



# CUTHBERTSON HIGH SCHOOL

## Athletics Handbook

### **SCHEDULING**

The Athletic Director will work with each coach to complete a non-conference athletic schedule jointly. Any athletic event which must be rescheduled, after a final schedule is submitted, must have prior approval of the Athletic Director. Any games scheduled more than 1 county away must be approved by Athletic Director and Principal.

### **GAME POSTPONEMENT/RESCHEDULING**

The Athletic Director will handle all games postponed because of inclement weather or things beyond our control. Postponed conference games must be played the next available playing date. Both teams must agree to play on Saturday. Once the opponents have been contacted and the contest has been rescheduled, the following will be notified immediately:

- The Administration
- Sheriffs Department
- Booking Agent
- County AD
- Media
- CABC
- Announcer
- Sports Medicine Staff
- EMT (football)
- Bus and bus driver if needed (if away event)

### **HOT WEATHER**

According to UCPS Athletics Department, Warm Weather memos may be disseminated during the warm season concerning practices, realizing that no practices may occur before the end of the regular teacher workday. Hot weather guidelines are provided to coaches via email attachment. Coaches are expected to read and follow these guidelines.

## **INCLEMENT WEATHER**

On the first day schools are closed due to inclement weather conditions, all school activities shall be suspended. This rule applies to all games, practices, rehearsals, etc. In the case of lightning or other severe weather situations coaches should refer to and use the protocols set forth in the emergency action plan provided in their coaches' handbook.

## **RAIN DAYS**

If weather is not suitable for outdoor practices we will use the inclement weather schedule. **TEAMS WHO ARE IN SEASON WILL RECEIVE FIRST PRIORITY ON THE USE OF FACILITIES. COACHES ARE EXPECTED TO WORK WITH EACH OTHER WHEN CONFLICTS ARISE.**

## **COACHES CLINIC PAID REGISTRATION**

The coaches' clinic registration cards are due to the Athletic Director no later than June 10th. After this date, the coach will be responsible for paying their clinic registration fee with no reimbursement. Requests to the Athletic Director for clinic registration cards not received in the mail must be made by May 20<sup>th</sup> in order to have time to include with registration paid by Athletics. Athletics will only pay for Head Varsity coaches and either one assistant or the Head JV coach. All other coaches will be responsible for paying to attend the clinic.

## **PURCHASING EQUIPMENT**

The Athletic Director must approve the purchase of all athletic equipment. The school **will not** be financially responsible for any items purchased without **prior** approval.

- A. The coach should present a **request to the Athletic Director** for needed equipment and/or items relating to their program.
- B. Upon approval, the athletic director will contact the appropriate vendor to submit a quote. Once an acceptable quote is received the athletic director will submit to book keeper for a purchase order to be issued.
- C. Do not allow a company to submit an order without a PO #. If you allow this to happen and there is an issue with the PO UCPS downtown has stated that you as the coach will be responsible for paying the bill.

## **EQUIPMENT ACCOUNTABILITY**

Each coach **will be held accountable** for the equipment and uniforms issued to his/her players. You must be able to identify each item assigned and that player shall be held accountable for it. The athlete will be charged for any item which is not returned at the end of that season. Coaches must keep a written equipment inventory on file.

## **OBLIGATIONS**

All athletes are required to replace lost uniforms or damaged equipment either by payment or with the equivalent of the lost article. Athletes are responsible for clearing all obligations with their coaches before participating or practicing with another sport (good standing). If an athlete fails to take care of his/her financial responsibilities to the athletic department he/she will be ruled ineligible.

## **FUNDRAISING AND PROMOTIONS**

Teams should participate in fund raising projects to help offset costs to the athletic department. The Athletic Director and the Principal must first approve the project along with the appropriate form completed. Fundraiser permission forms are available in the main office. Head coaches should also discuss with the Athletic Director any special promotional arrangements before making a commitment. Be mindful from whom you are taking money for advertising purposes. If it is not an age appropriate business we should not take money from them. Examples would be tattoo parlors, Alcoholic business such as wine vineyards, and bail bondsmen. If our kids are not old enough for a product, it should not be advertised by the school at any athletic event. When in doubt, get permission.

