



**ATHLETIC DEPARTMENT HANDBOOK
2019-2020**

Forward

The secondary school competitive sports program should provide a variety of sports which meet the needs and interests of high school student-athletes. School participation in athletics must have certain guiding principles to coordinate programming in a system of schools guided by common objectives. Athletic regulations in many respects are like laws. They have grown out of participating experiences of men and women who have administered and played the sports for which the rules are written. To be sound, the rules and teaching practices must be studied and revised so that the program may keep pace with current trends in philosophy and school practice.

The purpose of this manual is to provide guidance for the coordination, administration, and supervision of the athletic programs in the high school through the adaptation of certain standardized practices and procedures. Uniformity of regulation and program direction in the competitive sports activity will encourage and stimulate wholesome, worthwhile activities based upon accepted practices for the protection, physical development, and welfare of the student-athletes engaged in sports activities.

Within the limitations outlined, this statement is prepared to give administrative direction and guidance to the educational staff assigned and the responsibility of carrying out the objective of this program.

Will Rustin
Principal

Calvin Scandrett
Assistant Principal - Athletic Director

Costs for Participation in BCSS Athletics and Extra-Curricular Activities

In BCSS, we encourage all students to engage in extra-curricular activities like Grade 6-12 school athletics, clubs, fine arts, and career/technical educational activities. We believe that student engagement in these activities improves academic performance and school climate. As a result, students are not required to "pay to participate" in these programs. **A student's inability to pay for participation costs shall not disqualify him/her from participating and shall not affect his/her status or playing time in the organization.**

With that said, students may be required to pay for any uniform item, clothing item, or equipment item that they will retain private ownership of once the activity is concluded. To help the student and family with these costs for items that the students will own, most extra-curricular programs may coordinate fundraising opportunities to raise funds to reduce/eliminate these costs, and these fundraising opportunities will be coordinated and governed by the principal/athletic director, head coach or sponsor, and/or relevant booster organizations.

It is also possible that certain travel costs for some programs (like hotels and travel for events like national and state-level competitions) will require costs to be paid by students, and program fundraising efforts may also be implemented and required by those programs to reduce or eliminate those costs as well.

Required uniforms, safety equipment, and other relevant items that remain in the ownership of BCSS will be provided at no cost to the student.

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I. COMPETITIVE SPORTS AT JACKSON HIGH SCHOOL

A. PURPOSE: The purpose of the competitive sports program is to provide experiences which enable student-athletes to progress toward established educational objectives. Outlines below are some of the desirable educational goals to be achieved through the competitive sports program.

1. To develop for the student-athlete:
 - a. Qualities for physical strength, endurance, vitality, and neuromuscular skills.
 - b. A program of activities that meets the needs, interests, and capacities for the student-athlete.
 - c. Qualities of courage, alertness, resourcefulness, and good sportsmanship.
 - d. Proper emotional control and stability of character.
 - e. Desirable social and competitive experience through interschool competition.
 - f. Approved social patterns of individual and group conduct.

2. To develop the school:

- a. A program of interscholastic athletics as an integral part of the school curriculum.
- b. A high standard of school loyalty, pupil moral, and wholesome school spirit.

3. To develop for the community:

An understanding that the competitive sports program for student-athletes has been promoted under conditions which insure to the participant and to the student-athletes, the best traditions in sportsmanship, citizenship, and a wholesome school-community relationship.

B. ASSIGNMENT OF TEACHER-COACHES:

The selection of teacher-coaches will be made by the principal of the school and the athletic director. In the selection and assignments of teacher-coaches to teaching and coaching

duties, effort shall be made to control the total workload of each so that optimum performance is possible in both areas of responsibilities, since it is evident that the level of instruction and the standard of pupil achievement can be adversely affected should an imbalance exist in either area.

In the competitive sports program, teacher-coaches assignments to the various sports have been made upon the recommendation of the athletic director and agreement by the principal.

