unacceptable conduct as described in this code of conduct/student handbook, the responsible school official shall notify the student of the violation and provide the student with the opportunity to present his or her account and explanation. If the student is determined to have committed the violation, the responsible school official will then confer with the Athletic Director or designated administrator to determine the appropriate sanction or penalty to be imposed. The level of discipline imposed is at the school official's discretion, and sanctions may range from reprimands, to additional practice drills, to suspension from a game or contests, or in the most serious incidents of misconduct, dismissal from a team or permanent denial of participating for the remainder of the year.

**Suspension** means that the student is not allowed to dress out or participate in a contest or event. It may also include suspension from practice. However, the participant may be required to continue to practice with the team or program.

**Dismissal** means that the student is no longer a part of the team or program. If dismissed, the participant's uniform and equipment will be taken up and his/her name will be removed from the team or program roster. Re-instatement into the athletic program will be considered only after one year. The principal must approve any re-instatement.

Some forms of unacceptable conduct may also violate the general code of conduct/student handbook applicable to all students in the school district. In those situations, the participant is subject to punishment under both the general code of conduct/student handbook and this code of conduct for athletics. Under no circumstances will any student who has been suspended from school pursuant to the general code of conduct/student handbook participate in extracurricular activities during the suspension period.

**Alcohol, Drug and Controlled Substance Possession or Use:** When a coach, teacher, or principal determines that a participant has violated the alcohol, drug or controlled substance policy, the following penalties shall apply:

**First Violation Penalty:** The athlete will be suspended immediately for a minimum of 20% of the scheduled contests in the athlete's sport or activity. If the sport or activity is out of season, then the penalty will be administered at the very next season in which the student is a participant. The student may also be required to submit to on-demand drug testing. The length of the punishment may be increased based on all the facts and circumstances involved.

**Second Violation Penalty:** The participant will be dismissed from participation in athletics for the remainder of the year.

**Note:** when violation of the alcohol, drug and controlled substance abuse restrictions also results in criminal charges, subsection D (below) will also apply.

**D. Criminal Infractions:** Some forms of misconduct may violate local, state, or federal criminal law. If a student participant is charged with a criminal offense other than a minor traffic violation, the student shall immediately be suspended from participation in extracurricular activities until the responsible school officials have an opportunity to review the circumstances surrounding the arrest. After reviewing the circumstances that led to the student's arrest, the school official may elect to continue the period of suspension until the criminal charges are resolved or impose disciplinary consequences, to include suspension from games or contests, based on the conduct that led to the student's arrest. Depending on the amount of time necessary for the criminal matter to be resolved and the facts of the matter, the responsible school official shall have the discretion to lift the suspension and return the student to participation on probation pending resolution of the matter.

If the participant is convicted of the offense or pleads "no contest," the responsible school official will impose a minimum one game suspension up to a maximum dismissal of the participant from all extracurricular activities. It is important to note that regardless of the outcome of any criminal charges, a participant will be subject to punishment under the two codes of conduct if the responsible school official determines that a student has engaged in conduct that violates either code of conduct. Accordingly, a student may be disciplined following criminal charges even if the charges are dismissed or if the student is found not guilty in a criminal proceeding.

**4. Appeal Procedure** – A student may appeal any decision of a teacher, sponsor, or coach under this code of conduct by filing with the principal a written appeal within five days of the decision to be reviewed. The appeal must state specifically why the decision should not be implemented. The principal shall render a decision within five days. The decision of the principal is final. If the principal made the original decision to impose the disciplinary sanction, the student shall be permitted to appeal the sanction to a designated District-level administrator, whose decision will be final.

### **5. Notice of Expectations**

The head coach is expected to publish and distribute his/her expectations and rules for participation to all team members at the beginning of the season.

### **6. Anderson District One "Student in Good Standing" Guidelines**

In order to participate in extracurricular activities a student must meet the following requirements:

1. Debt free at school or have an approved payment plan, signed by the Principal
2. Participate in prescribed academic programs and activities, if identified
3. Have regular attendance and conform to all attendance regulations.

## **X. TRANSPORTATION**

1. In athletic events in which the school provides round trip transportation for the athlete, that method of transportation shall be the only method allowed. Any exception may be made only if the **parents** of an athlete themselves wish to transport the athlete. This exception should be agreed upon between the parents and the head coach of the applicable sport.
2. Coaches are responsible for ensuring that all passengers are accounted for before departing any location where passengers have exited the buses.
3. Vans and other vehicles not constructed to meet school bus construction standards are NOT authorized for transportation of student athletes.