## **HANDLING MONEY**

UCPS employees only are allowed to handle any money. Coaches will need to receipt all money received and turn into the bookkeeper the day it is received. There should be no money kept overnight. The bookkeeper cannot keep greater than \$250 overnight. Any fundraiser money must be collected at a time that either the bookkeeper or an administrator is available to make a deposit. This includes post season money collections for team camps and the like.

## **ENTRANCE FEES**

If your sport requires entrance fees for tournaments or outside meets / matches teams will be responsible for entry fee costs through their fundraising.

Please remember we must have a W9 and the entity being paid must be set up as a UCPS vendor before a check can be written. This can take up to 4 weeks to accomplish so please plan ahead.

## **TRANSPORTATION**

The athletic department will provide transportation to and from athletic events. If you are traveling to an approved invitational event out of our area, the athletic department will pay for the first 100 miles only. This does not include playoff games. Parents can transport their on child home from athletic events. Coaches must sign out the kid to their parent for each trip. **Under no circumstances will athletes be allowed to travel with student drivers.**

IF parents wish to sign off on the participation to drive form and the coach has a copy on file a student athlete may ride with only those approved on the signed form. See athletic director to retrieve a copy of the Permission to Drive Form.

Coaches are to take only the bus assigned to their team. Each trip has been entered into the system by the Athletic Director, only take the bus assigned to your athletic activity.

Coaches who drive teams to and from athletic events are responsible to fill out a Transportation Mileage form and put the form and key in the drop box upon return to campus. If you are a Non-UCPS coach and cannot drive your team you are expected to be on the bus with your team to and from all events when using a UCPS driver. A coach using a paid driver is responsible for the bus key and form being placed in the drop box on return to campus.

**All student-athletes, managers, trainers, scorekeepers, statisticians, and other personal are required to travel with the team on a certified school bus to and from athletic events. Athletes who do not ride the bus will not be allowed to compete.** The only exception is for in town events scheduled on a Saturday or special considerations such as taking the SAT on a Saturday. The coach should supervise the trip (travel on the bus with the team if not driving) and make sure that **all passengers are listed** on the eligibility sheet. Teams will travel together whenever possible to lower expenses. Activity buses cannot be used for personal travel.

**Reminder: Head coaches are responsible for the acquisition of an approved bus driver or a CDL license.** If you schedule an out of state trip you are reminded that you or the person driving for you MUST have a DOT card which is a card given to you by a physician for driving out of state.

### **Activity Buses**

The team/coach using a school vehicle is responsible for the following:

1. Any damage done to the vehicle
2. Bus Accident Procedure:
  - a. Contact: UCPS Transportation and Administration (Athletic Director/Principal)
  - b. Police: If in an accident, UCPS requires you must take a drug test within 24 hours. Driving privileges are suspended until results are received.
  - c. Fill out accident report (Trans. Office)
3. Bus breakdown (posted on bus)
4. Cleaning: Inside of bus after the trip. The fee charged for cleaning a dirty bus is \$25.00. This expense is charged directly to the head coach and not the athletic department. Notify Athletic Director if a bus is not clean before you use it so your team is not charged and the Athletic Director can address the issue with the previous driver. You are still expected to leave a clean bus after your trip.
5. Park the vehicle in its proper place.
6. Close all windows on the vehicle.
7. Mileage report due upon return to campus or by 8:00am the following day. Placed in drop box.

### **OVERNIGHT/OUT OF STATE ATHLETIC CONTESTS**

If your team will be participating in an athletic contest that will require an overnight stay OR out of state play you must complete the proper overnight field trip request forms **one month** in advance if possible. If you are in the state championships and require an overnight stay you should complete and submit the field trip forms promptly on the next school day. It will be the responsibility of the coach to complete all forms for approval by UCPS. Once the form is completed turn in to the Athletic Director, who will fax to Central Office for approval. The Athletic Director will only be responsible for scheduling the bus(es).