II. ATHLETIC POLICIES AND RULES

A. Jackson High School Player Athletic Policies

Student-athletes representing Jackson High School are expected to conform to certain standards of ethical conduct and training requirements. Actions, both on and off the playing field, as well as before, during, and after the season for the sport in which the student-athlete participates must be in compliance with the following:

- a. The conduct of a student-athlete at Jackson High School should be above reproach. A student-athlete who brings discredit to themselves or their school can be suspended from all interscholastic sports competitions for an indefinite period of time. The athletic director and the head coach will agree on the time of reinstatement. Unsportsmanlike conduct, ejection from contests, criminal behavior, and other forms of unsavory activities fall under this category.
- b. All minor offenses should be handled by following agreed upon team rules.
- c. All major offenses will be handled in accordance with the rules of the Butts County Board of Education.
- d. Initiations, hazing, and harassment of new team members is strictly forbidden and will not be tolerated by the athletic department.
- e. Athletes who are in in-school suspension OR out of school suspension can NOT practice or play.

B. Alcohol and drug use

- a. Students will be disciplined in accordance to the policies that are set by the Butts County Board of Education.

C. Tobacco Policy

- a. Tobacco possession and/or use by coaches/sponsors and student-athletes at any school sponsored activity is prohibited. Tobacco use has been proven to be hazardous to human health and its use is prohibited at all times.
 - b. Violation of the tobacco policy will result in the individual being disciplined in accordance with the policies of the Butts County Board of Education.
- D. Student-athletes who desire to quit a sport MUST notify the coach of the sport that he or she is quitting and return all equipment issued to them. The student-athlete will be responsible to pay for all equipment that is not returned.
- E. Any student-athlete who quits a sport may NOT participate in any sport during the next season until the sport that he or she quit has reached their season's end.
- F. An athlete who is in school and plans to miss a practice must notify the coach of that sport in advance. Unexcused absences from practices will be handled by the head coach of that sport. Excused absences from school is an excuse for missing practice.
- G. A student-athlete who is absent from school without an excuse, SHOULD NOT be allowed to practice or play in a game.
- H. A student-athlete must be in school one-half day to be eligible to practice or play in a game that day. An admission slip MUST be presented to the head coach of the sport showing the student was present one-half a day. Consideration should be given for special circumstances for an absence (funeral, legitimate illness, personal issue, etc...)
- I. Student-athletes are responsible for equipment issued to them. Damaged or lost equipment should be reported to the head coach of that sport.
- J. Head coaches of each sport must ensure that all equipment issued is turned in.
- K. Games on School Nights: Members of a team will not be excused from school the next day after a team has played the previous day or night. Stops for food should be very short and planned in advance.
- L. Transportation: All requests for transportation must be made to the Butts County Schools transportation office. Buses are available on a first-come, first serve basis. All coaches should submit their schedules and transportation request as early as possible. Transportation request forms are available in the Athletic Director's office.
- a. All buses should be clean and neat when they are returned to the transportation facility, and appropriate usage forms should be completed.

- b. All teams members must travel to and from athletic contests with the team, unless they are released to his/her parents by the head coach.
- c. Team members are not permitted to drive personal or school vehicles to or from an athletic contest.
- d. All coaches at Jackson High School are strongly encouraged to obtain their CDL's.

III. Program Management

- A. COACHES: The coaches will serve under the principal at Jackson High School. They will be responsible for the sport program in which they administer. The coaches will be responsible to the athletic director for their overall coaching duties and responsibilities.
 - 1. Administering the rules and regulations of the Georgia High School Association.
 - 2. Additionally, coaches should complete a pre-season inventory and share it with the athletic director.
 - 3. Each head coach is responsible for making accurate inventories no later than 15 work days after the official close of each sport's season. They must turn a copy of this inventory into the athletic director annually.
 - 4. The coaches shall be responsible for the care of their athletic equipment. They shall work out a system of checking equipment in and out that will contribute to proper care and prevention of theft.
 - 5. Each coach's primary responsibility is to be a productive member of the school staff. Know your students and challenge them according to their abilities to perform. As you well know, there is no substitute for thorough planning in the classroom OR on the field.

