

Cumberland County  
Schools

Elementary/Middle  
School Athletics

Procedure Manual

Effective 6/1/19

Elementary/Middle School  
Athletic  
Procedure Manual

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## **FOREWORD**

These procedures provide a reference for regulations, existing rules, and information in effect concerning the Cumberland County Elementary Athletic program. It is intended that this guide will contribute to a better understanding of athletic procedures and policies and help to provide guidelines toward a consistent, harmonious, and efficient athletic program.

This guide will be used to assist the members of the athletic staff and the administration in developing a mutual framework of operation. Adhering to these policies and procedures will provide continuity and consistency in all elementary programs.

**These administrative procedures shall be required reading of all coaches employed by Cumberland County Schools.**

## Goals and Objectives

- I. To provide a positive image of school athletics at Cumberland County Elementary Schools.
- II. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- III. To ensure growth and development that will raise the number of individual participants: that will give impetus to increasing attendance at each contest: that will enable a program of continuing upkeep and improvement of facilities.
- IV. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for the following:
  - A. Physical, mental, and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interest on activity programs for student body, faculty, and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the student as an individual.
  - G. Provisions for worth use of leisure time in later life, either as a participant or spectator.
- V. To provide a superior program of student activities that include appropriate activities for every boy and girl.
- VI. To provide opportunity for a student to experience success in an activity he or she selects.
- VII. To provide sufficient activities to have an outlet for a wide variety of students interest and abilities.
- VIII. To provide those student activities which offer the greatest benefits for the greatest number of students.
- IX. To create a desire to succeed and excel.
- X. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- XI. To be socially competent and operate within a set of rules, thus gaining a respect for authority and the rights of others.
- XII. To develop an understanding of the value of activities in a balanced educational process.

# Elementary/Countywide Program School Head Coach Job Description

Title: Elementary Athletic Head Coach

## Qualifications:

1. Is employed in the Cumberland County School System  
Note: Non-faculty coaches who have completed the required TSSAA courses and are recommended by the school principal may qualify to be the head coach. Please note, a faculty representative must be present at all practices and games.
2. Has the ability to organize and supervise a total sports program.
3. Has substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Reports to: Principal

support any additional coaching staff.

Job Goals: To instruct athletes in the fundamental skill, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

## General:

1. The success of the athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be left to the coach to exercise common sense and good judgment.

## Duties and Responsibilities:

1. Has a thorough knowledge of all the Athletic Policy approved by the Cumberland County Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations: implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels and is aware of all public/staff/department meetings that require attendance.

## Responsibilities of Staff:

1. Established the fundamental philosophy, skills and techniques to be taught by staff and designs conferences, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Perform such other duties, which may be assigned by the principal.

#### Administrative Duties:

1. Assists the principal in scheduling, providing transportation and requirements for tournaments and special sport events.
2. Assists the principal in preparing the facility schedule, adheres to facility schedule, and coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the principal and recommends policy, method or procedural changes.
6. Complete end-of-season obligations in order to consider their coaching assignments finalized.

#### Responsibilities to Students:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives regular attention to a student athlete's grades, conduct, and health concerns.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention, and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to the principal's office within 24 hours.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
8. Encourages participation in other sports without pressure to specialize in one sport.

#### Finance and Equipment:

1. Participates in the budgeting function with the principal by establishing requirements for the next season, recommends equipment guidelines as to type, style, color or technical specifications, and operates within budget appropriations.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned; arranges for issuing, storing, reconditioning, and cleaning of equipment and submits annual inventory and current records; discards equipment with the approval of the principal.
3. Properly marks and identifies all equipment before issuing or storing.

4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games; checks on general cleanliness of the facility; responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows, and locks before leaving the building if custodians are not on duty and instills in each player a respect for equipment and school property, its care and proper use.
7. Permits athletic department-issued equipment to be worn only during practice sessions and interscholastic contest, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for gym classes, work or job, socially, or school wear.

**Public Relations:**

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, Little League programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, parent organizations, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.