### **CLASS TIME**

Athletes WILL NOT be dismissed early from school for any contests without AD/Principal approval. The Athletic Director and Principal (Designee) shall approve the time athletes may be excused from class. Please provide names of athletes and managers who should be included in early dismissal. **DO NOT SEND AN EARLY DISMISSAL. PRIOR APPROVAL MUST BE REQUESTED FROM THE ATHLETIC DIRECTOR, THEN ALL RELEASE EMAILS TO STAFF WILL BE SENT FROM THE A.D.** Class time is valuable instructional time and every effort should be made to insure that the loss of class time is minimal. All coaches shall submit a list of squad members, managers, etc. to be excused, at least one day in advance. Please remind athletes that they are responsible for any work they miss during their absence.

### **SUPERVISION**

Athletes are to be supervised at all times while on campus. If you have a contest or practice, athletes are expected to either leave campus with parent permission or be supervised until they are off campus. Athletic facilities not open to the public, are not to be used by athletes for workouts unless supervised by a coach or other UCPS approved adult. Be sure all NCHSAA guidelines are being followed during open workouts.

## **LOCKER ROOMS**

Coaches will supervise their dressing facilities. Custodians are expected to clean dressing rooms daily, but are not expected to pick-up equipment and clothing left behind by athletes. Food should not be in the locker rooms. **DO NOT**, under any circumstance, wear cleats inside the buildings or walk across the gym floor. Athletes are encouraged to secure all valuables. The athletic department will not be responsible for lost or stolen personal belongings. All athletes are expected to show care and pride for the facilities & equipment associated with their participation in Cuthbertson athletics.

## **DRESS**

Athletes are encouraged to dress in an appropriate manner whenever they represent Cuthbertson High School. Whether at practices on or off campus, or off campus for meals, athletes should be dressed appropriately. Sports bras are not appropriate dress for females and going shirtless is not appropriate for males. Sidelines inside or outside are also not appropriate dressing rooms. Students are to change clothes in the locker room assigned or in the bathroom.

## **TEAM SELECTION**

Tryouts must be a minimum of 2 days before selecting a team. Athletes at Cuthbertson High School are encouraged to participate in as many sports as he/she can. Student athletes may participate in more than one sport during a season with the approval of the coaches and the athletic director. Once an athlete begins the in-season-training period of a sport, he/she should not quit while that sport is in season. **If an athlete quits a sport they will be withheld from participation in another sport until that season is over (including playoffs). If a student-athlete is suspended from school or a team such suspensions could impact participation in the current and/or following season.**

Each coach has his/her own policy on how he/she selects the team. Coaches will explain their policy to candidates before the season begins. Skill Development sessions and open facilities (open to all, required for none) are allowed, but cannot be held during any DEAD period. All skill development sessions must be voluntary and open to all athletically eligible students.

All required paperwork, including a current physical is required for all those involved in skill development and off-season sessions.

**There shall be no athletic practice during the school day or on Sunday. If it is a UCPS Teacher workday, practices cannot begin until 2:55pm. Practice may begin after 2:55pm during the regular school day.**

## **PRACTICES**

All athletic in season practices are required. Athletes are expected to attend all practices unless sick and out of school. Missing practice for work **IS NOT** excused! This is an athletic policy. There are no exceptions. There are sometimes situations that require an athlete to miss practice that we would consider excused, such as death in immediate family. Coaches with seasons that overlap major holidays will also have to use good judgement on family travels.

## **ATHLETIC TRAINING**

Novant Healthcare is providing a Certified Athletic Trainer to provide care for our athletes. Athletes are offered a wide variety of services (prevention and treatment) to help meet the demands of athletic competition.

**The following are guidelines to follow when using the athletic training room:**

1. Do not enter without an athletic trainer or coach.
2. Only athletes being treated are allowed in athletic training room
3. Do not attempt to treat yourself
4. Wear appropriate clothing to and from the athletic training room
5. Do not use or remove any supplies without permission
6. Student aids can only provide care of athletes under the direct supervision of the certified athletic trainer.
7. Cleats are not to be worn inside the building and this includes the training room.