## **XI. CONCUSSIONS**

Concussions, a type of traumatic brain injury, are serious and potential life threatening injuries. Continued research has revealed the extent of the injury may be felt, not only in the short term, but years later if not properly identified and treated. In an attempt to maintain the safety and well-being of our student athletes, we have a policy to identify and manage student athletes that may suffer a concussion. This policy was developed using recommendations established by the National Athletic Training Association and the 4<sup>th</sup> International Conference on Concussion in Sports.

Concussions will be defined as a temporary impairment of mental functions, such as, but not limited to, memory balance, and vision, which results from a direct or indirect injury to the brain. It is important to note that no two concussions are identical and treatment will be determined on a case by case basis to meet the needs of the patient.

### **1. Education and Risk Acknowledgment**

- a. All student athletes and parents must read the Concussion Fact Sheet and sign the Student Athlete/Parent Concussion Statement acknowledging that:
  - i) They have read and understand the Concussion Fact Sheet.
  - ii) They accept responsibility for reporting all injuries and illnesses of themselves and others to the school medical staff and/or school personnel, including signs and symptoms of concussion.
- b. All coaches (head coaches and assistant coaches) must complete the following:
  - i) Take and pass the NFHS Concussion in Sports course
  - ii) Encourage student athletes to report any suspected injuries and illnesses to the medical staff and/or school personnel, including signs and symptoms of concussion.
  - iii) Read and understand the concussion policy.
- c. Head coaches of each respective sport will be required to direct the signing and collection of the aforementioned documents from the student athletes. Head coaches will also be responsible for making certain that all required student athletes have completed the required baseline neurocognitive and balance screening. Student athletes of high risk sports will not be eligible for participation until their documentation has been received and baseline screening completed.

### **2. Concussion Law**

- a. If a coach, athletic trainer, official, or physician suspects that a student athlete, under the control of the coach, athletic trainer, official, or physician, has sustained a concussion or brain injury in a practice or in an athletic competition, the student athlete shall be removed from practice or competition at that time.
- b. A student athlete who has been removed from play may return to play if, as a result of evaluating the student athlete on site, the athletic trainer, physician, or

physician assistant pursuant to scope of practice guidelines, or nurse practitioner pursuant to a written protocol determines in his best professional judgment that the student athlete does not have any signs or symptoms of a concussion or brain injury.

- c. A student athlete who has been removed from play and evaluated and who is suspected of having a concussion or brain injury may not return to play until the student athlete has received written medical clearance by a physician.

### **3. Return to Play Criteria**

Athlete must be asymptomatic before returning to play. (No same day return to play). If conditions deteriorate quickly, athlete should seek medical attention immediately. (EMS will be activated upon the discretion of the Athletic trainer or medical professional providing coverage during the event). The athlete and/or parent/guardian will be asked to fill out a waiver if he or she refuses to adhere to medical advice.

SCHSL Athletes must **be cleared by a physician** (MD or DO) before returning to play. Return to play evaluation will include similar concussion assessment retesting tools. Return to play will have the following step ladder system. Anderson One will follow the concussion guidelines as provided by the South Carolina Department of Health and Human Services (DHEC).

Athletes should pay careful attention to their symptoms and their thinking and concentration skills at each stage of activity. After completion of each step without recurrence of symptoms, they can move to the next level of activity the next day. A move to the next level of activity can occur only if they do not experience any symptoms at the present level. If their symptoms return, let your health care provider know, return to the first level and restart the program gradually.

- Day 1: Low level of physical activity (i.e. symptoms do not come back during or after the activity). This includes walking, light jogging, light stationary biking, and light weightlifting (low weight – moderate reps, no bench, no squats).
- Day 2: Moderate levels of physical activity with body head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weightlifting (reduce time and/or reduced weight from your typical routine).
- Day 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility – with 3 planes of movement).
- Day 4: Sports Specific practice
- Day 5: Full contact in a controlled drill or practice.
- Day 6: Return to competition.