6. Each coach's department chairperson will be working with him/her on instructional matters. Coaches are required to attend departmental meetings when they are called by the department chairperson.
7. Coaches are required to attend all faculty meetings, except the coach who is assigned to monitor the team until the meeting ends unless prior permission has been granted by the principal for the coach to miss the meeting.
8. Requests for purchases must be submitted for approval on appropriate forms to the athletic director.
9. Coaches will carry out responsibilities of assigned student supervision duties.
10. Coaches will adhere to policy, procedure, and staff assignments as directed by the athletic director. Disagreements among coaching staff should be settled in staff meetings and are not to be aired out in public, or in the presence of students. We will not let individual problems grow or become a distraction for our school. Talk with any person that you have a problem with. If it can't be settled, meet with the athletic director. The staff should work together in such a way as to create an atmosphere of competence, mutual confidence, and loyalty.
11. Absence from teaching duties for athletic duties should be kept to a minimum. When it is necessary to request to be excused from teaching duties to go to a contest, the absent coach should try to arrange for another coach or teacher to take care of his/her classes. If a substitute teacher is to be used, lesson plans must be submitted. A leave form must be filled out in advance, anytime a coach will need be excused from their teaching duties.
12. Assistant coaches are required to attend all practices and/or meetings as scheduled by the head coach unless prior arrangements are made regarding any absence. Failure to do so could result in termination from the JHS Athletic Department as a coach.
13. When students are required to miss classes because of athletic participation, absences must be approved in advance by the principal. Upon approval, email a roster to each teacher so they will know which students will be out of class. Students must make up any work they miss because of early dismissal.
14. All communications with the GHSA will go through the athletic director.

15. Jackson High School intends to build and maintain an excellent rapport with the GHSA. We will not break any of their rules. You, as a coach, are responsible for knowing the rules. You will have access to a GHSA Handbook. Ignorance is no excuse for breaking the rules. If a coach/sponsor causes the school to be fined for breaking GHSA rules, misconduct or failure to attend required rules clinics, he or she will pay the fine!

B. FINANCES: -

1. Budget: The athletic director will make final decisions on budgets. When your budget is approved, you can buy those items from any designated source that is approved by the Jackson Athletic Department. ALL athletic department purchases require a purchase order PRIOR to the purchase. If you make a purchase prior to having a purchase order, you will NOT be reimbursed. There will be NO EXCEPTIONS to this policy. All purchase orders must be submitted to the athletic director for approval. Any unused funds from your annual budget may, upon prior approval of the athletic director, rollover in your account and accumulate for a large purchase if you so desire. The amount that your program will be allocated to use is based on the needs that exist as designated by a request of the head coach. Any financial needs that your sport may have beyond the approved budget should be raised by doing approved fundraisers as described below. Request for purchases must be submitted on an athletic purchase order form and submitted to the athletic director for approval. Three competitive bids should be submitted when purchasing anything that cost over \$2,500.
2. Fundraising: Fundraisers must be pre-approved if they will go through the school account or conducted at school. They must also not interfere with the major overall fundraisers that will be conducted by the Athletic Department.
3. Contributions: All contributions must go through the athletic department books. They must be approved by the athletic director.

C. ADDITIONAL ADMINSTRATIVE DUTIES AND INFORMATION

1. Off Season Programs-Student-athletes should be encouraged to participate in off-season activities to increase his/her proficiency in his/her sport.
Student-athletes may be required to participate in approved off-season programs (athletic director must approve). Encourage student-athletes to participate in other sports.
2. Scheduling-The head coach of each sport is responsible for making a schedule with the approval of the athletic director. The school calendar should be considered when making schedules. Re-scheduling will be done through the Head Coach with approval from the Athletic Director.
3. Publicity-The head coach of each sport will be responsible to the press and radio for publicity in his/her sport. These sources will help us to sell our program to the community.
4. Game Official - The head coach shall secure game officials with the approval of the athletic director. The athletic director should be notified if officials have not been assigned the day before the contest. **NO GAME SHOULD BE CANCELLED WITHOUT APPROVAL FROM THE ATHLETIC DIRECTOR OR PRINCIPAL.**
5. Coaching Clinic - Coaches are required to complete the GHSA coaches' clinic for each sport they coach by the required deadline.
6. Contracts -The head coach of each sport is responsible for sending contracts for home games.
7. Laundry - Each coach is responsible for keeping game and practice clothes clean. Instructions on washing and drying uniforms should be followed to prevent damage to the uniform.
8. Sports Calendar - We encourage students to participate in as many sports as possible; the student-athletes should NOT be discouraged by any coach not to participate in other sports. The sports calendar regulating the beginning of team practices can be found in the GHSA Handbook. Do not break these rules.
9. Traveling or Recreation Teams - No coach should encourage a student-athlete to participate at any level on any travelling or recreation team that may take away time or efforts that a student-athlete could focus toward the team he or she