## **PHYSICALS and CONCUSSION**

All athletes must have a completed Athletic Participation/Parent Consent/Physical Form AND the required Concussion Form with both Parent and Student signatures BEFORE they practice. Having both of these forms are state LAW!!! The physical is valid for one calendar year and must be current until the end of a specific sport season. The trainer will manage and store all required forms; all original documents should be turned into the trainer. The trainer will monitor all dates and alert coaches/AD of forms about to expire. Coaches can make copies of documents as needed. Any ineligible athlete who participates in an athletic competition (which means dressing out and being with the team during an event) will result in a forfeiture of games and a \$400 fine according to NCHSAA rules. The Head Coach will be responsible for paying this fine.

## **CUTHBERTSON HIGH SCHOOL AWARDS POLICY**

An athletic award is a symbol of athletic accomplishment, good sportsmanship, and the observance of athletic policies. If an athlete completes the season in good standing, he/she will receive a letter or participation certificate. An athlete **MUST** complete the season, including all playoff games. The head coach of the sport sets the letter requirements for each sport. Awards shall be held if the student-athlete is not in good standing (i.e. debt owed).

The Awards provided by the Athletic Director are the following:

### **Junior Varsity Program**

- JV student-athletes will receive a Certificate of Participation if completed season in good standing
- No letters will be awarded at the JV level

### Varsity Program

- The block “C” letter will be awarded when a student-athlete letters in a varsity sport for the first time
- When qualifying for a letter in a sport, the athlete will receive a Pin signifying the sport in which they lettered. If a player has already qualified for a letter, but participates in ANOTHER sport they will receive a Pin signifying that additional sport at the completion of that season.
- When a student-athlete letters a second time in a particular sport, he/she will receive a bar to be attached to their varsity letter.

### Awards

Each varsity sport will recognize three awards, Most Improved Athlete, Cavalier Pride Award and Most Valuable Athlete. Each recognized athlete will have their name on each respective award plaque displayed in the athletic wing. It is the coach’s responsibility to determine the process for winning such awards, whether it be a team vote or coaches decision alone. Each junior varsity sport has one award, the junior varsity award. Selection is the same as stated above.

### NCHSAA Scholar-Athlete Program

At the end of the each semester coaches may submit to the Athletic Director the appropriate documentation to the NCHSAA for each team/individual to be recognized as a Scholar-Athlete, recognition will be in the form of a certificate and car sticker.

### Southern Carolina All-Conference Team and Players of the Year

Student-athletes selected to a Southern Carolina All-Conference Team will be presented an All-Conference certificate and patch. Also, any player selected as the conference player of the year will receive a player of the year conference certificate. These are provided by the secretary of our conference. The school will be billed for the number used for each school year at the conclusion of the athletic season(s).

### NCHSAA State Championships

#### Team State Champions

- Each student-athlete will be given an opportunity to purchase a State Championship ring. Cost of State Championship rings will be covered by the athletes.

#### Individual State Champions

- The student-athlete will be given an opportunity to purchase a State Championship ring. Cost of State Championship rings will be covered by the athletes. In addition, the students name and sport will be displayed on our “State Champions” banner in the main gym.

### WHAT THE ATHLETIC DEPARTMENT WILL BE RESPONSIBLE FOR DURING REGIONAL GAMES

- The athletic department will pay for UCPS bus transportation miles. There will have to be extenuating circumstances for athletics to pay for hotel rooms for regional events. If regional or state championship events are within an hour forty-five minute drive hotel will not be provided.

### WHAT THE ATHLETIC DEPARTMENT WILL BE RESPONSIBLE FOR DURING STATE CHAMPIONSHIPS

- Unless an overnight stay is absolutely necessary teams are expected to travel same day to state championships. Again this means over an hour and forty-five minute drive or an event that begins on or before 9 AM. Athletics will pay for a UCPS bus. Charter buses will be scheduled at the digression of the athletic director. Coaches input will be taken into consideration when teams are assisting in charter bus cost. Hotel rooms will be paid for by athletics for coaches, team members, 2 managers and 2 student athletic trainers using the formula of 4 people per room. Of course separation of males and females will be taken care of by an extra room if necessary. Coaches rooms will also be paid for based on 2 coaches per room. If coaches want extra rooms based on family those will need to be taken care of by the coach personally.