**If at any time the symptoms occur, the athlete will go back to step one until he or she is asymptomatic and repeat the steps over.**

## **XII. FUNDING FOR ATHLETIC PROGRAMS**

### **Athletic Booster Club**

The Athletic Booster Club plays an important role in the support of interscholastic athletics. Their involvement should be in cooperation with the administration and coaching staff of the school. The Athletic Booster Club may not violate District policies and regulations. All requests from the Athletic Department must come through the Athletic Director to the Athletic Booster Club. Booster Club shall not seek to influence or direct the technical activities or policies of the school

administration or of the school officials who are charged with the responsibility of conducting the athletic programs. Each athletic booster club is required to submit to the school a yearly list of officers and a year ending financial statement of transactions.

### **Funding for the Athletic Program**

Anderson School District One provides funds for coaching supplements, major facilities upgrades, utilities and limited travel assistance. All other expenses must be covered by the school athletic department. The Athletic Department relies heavily on the resources from gate receipts and the booster club to cover these expenses.

## **XIII. LETTERMAN'S INFORMATION**

Student-athletes who desire to be a member of the Letterman's Club must have earned a letter in a varsity sport.

The Athletic Director and Head Coach of each sport will determine eligible candidates and approve membership.

## **XIV. EVENT SECURITY**

Efficient management of athletic contests is an important aspect of administering our athletic program. Our main goal is to provide a safe environment for all participants and the spectators who attend. **Coaches are not allowed to enter spectator seating to affect discipline.** Anyone deemed by an administrator or law enforcement to be engaged in dangerous or inappropriate behaviors shall be denied admission or removed from the competition site.

## **XV. TITLE IX**

Title IX of the Educational Amendments of 1972 bans sexual discrimination in schools whether it is in academics or athletics. Title IX states, "No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal aid." Benefits, opportunities, and treatments afforded sports participants are to be equivalent, but not necessarily identical.

## **XVI. SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND CO-CURRICULAR EVENTS**

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or denied admission to school events up to a year. Examples of unsportsmanlike conduct include, but are not limited to, the following.

- using abusive language or gestures
- possessing or being under the influence of any alcoholic beverage or illegal substance
- possessing a weapon
- fighting or otherwise striking or threatening another person
- failing to obey the instructions of a security officer or school district employee
- engaging in any activity which is illegal or disruptive

The superintendent or their designee may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing the following.

- description of the unsportsmanlike conduct
- proposed time period that admission to school events will be denied

The person may request a hearing before the board.

## **Concussion Management Protocol**

### **Evaluation:**

ImPACT software Baseline testing will be offered to all high-risk athletes. Each athlete will be asked to participate prior to their season and will be re-tested every other year based on the Impact testing guidelines.

Every athlete that is suspected to have a concussion will undergo a thorough evaluation using the appropriate available neurocognitive assessment tools such as, but not limited to SCAT III forms. These assessments will produce measurable outcomes including the following: cognitive awareness, memory function, and subjective and objective observations. In addition cranial nerve testing and exertion testing will be examined when appropriate.

### **Return to Play Criteria:**

Athletes must be asymptomatic before returning to play. **(No same day return to play.)** If conditions deteriorate quickly, athlete should seek medical attention immediately. (EMS will be activated upon the discretion of the Athletic Trainer or medical professional providing coverage during the event. The athlete and/or parent/guardian will be asked to fill out a waiver if he or she refuses to adhere to medical advice.

SCHSL athletes must be cleared by a physician before returning to play. Return to play evaluation will include similar concussion assessment re-testing tools. Return to play will have the following step ladder system.

Athletes should pay careful attention to their symptoms and their thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, they can move to the next level of activity the next day only if they do not experience any symptoms at the present level. If their symptoms return, let your health care provider know, return to the first level, and restart the program gradually.