participates on at Jackson High School. Our GHSA approved athletics should always be given priority.

D. OUT OF SEASON POLICY

1. No athletic staff member can conduct any type of out of season practices from the first day all fall sports through the last day of school as designated by GHSA policy.
2. Jackson High School athletic facilities are not to be used for activities that are not designated to be in season by the GHSA.
3. Coaches and/or sponsors may conduct conditioning activities out of season for their student-athletes. These activities must be conducted before school or after school and must not include drills specific to their sport.
4. The only exception to the above policies is that summer activities are unrestricted.

E. SOCIAL BEHAVIOR FOR ATHLETIC CONTESTS

One of the most difficult problems which schools have to deal with is the attitudes and conduct of players, coaches, and spectators at athletic events.

1. We believe that effective behavior can be achieved by careful planning, constant communication, and forceful leadership of those involved in the athletic program. Teamwork is a key to crowd control.
2. We must make known the desirable standards of conduct for players and spectators and encourage through all available media the adoption of these standards by all concerned.
3. Administration must make plans with all concerned (police, ticket takers, public address, etc...) to be sure the contest can be administered properly.
4. Coaches must conduct themselves in a manner that will set an example of good sportsmanship. Avoid demonstrations of behavior which may result in exciting or antagonizing the crowd.
5. Players should play the sport within the rules and in a sportsmanship manner. Bad sportsmanship or harassing of opponents will not be condoned.

6. Cheerleaders – Stimulate and control crowd responses. Choose the right cheers at the right time. Divert the crowds' attention by starting a popular cheer when booing starts.
7. Class- Cheerleading choreography, dances, cheers, and attire should be a credit to the individual cheerleader, the squad, and JHS.
8. Control of negative attitudes of anger, disgust, and resentment is a must for all.

F. ELIGIBILITY

1. Eligibility is the responsibility of the head coach of each sport. Eligibility reports must be filed with the GHSA office 20 days prior to the opening contests of each sport's season. In order to make certain you follow proper procedure, read the chapter on Eligibility in the GHSA Constitution and By-Laws (these are now online at GHSA.net). Pay special attention to the migratory rule. Once you have read the GHSA Constitution and By-Laws, if you have any questions please see the athletic director.
2. Filing Eligibility Reports: It is the responsibility of the head coach to fill out any necessary eligibility "Form B" and "Form C" for their respective sport. The forms should be given to the athletic director.

G. INSURANCE AND ATHLETIC INJURIES

1. The Butts County Board of Education and the Athletic Department at Jackson High School does not assume liability for injuries caused by athletics. Accident insurance coverage of injuries is the responsibility of the parents or guardians of each individual student-athlete. A parent's consent form must be on file. Parents may opt to purchase insurance for their child through the school. That information can be found on our website.

Coaches should realize that they can be held responsible for acts of omission or negligence that may make them liable for injuries that occur in your teaching or coaching stations. Membership in the *National Federation of High School Coaches Association* offers one million dollars liability insurance with the membership.

Required Forms: Each year the following forms must be on file in the athletic director's office prior to any student-athlete participating in any event at Jackson High School. Only one form is required per student-athlete per year.

- Parent Consent Form---including the student's insurance information
- Up to date Physical
- Signed Concussion Awareness Form

I. COACHES SAFETY AND EMERGENCY PLAN

Note: If a trainer is present, they will take the role of checking and reporting injuries as described.