### MEALS

- The athletic department will not provide funds to purchase pre-game meals, post-game meals, or overnight accommodations unless covered by the NCHSAA. Team Parents can be organized to help with pre-game meals for your season. Please consult with the AD to ensure accuracy of what exactly athletics will pay for.

### DISCIPLINE

The coach may immediately suspend a player for inappropriate behavior detrimental to the team and school. Any suspension period of more than one week shall be determined by a meeting of the athlete's coach or coaches, and the Athletic Director.

### SUBSTANCE ABUSE

The **NCHSAA, UCPS and Cuthbertson High School** emphatically oppose the use of tobacco, alcohol and other drugs by student-athletes, coaches and officials. The use of alcohol, tobacco, and illegal drugs is prohibited. Medical research clearly substantiates the fact that the uses of these or any mood modifying substances produce harmful effects on the human organism.

**The student** who wishes to experiment with such substances should remove himself from the team before he/she jeopardizes team performance, team reputation, team success, and physical harm to himself/herself or teammates.

**Tobacco (In all forms):** research emphasizes that the use of tobacco is physically harmful to young adults. The harm caused by this substance is not only a health problem. The community follows the progress of young athletes and any deviation from accepted training rules marks one as unwilling to "pay the price" If one squad member breaks the rules, the whole team is affected adversely.

**Alcohol:** There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the athlete into their drinking session will be the first to criticize them if they do not produce in game situations.

**Drugs:** Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers.

All athletes must work to their academic potential in the classroom. They must also display good school conduct at all times. Disciplinary action taken by the Administration may be supplemented by additional disciplinary action by the Athletic Department.



## **VIOLATIONS**

### **What is a Violation?**

- **Any conviction from law enforcement**
- **Any incident occurring on campus or at a school sponsored function**
- **First-hand knowledge by any Cuthbertson faculty / athletic coaching staff member of incident**
- **Any alcohol, tobacco or other drug related activity posted/shared on any social media outlet**

If occurred in season or out of season, with substantiated evidence, admission or criminal conviction (24/7):

Student-Athlete MUST self-report any citation to the Cuthbertson Athletic Director by the end of the following school day, and/or within 48 hours if occurring over a weekend or holiday break, AND prior to the athlete participating in any subsequent contest.

**\*\* Failure to self-report may result in suspension from athletics for a period of 365 days. \*\***

Process: A disciplinary meeting will be held with Athletic Director, Coach, & Parent.

Violations that result in criminal convictions are covered first by the UCPS Athletics Manual.

## **HAZING**

Coaches are expected to address and monitor their teams for any potential issues with hazing. Any athlete suspected of hazing should be reported to the Athletic Director so a proper investigation can take place. Hazing will not be tolerated by any athlete at Cuthbertson and will be dealt with in the following manner.

- **Definition-- “Hazing”** refers to any activity or action expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating.”

### **What to do if you have been hazed or if you know of someone who has been hazed?**

If you have to ask if it is hazing ---- IT IS.

Report the incident to your coach, the AD, an administrator or our SRO.

### **What are the consequences for hazing?**

There will be both school and athletic consequences. Depending on what occurred there could also be legal consequences. Administration will follow UCPS protocol concerning hazing and bullying for school consequences. Athletic consequences will be suspension from the team until the situation has been investigated. If the results of the investigation determine you are guilty of bullying or hazing you will be removed from the team and will not be allowed to participate on ANY athletic team for the remainder of that year.

## **SPORTSMANSHIP**

The following policy statement from the North Carolina High School Athletic Association (NCHSAA) expresses the concept of sportsmanship as follows: Ethics, integrity, and respect are important values in our daily lives. In the

playing arena, they are translated into the word sportsmanship. Good sportsmanship is a vital part of high school athletics and must be reflected in a commitment to emphasize those positive lifetime values taught by interscholastic athletics. **THERE SHOULD BE HIGH SPORTSMANSHIP EXPECTATIONS FOR EACH MEMBER OF A TEAM. THIS IS A CRITICAL POINT OF EMPHASIS OF BOTH THE ATHLETIC DIRECTOR AND PRINCIPAL!! WE EXPECT NO EJECTIONS!!!**

**Students and spectators should....**

- Realize you represent the school and your team; therefore, you have an obligation to be a true sportsman, encouraging through behavior the practice of good sportsmanship
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team
- Remember that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well being of the players, through the medium of the contest
- Be modest in victory and gracious in defeat
- Respect the judgment and integrity of officials
- Fulfill the pledge you sign before each sport season

**Athletes are expected to:**

- Exemplify high morals, good character and fellowship
- Respect the integrity of others
- Abide by the rules of the game in spirit and intent
- Demonstrate a continuing interest in personal improvement
- Display good sportsmanship
- Respect the rights and possessions of teammates, coaches, administrators and officials.