Day 1: Low levels of physical activity

Walking, light jogging, light stationary biking, and light weight lifting (low weight)

Day 2: Moderate levels of physical activity with body/head movement

Moderate jogging, brief running, moderate intensity on stationary bike, moderate intensity weight lifting (reduced weight from typical routine)

Day 3: Heavy non-contact physical activity

Sprinting/running, high intensity stationary bike, completing regular lifting routine, non-contact sports, specific drills (agility with 3 planes of movement)

Day 4: Sports specific practice

Day 5: Full contact in a controlled drill or practice

Day 6: Return to competition

**If at any time symptoms occur, the athlete will go back to step 1 until he or she is asymptomatic and will have to repeat the steps all over again.**

Acknowledgement:

By signing this statement you are agreeing that you have read and understand the evaluation and return to play procedure for concussions.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student Athlete \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 59-63-75. Publication of guidelines regarding concussions; removal from play for concussion; immunity; definitions.**

**(A)** The South Carolina Department of Health and Environmental Control, in consultation with the State Department of Education, shall post on its website nationally recognized guidelines and procedures regarding the identification and management of suspected concussions in student athletes. The Department of Health and Environmental Control also shall post on its website model policies that incorporate best practices guidelines for the identification, management, and return to play decisions for concussions reflective of current scientific and medical literature developed by resources from or members of sports medicine community organizations including, but not limited to, the Brain Injury Association of South Carolina, the South Carolina Medical Association, the South Carolina Athletic Trainer's Association, the National Federation of High Schools, the Centers for Disease Control and Prevention, and the American Academy of Pediatrics. Guidelines developed pursuant to this section apply to South Carolina High School League-sanctioned events.

**(B)** A local school district shall develop guidelines and procedures based on the model guidelines and procedures referenced in subsection (A).

**(C)** Each year prior to participation in athletics, each school district shall provide to all coaches, volunteers, student athletes, and their parents or legal guardian, an information sheet on concussions which informs of the nature and risk of concussion and brain injury, including the risks associated with continuing to play after a concussion or brain injury. The parent or legal guardian's receipt of the information sheet must be documented in writing or by electronic means before the student athlete is permitted to participate in an athletic competition or practice.

**(D)(1)** If a coach, athletic trainer, official, or physician suspects that a student athlete, under the control of the coach, athletic trainer, official, or physician, has sustained a concussion or brain injury in a practice or in an athletic competition, the student athlete shall be removed from practice or competition at that time.

(2) A student athlete who has been removed from play may return to play if, as a result of evaluating the student athlete on site, the athletic trainer, physician, physician assistant pursuant to scope of practice guidelines, or nurse practitioner pursuant to a written protocol determines in his best professional judgment that the student athlete does not have any signs or symptoms of a concussion or brain injury.

(3) A student athlete who has been removed from play and evaluated and who is suspected of having a concussion or brain injury may not return to play until the student athlete has received written medical clearance by a physician.

(4) In addition to posting information regarding the recognition and management of concussions in student athletes, the Department of Health and Environmental Control, in consultation with health care provider organizations, shall post on its website continuing education opportunities in concussion evaluation and management available to providers making such medical determinations. Such information must be posted by the department upon receipt from a participating health care organization.

(5) The athletic trainer, physician, physician assistant, or nurse practitioner who evaluates the student athlete during practice or an athletic competition and authorizes the student athlete to return to play is not liable for civil damages resulting from an act or omission in rendering this decision, other than acts or omissions constituting gross negligence or willful, wanton misconduct. This immunity applies to an athletic trainer, physician, physician assistant, or nurse practitioner serving as a volunteer.

**(E)** For purposes of this section:

(1) "Physician" is defined in the same manner as provided in Section 40-47-20(35).

(2) "Student athlete" includes cheerleaders.

HISTORY: 2013 Act No. 33, Section 1, eff June 7, 2013.

**GUIDELINES**

**FOR**

**COACHES**

## **I. JOB DESCRIPTION FOR THE ATHLETIC DIRECTOR**

1. Provide leadership in the development of the philosophy and objectives of the athletic program.
2. Responsible for the maintenance of a system of communications regarding the program which will keep the administration, staff and general public well informed.
3. Responsible for recommending additions, changes, and alternatives in the school's program and coaching staff.
4. Coordinate the use of the school athletic facilities for community activities.
5. Develop, assist in the implementation of, and monitor standards of professional conduct for the athletic staff and athletes.
6. Maintain a current knowledge of developments in the field of athletics on local, state, and national levels.
7. Plan, schedule, and oversee athletic programs, including day, evening, and weekend athletic events.
8. Coordinate schedules with other activities within the school and the programs of other schools; prepare and distribute interscholastic athletic contracts.
9. Supervise and advise athletic coaches; prepare coaches' handbook outlining policies and procedures; interview, in conjunction with the principal, candidates to fill coaching vacancies; assist in evaluating coaches; make recommendations for retention of coaches, approve athletic coaching increments.
10. Supervise and participate in preparation for athletic events, including preparation of facilities, securing necessary temporary personnel (e.g. game officials, security, etc.), arrangement of transportation, allotment of concessions, and preparation of crowd control.
11. Determine students' eligibility for athletic teams and prepare eligibility lists; prepare student athletic handbook outlining rules and regulations; compile participation statistics for all sports; counsel athletes on college selection.
12. Maintain and oversee the athletic budget.
13. Oversee the maintenance of athletic facilities and fields.
14. Administer the insurance program covering school athletes and work with the school athletic trainer for the processing of reports and claims.
15. Maintain records of the results of all senior high school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
16. Plan and supervise an annual recognition program for school athletes.