1. In order to assure the safety of our student-athletes, we will:
 - Make sure that every player is fit with the proper equipment.
 - Teach proper techniques in your sport.
 - Instruct our student-athletes to leave injured teammates still.
 - Have a plan to get an injured person medical treatment as soon as possible.
2. Although we will take every precaution to prevent an injury from occurring, we will follow these guidelines in the event of an emergency.

Suspected Concussion or when a concussion cannot be ruled out: See concussion protocol.

Minor Injury:

- A coach will assess all injuries as soon as they occur. If it is a minor injury, it will be treated with ice, stretching and any other treatment as needed.
- A coach will notify the head coach of the extent of the injury.
- Player will be assisted off of the field and checked periodically.
- The head coach will speak to the parents/guardians after practice or the game regarding any minor injury.
- The head coach or a designated assistant coach should call and/or check on the injured student-athlete on the day(s) following the injury until they return to their normal activities with the team.

Major Injury: Includes, but not limited to, any injury that incurs a trip to the hospital

- A coach will assess the injury and notify the head coach immediately.

- The head coach should contact emergency services immediately.
- Assigned coaches will remove the team from the injury location.
- A coach will go to the road and direct the ambulance to the injured student-athlete.
- The head coach and the trainer will secure the student-athlete until the help arrives.
- The head coach will notify the Athletic Director of the injury as soon as practical.
- The head coach will speak with the parents/guardians immediately regarding any major injury.
- The head coach should call and/or check on the injured student-athlete on the day(s) following the injury until they are able to return to their normal activities with the team.

Required Forms: Each year the following forms must be on file in the athletic director's office for each coach.

- Certificate of completion of the online course on concussion management prepared by the NFHS and available at www.nfhslearn.com. Each coach is responsible for sending the AD a copy of their course completion certificate.
- Signed acknowledgment forms for the BCSS concussion-protocol, heat management, and lightning safety.
- Rule clinic certification

NOTE: The head coach will keep a notebook with emergency contact information on every player. This should be available for every practice as well as home & away events.

H. AWARDS AND AWARD CEREMONIES

- A. AWARDS- We believe that the values learned in athletics can be obtained by being a member of a team. An athlete must display desirable characteristics and attitudes to be a member of a team. In addition to team membership, some athletes will be awarded letter certificates and other awards. We believe a high standard should be set to earn a letter. However, a student-athlete who stays out for a team for two seasons, in good standing, should be awarded a letter regardless of ability. If a student-athlete, in good standing, competes at the varsity level for one year, they should be awarded a letter.

1. Letters- Every time an athlete earns a letter in an interscholastic sport, he or she will receive a certificate or bar pin for his/her jacket.
- B. AWARD CEREMONIES/BANQUETS- Award ceremonies are sponsored for student-athletes by their individual booster clubs or the funds in the JHS Athletics account if they were raised by that individual sport. The JHS Athletics general fund will NOT pay for any ceremonies or banquets.
- C. AWARD CEREMONIES/BANQUETS TIMELINE- Each sport must hold their banquets within one month of the end of the regular season or region playoff. The date, time, and location of the banquet must be pre-approved by the athletic director.

Note: Any revisions in the policies of the Jackson High School Athletic Department will be presented to you in writing.



HEAT MANAGEMENT PLAN
2019-2020

Extreme Heat Plan---Butts County School System

Definition Extreme Heat: When the temperature and relative humidity combine with ground temperature and wind velocity to impose a significant health risk to participants.

1. Each Sport will be responsible for following the required protocol as set forth following GHSA guidelines.
 - a. All Outdoor Activities- Monitor and follow guidelines.
 - b. Time: The Wet Bulb Temperature reading should be taken and recorded every hour, beginning 30 minutes before the beginning of practice by the head coach (or his/her designee). Additionally, an email or text will be sent to each coach/sponsor/director/other administrators detailing the days WBGT reading within 30 minutes of the end of the school day.
 - c. Each head coach is responsible for following the activity guidelines respective to each of the WBGT readings.
 - d. For each practice, the head coach (or his/her designee) will maintain a WBGT log. Additionally, the athletic director will maintain a WBGT log and send/share readings to the head coaches and other system administrators. Therefore, both the athletic director and head coach will be responsible for taking the WBGT readings, maintaining a log that is accessible for review, and following all guidelines.