## **EJECTION POLICY**

Anyone ejected from a contest or observed:

- fighting (throwing a punch)
- biting
- taunting, baiting, or spitting toward an opponent
- use of profanity
- use of obscene gestures
- disrespectfully addressing or contacting an official

**Shall be suspended by NCHSAA** and may be subject to administrative discipline as well. They must also complete the Sportsmanship Course online, cost to be paid by the student before being eligible to participate. If a coach receives an ejection and/or has a player ejected they must complete the Teaching and Modeling Behavior online course, cost to be paid by the coach. This must be completed before being eligible to return to coaching. The Certificates of Completion of these courses must be sent to the Athletic Director to be filed with the NCHSAA before returning to play/coach.

## **OTHER VIOLATIONS**

Any flagrant violation or verbal or physical confrontation with a game official or opposing teams coach will result in the immediate suspension from the team for the remainder of that season. Less serious violations will be dealt with on an individual basis by a committee composed of the coach, Athletic Director and Principal.

Athletes will treat all faculty members with respect. If a classroom behavior becomes unacceptable and noted on a report card or reported to the coach at any time during the sport season, the athlete will be placed on a one-week probationary period. If at the end of this week, the behavior has improved, the athlete will be removed from probationary status. If the behavior has not improved or if a repeat offense occurs, the athlete will be suspended from the team for a period of time determined by the coach, Athletic Director and Principal.

## **SPECIAL NOTE:**

When serving a **school-imposed suspension (ISS or OSS)** the student-athlete will be **ineligible** for all contests, tryouts, and practices during the suspension period. This means they cannot participate (dress out or attend) any athletic contest or practice during the suspension.

When serving an **athletic suspension**, the athlete is expected to demonstrate support for HIS/HER teammates. Failure to adhere to these expectations may extend his suspension and/or affect his/her recognition at the conclusion of the season.

## **ACADEMICS**

Coaches are expected to monitor student-athlete academic progress to remain eligible for athletics.

## **ATTENDANCE**

It is the responsibility of all athletes to attend school on a regular basis. **They should set an example for all other students.** Athletes cannot participate (dress out) in practice or a game unless they are in attendance at school.

- All athletes will attend Cuthbertson High School on a daily basis.
- Athletes should be present in **ALL** classes during the school day unless excused by parents, faculty or administration. They should not be in the varsity locker rooms during academic classes.
- If he/she attends school he/she will be expected to practice unless excused by the coach.
- 1/2 day is considered 8:00 a.m. to 11:15 a.m. or 11:20 a.m. to 2:55 p.m.

## **NCHSAA Eligibility Regulations**

All members of the coaching staff shall follow the rules and regulations of the North Carolina State High School Athletic Association. NCHSAA handbooks are available for the head coaches. Ignorance of state regulations is NO EXCUSE. The athletic department will not condone deliberate violations of state rules. We will attempt to work within the spirit and intent of these regulations.

**Note:** Any fine received by Cuthbertson High School for failure to adhere to and/or follow these regulations **will be charged to the head coach** of that sport.

- All head coaches must attend the rules interpretation during the summer at the NCCA clinic or the state NCHSAA rules clinic. The fine for failure to attend is **\$400.00**.
- **Ejection Policy for coaches and players:** Form must be filled out by Head coach and sent to NCHSAA and AD within 48 hours. (\$50.00 fine)
- **Head Coaches** are responsible for the acquisition of a CDL license and/or an approved certified bus driver for each trip. An approved driver must be a current UCPS employee or UCPS approved CDL driver and hold the appropriate CDL.