## **II. COACHES DUTIES AND RESPONSIBILITIES**

A coach should be a dedicated teacher who has a positive influence on students. As a professional educator, the coach should set high standards and serve as a model for students. A coach has the responsibility to be a teacher first and a coach second. A coach should be a professional who works closely with the administration, fellow teachers, and counselors. A worthy coach should stress the importance of achievement in all endeavors, as well as sports. A coach should work continually with the student body, parents, and general public to help them understand the relationship between the goals of education and interscholastic athletics. The teacher-coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning. A coach should adhere to the following duties and responsibilities:

1. Teach the fundamental skills of the activity being coached.
2. Set a good example in physical fitness, health practices, and social behavior.
3. Demonstrate the concepts of nutrition, physical conditioning, and care of injuries.
4. Place health and safety above winning.
5. Oversee the safety conditions of the facility or area in which the assigned sport is conducted while students are present.

6. Seek, understand, and follow all directives and guidelines emanating from higher authority that pertain to athletics.
7. Enforce discipline and sportsmanlike behavior at all times. Establish standards and oversee penalties for breach of such standards by individual students as directed by the athletic director and school principal.
8. Be responsible for all supplies and equipment furnished by the school district. Clean, inventory, and store all equipment and supplies at the conclusion of season as directed by the Athletic Director.
9. Insist that all team members are neat in appearance when representing the school and conduct themselves accordingly.
10. Be responsible for all physical facilities pertaining to your sport. This includes the maintaining and improving of your existing facilities.
11. Assist the Athletic Director in preparation of eligibility's (MUST be turned in to the A.D. 10 days prior to the first game), birth certificates, physical exams, parents' permission, and insurance.
12. Assist the Athletic Director in scheduling of your athletic contest.
13. Submit to the Athletic Director a requisition for needed equipment and/or supplies. Equipment and supplies can be purchased only by an approved purchase order OK'd by the Athletic Director and signed by the Principal and/or Assistant Superintendent for Finance.
14. Adhere to the budget.
15. Be responsible to develop an annual written master plan for your program. This plan must include goals, objectives, and strategies. You must have a well-planned written daily practice plan.
16. Monitor student-athlete's academic progress.
17. Perform such other duties as prescribed by your immediate supervisor.
18. Develop a positive public relations image within the school and community.
19. Make every effort to have your team competitive and representative. Ensure meeting this objective, you must be able to attract the necessary number of athletes and teach them the required fundamentals and strategies.
20. Ensure that no person who is not a student or associated with Anderson District One is permitted to practice with any athletic teams.
21. Refrain from issuing keys to students, players, or managers, etc.
22. Evaluate athletes for injury or incapacity.
23. Warn athletes of inherent risks of competition.
24. Provide appropriate emergency care.
25. Become familiar and knowledgeable of the conference and region handbook.
26. It is recommended all athletic practices be closed to the public. However, this is left to the discretion of the head coach of each sport.
27. Coaches who have to cut players during tryouts should have a written rubric that they use to make these judgments.

### **III. COACH AND DISCIPLINE**

The coach is in a position to provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total education experience. A coach's practice procedures, attendance regulations, and game disciplinary abilities can greatly determine the effectiveness of a coach. It is the weak coach who is the athletes "buddy" instead of his teacher, and who leaves the discipline to others or neglects it entirely. The head coach is usually the judge of what shall be done when rules are violated, but the Principal and Athletic Director should be kept informed when any serious violation occurs. Some standard guidelines can assist with consistency when major infractions do occur.

1. We want to be firm, but ensure that justice prevails.
2. The athletic department should be concerned with the team as a whole first and the individual player's needs as secondary.