**Other:**

1. Head coach and principal prepare assistant athletic coach job descriptions for floor coaches, instructional coaches, and volunteer coaches.
2. The Director of Schools will appoint a Central Office certified or non-certified person who will be responsible for supervising the countywide program in all elementary sports and will be referred to as the “System Wide Athletic Director”.

**Annual Reviews:**

1. All coaches are required to annually watch the videos at [www.nfhslearn.com](http://www.nfhslearn.com) regarding concussion policy and sudden cardiac death policy. Corresponding paperwork must be signed annually.
2. Coaches are also responsible for signatures in parent packet that include: Player Physicals, Concussion Awareness Form, Sudden Cardiac Arrest Form, Player Conduct Form and Parent Conduct Form. All coaches are required to meet with their Coach’s Council annually.

## **Code Of Ethics For Coaches**

- The function of a coach is properly educating students through participation in interscholastic competition.
- The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success.
- The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.



- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with student athlete, officials, athletic directors, school administrators, parents, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The language used by the coach should be clean and appropriate at all times. Profanity in the presence of students is unacceptable. The coach should strive to keep an even temper and restrain from using tactics that are mean spirited towards players or parents.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use. Coaches shall not use tobacco products in front of students at anytime.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements; the coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contest, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student athletes special consideration.
- The coach should treat prospective players, team players, and their parents with fairness and dignity.
- The winning coach should be considerate of the score with local teams. In football when the score reaches a 28-point spread, the coach should consider all manner of options as to not run up the score on the opponent. In basketball when the score reaches a 30-point spread the use of “full court press” should be avoided. “Running up the score” past a 30-point spread should be avoided.
- The coach should avoid using negative motivational techniques.

## **Coaches Area Of Responsibility**

### **I. Teachers first**

- A. Teach athletes to protect themselves
- B. Teach proper fundamentals
- C. Do not engage in negligent entrustment (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
  1. Team Captain
  2. Volunteer Assistant
  3. Manager

### **II. Failure to Properly Supervise**

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact, all the more closely the activity must be supervised. No student should supervise a drill.
- C. You must be at least immediately accessible.
  1. Accessible to all aspects of practice or activity
  2. Systematic overseeing of practice or activity



- a. Systematic Supervision
- b. Written itinerary
- c. Emergency policies
- d. Locker room rules/regulations posted

### **III.School policy**

- A. Coaches must know and fulfill school policy in every situation.

### **IV. Reasons for Coach and Administrative Liability**

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under qualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to inspect, repair, and recondition equipment properly.
- F. Failing to provide proper and effective equipment.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to properly play an activity.
- I. Failing to create and set policies and procedures for an activity.
- J. Failing to follow and enforce such policies and procedures.
- K. Failing to adopt safety standards.
- L. Failing to match or equate athletes.
- M. Failing to properly administer first aid.
- N. Failure to warn of inherent dangers of the activity.
- O. Failing to assess an injury or incapacity in an athlete.
- P. Failing to keep adequate and accurate records.

### **V.Duties of a Coach**

- A. Provide safe environments.
- B. Properly plan an activity.
- C. Evaluate their athletes or students for injury.
- D. Match or equate athletes.
- E. Provide and maintain proper effective equipment.
- F. Warn of inherent risks of a sport.
- G. Supervises closely.
- H. Know and use emergency procedures and first aid.
- I. Keep adequate records.
- J. Know documents, post and operationalize school policies.
- K. Keep a schedule.

### **VI. Coaching Techniques**

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions that is open to athletes' parents.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with parent, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Do not deny athlete rest or water at any time.

- G. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- H. Keep assistant coaches, student managers and statisticians well inform as to what is expected.
- I. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

## **VII. Publicity and Promotion**

- A. The reporting of news items and games results will rest with the coaches and their staff and approval of the principal. They are responsible for the promotion of their program by:
  - a. Faxing or emailing results immediately following contest to the local news outlets and system wide athletic director.
  - b. Following up with additional materials and stats in writing.
  - c. Make arrangements for player interviews/photographer sessions.
  - d. Providing daily announcements for the PA system.
  - e. Holding meetings with parents to discuss the season, the process and reasons for a few closed practice sessions.
  - f. Sponsoring clinics for youth leagues and coaches.
  - g. Signing all written correspondence and getting principal's approval prior to distribution to players and their parents.