## **BEFORE PRACTICING WITH ANY TEAM, THE FOLLOWING MUST BE COMPLETE:**

- 1. MEET ALL NCHSAA AND UCPS REQUIREMENTS CONCERNING GPA AND ATTENDANCE**
- 2. HAVE A CURRENT MEDICAL EXAM IN THE HANDS OF ATHLETIC DIRECTOR CONFIRMED TO BE VALID. A STUDENT-ATHLETE SAYING THEY HAVE ONE ON FILE IS NOT ENOUGH!!!**
- 3. Completed AND Approved Family ID registration.**

### **BEFORE PARTICIPATING WITH ANY TEAM THE FOLLOWING MUST BE CHECKED:**

- Must be properly enrolled as a student at the time they participate.
- Must not have exceeded eight consecutive semesters of attendance or have participated more than four seasons in any sport since entering the ninth grade
- No student may participate on an athletic team if his/her 19th birthday comes on or before **AUGUST 31<sup>ST</sup>**.
- Must live with parents or legal custodian within the school district (exceptions must be approved by the principal and the NCHSAA).
- Transfer students must sit out 365 days from date of transfer unless approved by UCPS Athletics Director due to medical/welfare of child circumstances.
- Must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. Students must also meet local promotion standards set by the LEA.
- Must have received a medical examination by a licensed physician within the last 365 days. Students absent from athletic practice for five or more days due to illness or injury shall receive a medical release before re-admittance to practice or contests. Players and coaches are encouraged to carry adequate medical and accident insurance.
- Must not have been convicted of a felony, or an offense that would have been a felony if committed by an adult.
- Must not participate in unsanctioned All-star or Bowl games.
- Must not be guilty of Unsportsmanlike conduct, or ejected from the previous contest
- Must not play more than three games in one sport per week, and no more than one contest per day (exception baseball, softball and volleyball).

### **SUMMARY**

The importance of adherence to all regulations in this book should be apparent. A firm and fair policy of enforcement is necessary to prevent a travesty being made of the regulations. The community, school administrators, coaching staff, and athletic director feel strongly that high standards of conduct and citizenship are essential in maintaining a solid program of athletics. It is our intent to preserve rules that reasonably pertain to the health and safety of the individual and the orderly conduct of sports. We do not wish to establish arbitrary personal preferences to insure absolute uniformity. The welfare of the student is our major consideration. Hopefully, their welfare transcends any other consideration.

In the event that an athlete fails to comply with these standards, it will be interpreted by the Athletic Department as an indication that the athlete does not have sufficient desire to participate in the interscholastic athletic program. Therefore, the athlete will be denied the privilege of participating until such time as they can prove this desire. Any suspension period of more than one week shall be determined by a consensus of the athlete's coach or coaches, and the administration.

## COACHES

### Code of Ethics for Athletic Coaches

It is the DUTY of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game or sport fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy, respectful relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game, standards of eligibility, Regulations, and rules as set forth by the National Federation, the North Carolina High School Athletic Association and the Union County Public Schools system.
8. To encourage leadership, use of initiative and good judgment by players on the team.
9. To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that the role of interscholastic athletics is educational, that athletics are only a part of the school program, and that an athletic contest is only a game--not a matter of life or death for a player, coach, school, official, fan, community, state or nation.
11. To understand that a coach is assigned to a specific school to coach and that the recruitment of student athletes at any grade level not in their school/team's attendance zone to attend his/her school in order to participate on that school's teams is strictly forbidden and in violation of the rules.
12. To support and strive to fulfill the professionally recognized nine legal duties of a coach.

**NOTE:** This "Code of Ethics" is incorporated in each coach's job description by specifying it as a responsibility to "...abide by the Code of Ethics for Coaches. Any coach ejected from a contest will be suspended based upon NCHSAA guidelines and must complete the Sportsmanship online program at a cost to be paid by the coach before they are allowed to return to their duties as coach.