3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the athlete and makes clear that the team will do without him/her if he/she does not live up to the standards set. A suspension may be for an indefinite time – until in the coach’s opinion, a specific purpose has been realized. It is in the area of discipline that coaching efforts come to be taken seriously by administration, teachers, community and most importantly, the athlete.

**Fines.** In the event that a violation occurs and a monetary fine is placed upon a school as a result of a coach’s behavior or actions, the violating coach will be responsible for paying all fines incurred by them or on their behalf. If the violation involves any other members of the athletic department, he/she too shall be responsible for an equal share of the fine.

#### **IV. ATHLETIC COACHING ASSIGNMENTS AND SUPPLEMENTS**

All athletic assignments are made annually by the Principal with recommendation from the Athletic Director and the approval of the Superintendent and are in addition to regular teacher duties.

Athletic coaching assignments are to be made only to certified personnel, employed by the District when possible. Coaching assignments shall be for a period of one school year.

Coaches assigned to sports are expected to be on duty and are required to be on duty as designated by Anderson County School District One policies. All coaches are expected to assist with the assurance of equipment and other organizational duties relating to the activity. Coaches are to remain in the building until all student-athletes on their team have left the building and/or grounds (see job description).

#### **V. JOB GOAL AND REQUIREMENTS**

The Coach is to help participating student athletes achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

Coaches in any sport should be a full-time teacher, certified by the State Department of Education. When this Guideline is not possible, the Coach must meet standards set forth for Adjunct Coaches. (**In other words**, only authorized persons are permitted in the team’s bench area and the school is held responsible for the actions of all persons permitted in this area whether it is coach, physician, cheerleader, student or spectator.)

#### **VI. ADJUNCT COACHES**

Anderson County School District One will permit the use of volunteer coaches who are not regularly employed by this school system. The Athletic Director must recommend volunteer Coaches to the school Principal for approval. After this, volunteer coaches must meet all the SCHSL rules. SLED checks will be done on all adjunct coaches. Non-Employee coaches are not allowed to coach until approval has been given from the District Office.\*\*\*

Head coaches and athletic directors are responsible for supervising the actions of all Non-Employee coaches under their charge. Therefore, they are required to make these coaches fully aware of these expectations/requirements. Coaches, athletic directors, and principals should be aware of some minimum qualifications when selecting Non-Employee coaches. The Non-Employee coach should have or display:

- An interest in the sport and experience as a participant and/or coach.
- The ability to perform duties of the position.

- Evidence of maturity and the ability to conduct himself/herself in a responsible manner.
- Evidence of good moral character.
- An understanding of the place of athletics in education.
- Ability to get along with other staff members and parents.
- A sincere desire to help student athletes.

## **VII. ATHLETIC TRAINERS**

The Athletic trainer shall have the following duties and responsibilities:

1. Plan, organize, and supervise athletic training programs.
2. Maintain the responsibilities for the prevention of injuries.
3. Provide the recognition, evaluation, and immediate care of athletic injuries.
4. Rehabilitate and recondition athletic injuries.

## **VIII. POSTPONEMENT OF ATHLETIC CONTESTS**

Postponement of any athletic contest because of inclement weather or other unforeseen reasons will be the responsibility of the school principal and athletic director.

It shall be the coaches' responsibility to directly contact and notify the visiting coach and officials of the postponement or cancellation.

## **IX. SEVERE WEATHER AND LIGHTNING PROCEDURES**

Severe Weather and Lightning are dangerous phenomena. Athletic, band, ROTC, and other student groups that practice and compete while out-doors are at risk when the weather turns inclement. When lightning storms develop, they can pose a significant risk to our students who may be participating in outdoor activities. This lightning safety policy has been developed to provide information to coaches, teachers, administrators, event managers, and athletic trainers who over-see these activities. It will serve to minimize the potential risk posed by lightning in our area.