## **VIII. Points to Remember – Coaches can keep problems to a minimum if they do the following;**

- Follow system and state rules and regulations.
- Make sure every athlete and his/her parent understands all policies and issues unique to the season.
- Insist that athletes obey system and state policies.
- Complete forms on time and turning them into the office.
- Keep the administration and the parents informed at all times.
- Co-operate with the administration, other coaches, faculty members, and maintenance staff.
- Keep accurate records on all athletes.
- Keep athletes under control.
- Check the progress of athletes and helping out whenever possible.
- Work with, not against, the administration.

## **Additional Coaching Requirements by Sport**

**Middle School and Countywide:** All middle school and countywide coaches report to the feeder high school coach for their program.

**Elementary Basketball:** Elementary head basketball coaches will attend a coach's clinic (four hour minimum) with the high school basketball program in which his/her school feeds in to.

## **Students' Eligibility Rules**

### **I. Definitions:**

1. The "first official day of school": Registration day, traditionally the first abbreviated day of school for students in our county.

2. “Enrolled”: When the student’s parent(s) or guardian has completed and returned the registration form required for attendance at the school on or after the first official day of school; and one of the following applies to the student:
  - The student attends classes for three days; or
  - The student engages in three or more days of practice after the first official day of school; or
  - The student participates in an athletic contest after the first official day of school.
  - A student cannot be enrolled in more than one school at any time.
3. “Bona Fide Change of Physical Residence”: A move from one community to another that justifies a change of schools; or Court action which changes the custody rights pertaining to a student and where the person who is given custody of the child lives in a different school zone than that where the student lived previously. Where a family continues to maintain a previous residence for the residential purposes of that family or any of its members, the move is not one that justifies a change of schools. Therefore, the student would not be eligible for the remainder of that school year in the newly enrolled school. Athletes who have participated in athletics at a particular elementary school and wish to transfer to another elementary school must have a Bona Fide Change of Physical Address to the zoned school that they wish to attend. This shall include transfers between school years. If there is no Bona Fide Change of Address (move is performed by approved out of zone request), the athlete will not be eligible for 12 months from the date of the last contest the student participated. Eligibility only applies to the sports the student participated in the previous year.
4. “Dual Residence”: When the student’s parents or guardians live separately in different school zones or the student’s parents or guardians own and/or live in multiple households in different school zones. The student’s enrollment at one or the other schools at the beginning of the school year determines the “Bona Fide Physical Residence” for the student at that particular school during that one school year for the purposes of participating in sports. The student may be eligible to participate in sports at another school only if there is a “Bona Fide Physical Residence” of the parent or guardian, as defines in Paragraph 3 directly above.
5. Home school students must meet the requirements defined in TCA 49-6-3050 (b)
6. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, then he/she must wait until the season is over to resume full participation in the off-season sport.

## **II. Age:**

No student shall be eligible to compete in elementary athletics during any school year if the student becomes 15 years of age on or before August 1, and no student shall be eligible to compete at junior varsity level (sixth grade and below) in elementary athletics during any school year if the student becomes 13 years of age on or before August 1.

All countywide and middle school sports participants must be in 7<sup>th</sup> or 8<sup>th</sup> grade

Varsity Basketball Cheer squads will be comprised of sixth through eighth grade students. Fifth graders may cheer on varsity at the coaches' discretion with proper documentation of above average skill.

JV Cheer squads will be comprised of third through fifth grade students.

Schools with total enrollment (K-8) of less than 350 do not have grade restrictions.

## **III. Enrollment:**

To be eligible to participate in athletics, a student must be enrolled at the school where they intend to participate in sports.