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
UNDER 82.0	Normal activities – Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout.
82.0 – 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of 4 minutes duration each.
87.0 – 89.9	Maximum practice time is 2 hours. <u>For Football</u> : players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : provide at least four separate rest breaks each hour of a minimum of 4 minutes each.
90.0 – 92.0	Maximum length of practice is 1 hour. <u>For Football</u> : no protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : there must be 20 minutes of rest breaks distributed throughout the hour of practice.
OVER 92	NO OUTDOOR WORKOUTS. Delay practice until a cooler WBGT level is reached.

*****GHSA provided forms which can be located at:**

<http://www.ghsa.net/practice-policy-heat-and-humidity>.

*****These are also located as attachments at the end of this document.**

2. Practices and games should be held early in the morning or later in the evening to avoid times when environmental conditions are more severe.
3. An unlimited supply of water shall be available to participants during practices and games.
 - a. Coaches shall inform all students participating that water is always available and they will be given permission anytime he or she asks for water.

- b. Hydration and fluid replacement is a daily process. Students should hydrate themselves before, during, and after practice. Meals should include an appropriate amount of fluid intake in addition to a healthy diet.
- 4. Give adequate rest periods. Remove appropriate equipment or clothing when necessary.
 - a. Football players should be allowed to remove helmets if conditions warrant.
 - b. Shoulder pads should be removed if conditions warrant.
- 5. Gradually acclimatize participants to the heat.
 - a. Research indicates 80% acclimatization may be achieved in 7-10 days, but could take up to 14 days. In some cases it may take several weeks to become fully acclimated.
- 6. Be familiar with all heat related symptoms and corresponding treatments
- 7. Be familiar with any emergency and 911 procedures. (It is recommended that a coach or trainer have a cell phone on the field or near the activity.)
- 8. Be familiar with the Wet Bulb Temperature Chart and utilize guidelines determining length of practice and rest periods.

HEAT ILLNESS SYMPTOMS AND TREATMENTS

(As Recommended by the National Athletic Trainers Association. July 1999)

Heat illness is used to define several types of afflictions suffered when an individual experiences a rising body temperature and dehydration. Following are the different forms identified by the NATA.

<u>Symptoms</u>	<u>Treatment</u>
<u>Heat Cramps</u> - Muscle spasms caused by an imbalance of water and electrolytes in muscles -Usually affects the legs and abdominal muscles	-Rest in a cool place -Drink plenty of fluids -Proper stretching and massaging -Application of ice in some cases
<u>Heat Exhaustion</u> -Can be a precursor to heat stroke -Normal to high temperature -Heavy sweating -Skin is flushed or cool and pale -Headaches, dizziness -Rapid pulse, nausea, weakness -Physical collapse may occur -Can occur without prior symptoms, such as cramps	-Get to a cool place immediately and out of the heat - Drink plenty of fluids -Remove excess clothing -In some cases, immerse body in cool water
<u>Heat Stroke</u> -Body's cooling system shuts down -Increased core temperature	-Call 911 immediately -Cool bath with ice packs

- of 104° F or greater
- If untreated it can cause brain damage, internal organ damage, and even death
- Sweating stops
- Shallow breathing and rapid pulse
- Possible disorientation or lose consciousness
- Possible irregular heartbeat and Cardiac arrest

- near large arteries, such as neck, armpits, groin
- Replenish fluids by drinking or intravenously, if needed

FLUID REPLACEMENT

(From the NATA)

Weight Lost During Workout

Fluid Amount Needed to Refuel

2 pounds	32 oz. (4 cups or one sports drink bottle)
4 pounds	64 oz. (8 cups or two bottles)
6 pounds	96 oz. (12 cups or three bottles)
8 pounds	128 oz (16 cups or four bottles)

GUIDELINES FOR HYDRATION DURING EXERCISE

(From the NATA)

1. Drink 16-24 oz. of fluid 1 to 2 hours before the workout or competition.
2. Drink 4-8 oz. of water or sports drink during every 20 minutes of exercise.
3. Drink before you feel thirsty. When you feel thirsty, you have already lost needed fluids.