*The following steps are compiled from recommendations of the NCAA, the National Oceanic and Atmospheric Administration, and the US Department of Education to mitigate the lightning hazard:*

### **Recognition**

**Monitor Weather Patterns** – Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the practice, competition, or event, and by scanning the sky for signs of potential thunderstorm activity. Weather information can be found through various means via local television news coverage, the Internet, cable and satellite weather programming, or the National Weather Service website at [www.weather.gov](http://www.weather.gov). **Anytime thunderstorms are in the forecast (even if it is only a 20 percent chance), coaches/instructors shall be at a heightened level of awareness to the potential danger of lightning.**

**Lightning awareness** - should be heightened at the first flash of lightning, clap of thunder or other criteria such as increasing winds or darkening skies, no matter how far away. These types of activities should be treated as a warning or “wake-up call” to school personnel. Lightning-safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see lightning, consider suspending activities and heading for your designated safer locations.

## **Management 30/30 Rule**

**30/30 Rule** - When a person monitoring the weather observes 30 seconds or less between seeing the lightning flash and hearing its associated thunder, all individuals should leave the activity site for a safer structure or location. It is important to note, however, that thunder may be hard to hear during an athletic event and this fact should be taken into consideration. It is also important to note that lightning can occur even if there is a blue sky. Lightning can strike as far as 10 miles away from the rain shaft. School personnel should err on the side of caution when making evacuation determinations.

**Evacuation** - Know where the closest safer structure or location is to the field or playing area, and know how long it takes to get to that location. A safer structure or location is defined as:

- Any building normally occupied or frequently used by people (that is, a building with plumbing and/or electrical wiring that acts to electrically ground the structure). Avoid using the shower or plumbing facilities and contact with electrical appliances during a thunderstorm.
- In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal framework of the vehicle.

**Resuming Activities** - Before resuming athletics activities, school personnel should wait 30 minutes after both the last sound of thunder and the last flash of lightning. The 30 minute clock starts over after every new lightning or thunder occurrence.

## **X. ATHLETIC SCHEDULE GUIDELINES**

1. Non-conference games should be scheduled during the first part of the season. If possible, schools in proximity should be scheduled.
2. Schedules for all interscholastic athletic contests are to be arranged by the school's Athletic Director working with the coach of the particular sport and with the approval of the school Principal.
3. Except for extenuating circumstances, no sports team is to be scheduled to participate in more than three (3) contests per week.

## **XI. VIOLATION REPORTING PROCEDURE**

Any Coach who feels there is or has been a violation of Anderson County School District One athletic policies or South Carolina High School League rule should report this allegation in writing to the Athletic Director. The Athletic Director will submit a written report to the school Principal.

## **XII. PURCHASING PROCEDURES**

Coaches must submit to the Athletic Director a requisition of needed equipment, uniforms, and/or supplies. Anderson County School District One Board Procurement Code governs all purchases. SUPPLIES AND EQUIPMENT MAY NOT BE ORDERED UNTIL A PURCHASE ORDER HAS BEEN COMPLETED AND THE FINANCE SECRETARY HAS ASSIGNED A PURCHASE ORDER NUMBER. All purchases must remain within the approved budget.

## **XIII. WEIGHT ROOM USE**

All Coaches and athletic teams who desire to use the weight room must submit a request to do so to the Athletic Director. The Athletic Director will arrange a schedule. During the time of use, the coach is responsible for supervision of athletes, the cleaning and organizing, and the security of the facility.

#### **XIV. RECRUITING**

Recruiting of prospective students for athletic purposes is a serious ethical violation of the philosophy and ideals of interscholastic athletics and will be treated as such. For purposes of this section, recruiting is defined as an attempt by an individual(s) or group associated with a school to entice a student to attend or to transfer to a school for athletic purposes through the exertion of undue influence or any special treatment. Some examples of undue influence and special treatment are listed below. These examples are not intended to be an exhaustive list.

1. A student is asked to attend or transfer to a school by a member of the school faculty, coaching staff, member of the school booster club, or any other person with direct ties to the school.
2. The parent/guardian of a student is promised special privileges such as employment, free or reduced housing, etc.
3. A student is promised help in attaining an athletic college scholarship.
4. A coach promises a student a "starting position" or "starring role" on the team.
5. A student is given other considerations or privileges not afforded to all students as an enticement to attend or transfer to a school because of his/her athletic abilities.

#### **XV. CAMPS**

All youth camps conducted on Anderson District One facilities need approval from the Athletic Director. Charges may apply for the use of District facilities. All requests must be made in writing at least 30 days before the starting date of the camp. A description of the type of camp and the grade level of the students allowed must be included. School personnel are not allowed to send announcements or brochures advertising camps to our elementary or middle schools without prior authorization from the Athletic Director (this includes camps that are not held at District facilities).