#### **IV. Student Transfer**

1. A student will be eligible to participate in sports after transferring to a different school if:
  - a) The student was originally enrolled in a school within his or her school zone and experiences a Bona Fide Change of Residence into the school zone where the new school is located; or
  - b) The student was attending a school where his or her parent is an employee and the experiences a Bon Fide Change of Residence into the school zone where the new school is located; or
  - c) The student was attending a school where his or her parent is an employee and that student's parent is transferred to a different school. In that case, the student may transfer to either the school for which his physical residence is zoned or the school to which his or her parent has been transferred.
  - d) The student transfer is a result of a zoning decision that is *unrelated* to employee zoning privileges. Employees may not transfer their student multiple times.

#### **V. Eligibility Reports**

To be eligible students must have their names, birth dates, school of attendance, date of physical exam, and proof of insurance submitted by each coach to the principal of the school and the Coordinator of Elementary Athletics within 5 days of initial participation. At the end of each grading period a copy of each student's academic grades must be submitted by the coach, to the principal of the school and the System Wide Athletic Director.

#### **VI. Enrollment, Physical Exam, and Health Insurance**

To be eligible for sports participation:

1. It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file with the principal a preparticipation medical evaluation form signed by a doctor of medicine, osteopathic physician, physicians assistant, or certified nurse practitioner stating that the student has passed a physical examination, not prior to April 15, and that in their opinion the student is physically fit to participate in interscholastic athletics. In lieu of the form, the principal may accept a signed statement from the health care provider certifying that the student has passed a physical examination that encompasses all elements on the preparticipation medical evaluation form and attesting that in their opinion the student is physically fit to participate in interscholastic athletics.
2. No student shall be required to submit to a physical exam if his/her parent(s) or legal guardian shall file with the principal a signed, written statement (affirmed under the penalties of perjury) declining such physical examination on grounds of sincerely held beliefs or practices.
3. It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file a parental consent certificate signed by a parent or legal guardian stating that the student has the consent of his/her parent(s) or legal guardian to participate.
4. The student's parent must provide proof of health insurance to the school's principal prior to the first practice. If a student uses the health insurance offered by the school system, they must carry the 24-hour per day policy.

5. The student's parents must complete the Concussion and Sudden Cardiac Death informational forms and the Player and Parent Conduct Forms prior to initiation of practice.

**VII. School Attendance:**

To be eligible a student must be in regular attendance with no unexcused absences. Each unexcused absence will mandate a two-quarter suspension from the next local elementary game played. On game days during the school week (Monday through Friday), a student must be in attendance as required in Board Policy 4.300 (at least one minute over half a day or 3 hours and 31 minutes) that day in order to be eligible to play in any sports contest held that day. (Friday absences do not affect weekend game eligibility)

**VIII. Academic Eligibility:**

To be eligible a student cannot have more than one (1) failing grade for each nine-week period. Students who fail to maintain adequate academic standards shall be ineligible for the following nine-week period; effective the day grade cards go out. (Academic eligibility for students participating in sports during the first nine-week period will be determined by the last nine weeks of the previous year until first mid-nine weeks progress reports are reported. To be eligible a student cannot have more than one (1) failing grade on this progress report. Students who fail to maintain adequate academic standards shall be ineligible for the remainder of this grading period; effective the day progress reports go out.)

**IX. Unsportsmanlike Conduct:**

Student athletes ejected from any game (in county or out of county) for unsportsmanlike conduct in any sport will be suspended for one game in football and two games in all other sports. They will not be eligible for participation in the next contest of the same sport and at the same level of competition, varsity or junior varsity. If it is thought by the principal, the System Wide Athletic Director, or the Director of Schools that a longer-term suspension is in order, the suspension may be longer than one game with the Director of School having the final say in the matter. A written report must be provided to the System Wide Athletic Director within 48 hours of any player ejection. If a player is ejected for a second time for unsportsmanlike conduct, the player will face penalties up to suspension from all sports up to a 12-month period.

**X. Academic Ineligible Players:**

Academic ineligible players may practice with the team but must not participate in any game until they become eligible at the end of the next nine week grading period; effective the day grade cards go out.

**XI. Playing An Ineligible Player:**

If any ineligible player participates in a game, the offending school must forfeit that game, regardless of any agreement between coaches.

**XII. Co-op Teams:**

Schools unable to fill a complete team, may co-op with another designated school and are subject to all other eligibility requirements enumerated above. The District Athletic Director will evaluate and approve co-op assignments.