ADDITIONAL REQUIREMENT FOR INSTITUTIONAL HEAT POLICY

The GHSA Executive Committee specified that each head coach must publish a document outlining the GHSA Heat Policy and then sign that document before distributing it to parents and guardians of all players at the beginning of each season. It is important that coaches go over this information with their players in addition to sending the signed policy statement home to the parents/guardians. There will be no standardized document created by the GHSA regarding this. The following information **MUST** be included to accurately describe the GHSA Institutional Heat Policy.

- 1) For ALL SPORTS: The information found under the title of "Practice Policy for Heat and Humidity: that is found on both the GHSA HOME PAGE (upper left margin) and on the sports medicine page.
- 2) FOR FOOTBALL: Information found under the title of "Football Preseason Practice Regulations" and this if found on the football page. The information that is specified above may not be modified in anyway; however, additional information about school procedures may be added.

Additionally, Butts County will not provide a standardized document. This will allow each coach to include their document with their team rules/regulations/information packet that they should provide to parents prior the each season.

Butts County-Extreme Heat Management Plan 2019-2020

*****please sign below and return the sheet to the athletic director at your school*****

By signing this sheet, I acknowledge that I have received and understand what is required of me as a coach in the Butts County School System regarding my important role in Heat Management. I am aware that I am responsible for following the Butts County-Extreme Heat Management Plan on a daily basis as needed throughout the school year. I am aware that failure to comply with the requirements as specified in the Butts County-Extreme Heat Management Plan can result in my termination as a coach and/or teacher from the Butts County School Systems

Print Name: _____

Signed: _____

Date: _____

Sport(s) Coached: _____



BCSS Concussion Protocol

In order to better protect our student athletes, we have implemented a concussion protocol that will educate the student athletes, their parents, and ourselves. In addition, the protocol will help everyone involved in identifying concussion symptoms, outline proper notification and documentation, and designate actions to protect our student athletes in the event a concussion cannot be ruled out.

- 1). All coaches must take participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com. Each coach is responsible for sending the athletic director a copy of their course completion certificate.
- 2). A signed GHSA student/parent concussion form must be on file for each student prior to practicing. It is the head coach's responsibility to turn these into the AD.
- 3). A copy of the GHSA student/parent concussion form must be given to the parents of each student-athlete.
- 4). In the event a concussion cannot be ruled out;
 - A). Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred.
 - B). Immediately contact the parent and inform them of the situation. Do not let the student athlete leave your supervision without personally talking to a parent/guardian. If the student-athlete is driving themselves, be sure to communicate with the parent/guardian about the seriousness of the situation and have the parent/guardian make the sole decision whether the student-athlete should be allowed to drive.
 - C). Contact Calvin Scandrett, BCSS Athletic Director. [478-952-2740](tel:478-952-2740) or calvin.scandrett@bcssk12.org. If no answer, leave a message detailing the student name, nature of the injury, time, date, and the current status of the student.
 - D). Submit a student accident form to Ms. Sandy Jones by the next school day.
- 5). Follow the mandatory guidelines set forth by GHSA student/parent concussion form for gradual return to play.

Butts County-Concussion Protocol

*****please sign below and return the sheet to the athletic director at your school*****

By signing this sheet, I acknowledge that I have received and understand what is required of me as a coach in the Butts County School System regarding my important role in concussion safety. I am aware that I am responsible for following the Butts County-Concussion Protocol on a daily basis as needed throughout the school year. I am aware that failure to comply with the requirements as specified in the Butts County- Concussion Protocol can result in my termination as a coach and/or teacher from the Butts County School System.

Print Name: _____

Sign Name: _____

Date: _____

Sport(s) Coached: _____



COMPLIANCE STATEMENT

My signature indicates that I have read and understand the provisions of this document and know to that any violation of this manual, BOE Policy, Code of Ethics, certified employment contract, and/or supplemental contract could result in my termination of services as a teacher and coach in this system.

(Name)

(Date)

Please sign and return to AD by Aug. 15.