#### **XVI. PRACTICE POLICIES**

1. A coach must supervise all practices. Under no circumstances are the players to be unsupervised.
2. The coach will be the last person to leave the practice facility. **NO ATHLETE WILL EVER BE LEFT ALONE WAITING FOR TRANSPORTATION.**
3. Limits on practice: The Athletic Director and Head Coach will set time limits for all regular practice sessions. For summer football practices, heat/humidity index readings will be taken before and during practice by the athletic trainer, recorded, and kept in their office.
4. A coach may not conduct practices during any teachers' orientation or workshop activities when professional meetings are being held, and coaches are expected to attend. Coaches may not leave school early, except for extenuating circumstances, without the Principal's permission.
5. Practice sessions are vital for both the student athlete and the team. It is for this reason that the student athlete should attend all practice sessions. There are extenuating circumstances, which may prevent a student from being present at all sessions. It is the

responsibility of the student to notify the coach prior to any absences. An unexcused absence from practice may result in dismissal from the team.

6. Sunday practices are not permitted. However, an exception will apply to this rule in those situations in which a team is participating in playoff competition or a tournament that begins on a Monday. These exceptions will only be permitted with Athletic Director approval.

## **XVII. PUBLIC RELATIONS**

An effective, on-going public relations program must be established and consistently maintained at each of our high schools. Good publicity and promotion provide the key to the success and survival of any interscholastic athletic program. The promotion of our interscholastic athletic programs includes the reporting of game results by our head coaches and their staff, along with the granting of interview requests by the media when possible. When being interviewed by the media or speaking in public, our athletic personnel are expected to speak in a manner that promotes our schools and District. All athletic staff are expected to engage in professional conduct, and refrain from making derogatory comments during interviews and when speaking to the public concerning game officials, team fans, players, present/former District personnel, etc. Any athletic personnel engaging in unprofessional or unacceptable conduct may be subject to appropriate disciplinary action.

## **XVIII. FUNDRAISING**

From time to time coaches may wish to sponsor a fund-raiser in order to create monies for a particular need. All athletic fund-raisers by coaches need approval from the school athletic director prior to beginning the project. Coaches and team members must be aware of their liability should they lose their fund-raising items or money. Coaches are to keep accurate records and will be held accountable for all money and items.

1. Prior to ordering any items for a fund raiser, the coach in charge must secure a purchase order through the athletic director.
2. All money collected from the sale or fund-raising items including canteen profits must be turned in to the school bookkeeper on a daily basis for deposit in the athletic fund. The coach will be issued a receipt of these deposits.
3. All profits shall remain in the athletic fund until the coach directs the athletic director to expend the money for its intended purpose.

### **Budget**

The financial management of a high school athletic department has become a very demanding and complicated process. It is the responsibility of the school athletic director to design and manage a zero-based budget. It is his/her duty to create a budget that is balanced, defensible and fair to all concerned. Full knowledge of the implications of Title IX is a must in this process. A uniform rotation plan for each sport is also a must; such a plan ensures that athletic expenses remain relatively constant across budget years.

## **XIV. FACILITIES**

Before any school can construct, renovate or alter any facility, a request must be made and approval granted by the Director of Maintenance. Construction or renovation may include but is not limited to, replacing lockers, adding or taking away doors, installing flooring of any type, renovating a field, or building dugouts or other outside buildings of any type.

**XX. TRANSPORTATION**

1. It is the Athletic Director's responsibility to make arrangements for transportation and the Coach's responsibility to ensure proper use thereof. Proper use includes: returning the transportation vehicle clean and reporting all operational deficiencies to the district bus supervisor.
2. A coach must ride the bus with the team and be responsible for the behavior and discipline of the team at all times.
3. Before the first athletic contest or scrimmage, a coach is required to submit a list containing emergency contact persons for all athletes to the Athletic Director.

**XXI. PARENT/PLAYER PROTOCOL**

If a parent or player contacts another District school athletic staff member regarding transferring to that high school, the athletic staff should send this information through the appropriate chain of command.

An example of this chain of command is as follows: a parent or player contacts an assistant coach about transferring to their high school.

The assistant coach is required to report the contact to his/her head coach. The head coach is required to report this information to the school athletic director. The school athletic director then reports this contact to the Principal.