Middle school team/countywide teams are considered co-op teams. The teams are established by the System Wide Athletic Director with the support of each individual high school. The team and coaches will report to the high school coach for the sport they are playing. All players will be required to play for the team that feeds the high school that their elementary school presently feeds. Feeder schools are defined by the official bus transportation pattern. All financial accounts

will be housed at the high school level. Countywide teams are an exception due to only having one countywide team.

### **XIII. Recruiting**

Athletic recruiting is prohibited. Athletic recruiting is the use of influence on a student or the parents or guardians of a student by any person(s) directly or indirectly associated with the school to secure or retain a student for athletic purposes. In the event that there is a violation of this rule, there shall be a penalty against the school.

The penalty enforced for this violation will be determined by the Director of Schools or his/her designee based on consideration of the number of violations involved, the number of student athletes involved, the nature of the violation(s), the individual(s) responsible for the violation(s) and the extent to which the violation may have been knowing, deliberate, or in reckless disregard for the provisions of this rule and the commentary that accompanies this rule.

#### **Guidelines for Understanding The Recruiting Rule**

1. Athletes or prospective athletes should be treated no differently than students who are not athletes. Students should be seen as students and not singled out for the athletic ability.
2. To avoid the appearance of impropriety, a coach who is contacted by any student or family or individual about attending a school where he or she is the coach should inform that person that he or she needs to contact the administrative official of the school who normally deals with the admission process.
3. To avoid the appearance of impropriety, any meeting with coaches regarding athletes or prospective athletes should be part of the admission process at the school and should take place at the school.

### **XVI. Special Cases Involving Hardship**

The Director of Schools or his/her designee shall have the authority to set aside the effect of any eligibility rule upon an individual student when: the circumstances were unforeseen and unavoidable, the application of the rule proves an undue hardship for the student, or the application of the rule would not accomplish the purpose for which the rule was established.

### **Coaches' Eligibility Rules**

- I. To be eligible, each head coach, assistant coach and/or volunteer coach must be approved by the principal and the Director of Schools. New coaches must view the required TSSAA coaching videos "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches" at [www.nfhslearn.com](http://www.nfhslearn.com)  
All coaches are required to annually watch the videos at [www.nfhslearn.com](http://www.nfhslearn.com) regarding concussion policy and sudden cardiac death policy. Corresponding paperwork must be signed annually. Coaches are also responsible for signatures in parent packet that include: Player Physicals, Concussion Awareness Form, Sudden Cardiac Arrest Form, Player Conduct Form and Parent Conduct Form. All coaches are required to meet with their Coach's Council annually.
- II. Unsportsmanlike Conduct –The following will be required if a coach is ejected for unsportsmanlike conduct in any sport during any game that our school is represented whether in county or out of county.



- A. The coach and school will be required to submit a written report of the incident to the System Wide Athletic Director within 48 hours of the incident.
  - B. The coach will be suspended and will not be eligible to coach for a minimum of one football game or two games in all other sports in the next contest of the same sport and at the same level of competition, varsity or junior varsity. The suspension may be extended for a longer period of time if deemed necessary by the principal or Director of Schools.
  - C. The school shall not allow the suspended coach to attend games while under suspension. In addition to what is presently required when a coach is ejected for unsportsmanlike conduct, a meeting shall be held with the coach, principal, and the System Wide Athletic Director, with a report on the meeting and plans to directly address the matter to be filed with the Director of School by the System Wide Athletic Director.
  - D. Upon the second ejection for unsportsmanlike conduct within the same season, the coach will face additional penalties up to removal of privileges to coach.
- III. Duties – To be eligible each coach must complete all tasks assigned to him/her in the Cumberland County Schools Elementary Athletic Procedures Manual, and any other responsibilities that their building level administrators may assign.