### The Nine Legal Duties of a Coach

Over the past 20 years, through thousands of lawsuits, the courts have defined and continue to define the legal duties as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The NIAAA, the National Federation of High School Associations, The Coalition of Americans to Protect Sports and the National Association for Sport and Physical Education all recognized these nine legal duties. Your nine legal duties as a coach are:

- Duty 1: Properly plan the activity.**
- Duty 2: Provide proper instruction.**
- Duty 3: Provide a safe physical environment.**
- Duty 4: Provide adequate and proper equipment.**
- Duty 5: Match your athletes.**
- Duty 6: Evaluate athletes for injury or incapacity.**
- Duty 7: Supervise the activity closely.**
- Duty 8: Warn of inherent risks.**
- Duty 9: Provide appropriate emergency assistance.**

## **Responsibilities charged to the Head Coach by the Athletic Director**

### **I. ADMINISTRATIVE FORMS**

Present the following information to the Athletic Director in a timely manner.

#### **A. One sport season prior to first practice:**

Practice information (date, time, place, length, etc.) for the first two weeks.

#### **B. Prior to end of school year (no later than June 7<sup>th</sup>):**

- Needs / wants list of equipment and supplies
- **Facilities repair list**

**DO NOT ALLOW ANYONE TO PRACTICE or ATTEND SKILL DEVELOPMENT SESSIONS WITHOUT A VALID HEALTH SCREENING.**

#### **C. 10 days prior to first game:**

- Completed Player information forms including managers, trainers, scorekeepers, statisticians, etc.
- Check: final eligibility

#### **D. 2 days prior to first game or participation:**

- Check returned eligibility form to your roster and notify Athletic Director of omissions or changes

#### **E. Recognition/Banquet awards list to AD**

1. All award information should be turned in 2 weeks prior to the awards banquet so awards can be ordered and arrive on time.

#### **F. End of season:**

1. Attend All-conference selection meeting to nominate players
2. Locker room cleaned

#### **G. Ten days following the last game:**

1. All equipment put away and inventoried
2. Lost/stolen equipment reported
3. Sport season report

**NOTE: ALL ITEMS ARE TO BE COMPLETED AND SUBMITTED TO THE ATHLETIC DIRECTOR WITHIN 30 DAYS OF YOUR SEASON ENDING**

### **NCAA**

The coaching staff should work to qualify as many student-athletes as possible. Information about Re-centered SAT scores and clearinghouse registration is available upon request. Your efforts to assist These athletes with their educational pursuits are encouraged, expected, and greatly appreciated.

### **FACILITY/FIELD MAINTENANCE**

Maintenance and care of athletic facilities is a never-ending task. Coaches must be willing to accept and assist in this task. It is the coaches' responsibility to see that the game and practice areas are safe, properly maintained, painted and ready for play (BEFORE / AFTER PRACTICES AND GAMES). The Athletic Director will assist you in any way possible. Teams that use our gym areas are responsible for sweeping the floor daily.

**Care of Equipment:** Please return all equipment to its proper place and report problems to the Athletic Director ASAP.

## **POST GAME PROCEDURE**

The head coach must contact the proper news media immediately following each contest.

Mail or have available a copy of your roster and schedule for each game. Positive media coverage can be an asset to our athletic program. We know that they will not announce or publish the results if we do not contact them.

### **DUTIES:**

- A. **Supervise all** athletes **until** transportation arrives.
- B. Check restroom and locker rooms to see if toilets are flushed, equipment is picked up, floor swept, doors locked, and etc.
- C. Turn off lights.
- D. Activate security system. (Main Building and Gym)

### **GAME ADMINISTRATION**

EVENT STAFF: Coaches are asked to assist the Athletic Director in securing clock and scoreboard operators, public address announcers, chain crews and volunteers to assist with game management. Out of season coaches are **encouraged** to attend as many games as possible to assist with supervision and administration.

### **OFFICIALS**

The Athletic Director will contact and arrange for officials for all home contests. Any complaints or problems with officials should be directed to the Athletic Director. **DO NOT UNDER ANY CIRCUMSTANCE MAKE A COMMENT TO THE MEDIA ABOUT OFFICIATING!** (NCHSAA \$400.00 Fine which will be paid by the coach) After reviewing the game film a written grievance shall be sent to the booking agent and/or NCSHAA if deemed appropriate.