## **Purchasing**

### **I. Procedures for Purchasing**

All purchasing of athletic equipment must be done through the principal and must be within the approved budget. Listed below are the guidelines for the purchasing of athletic equipment and supplies:

- A. The requesting coach must submit to the principal two bids or quote sheets listing the desired purchases of \$500 or more, three bids for \$1,000 or more. Should use local vendors or vendors closest to our area when possible. Must give detailed specifications or brand, color, size, stripes, number, etc.
- B. The principal will determine which supplier will receive the order based on budget, price, quality and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind the product.
- C. The principal's office will initiate a purchase order to be signed by the principal to start the purchasing process. The coach and the principal should sign the purchase order.
- D. The coach will notify the principal if the order is short or defective.
- E. Coaches or persons who purchase equipment without a purchase order will be held responsible to personally pay for this equipment. No one can authorize a purchase without the principal's approval.
- F. Coaches are not to bill personal items to the school account with athletic suppliers.
- G. Coaches should submit a budget to the principal by the end of the season for the next season. Any amendments to the budget are discouraged.

## **Inventory/Care Of Equipment**

### **I. Procedures for Inventory/Care of Equipment**

Coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

- A. The coach shall provide to the principal an Equipment-Uniform Checkout Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- B. Coaches shall submit their athletic inventories to the principal within two weeks of the end of the season.
- C. Once equipment and uniforms have been used to the point where they are no longer serviceable, the following procedure will be used for disposal with principal approval:
  - 1. Uniforms may be sold through the athletic office at a reduced price or thrown away.
  - 2. Equipment maybe sold or given away with written liability release.
- D. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.
- E. All football helmets must be reconditioned every 2 years.

## **Practices and Games**

The coaches, in conjunction with the System Wide Athletic Director, are responsible for scheduling all interscholastic athletic contests for each team within the athletic program. Elementary games shall not conflict with high school games unless such conflict is made absolutely avoidable by circumstances beyond the control of elementary school officials.

- I. During each sport season, coaches shall submit to the System Wide Athletic Director the following information:
  - A. The dates for the beginning and ending of the season and the game schedule during the season.
  - B. The complete schedule, including all practice dates and times should be submitted to building level principals, including summer schedules.
  - C. Required and voluntary practice must have a Cumberland County BOE employee present at all times.
  - D. This information shall be submitted to the D.O.S. through the principal or the System wide Athletic Director, and shall be approved by the System Wide Athletic Director.
- II. There is a parental expectation for open practice sessions. Closed practice sessions may occur after a parent meeting is held to explain the purpose, the need, and the number of closed practice sessions scheduled. This must have principal approval.
- III. Each elementary school participating in basketball must schedule and play every other participating elementary school in the county at least one time. The game scheduled by the System Wide Athletic Director determines tournament seed.
- IV. No participating school shall play more than ten (10) football games in a season.
- V. Dead Period Rule – No coaching, observing, or contact between coach and players in sport involved. There is no practice, no open facilities, no weight training/conditioning, no loaning or renting of facilities for athletic purposes. The dead period, which is to be observed by all schools (High School, Middle School, and Elementary School) is NFHS Week 52 and NFHS Week 1 totaling 14 days. Other than dead period, coaches may practice as much as they want in the summer with building level principal approval.
- VI. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, then he/she must wait until the season is over to resume full participation in the off-season sport.

- VII. Rules on bad weather and holidays: No school means no required practice can be held. Voluntary practice may occur with no penalty imposed on students who cannot attend. Games will not be played when there is no school.
- VIII. Weekend practices (one day only).
- IX. No participating school shall play more than twenty-two (22) regular season basketball games. Any out of county game or tournament must not take precedence over county games.
  - A. A game is when admission is charges and four quarters are played.
  - B. Each tournament counts as two call games. (0520-1-2.08) TCA
  - C. A sports calendar for the next school year will be prepared and approved each year by the principal by May 30<sup>th</sup>.
- X. Ample warm up time must be provided for all sports.  
 Football requires 15 minutes warm up before the game can begin.  
 Basketball requires 10 minutes warm up before each girls and boys game.
- XI. All coaches must adhere to requirements of the heat index policy for practice and games.
- XII. At no time during the varsity season will an elementary basketball team be permitted to hold practice at the host high school for the Elementary Basketball Tournament unless approved by the System Wide Athletic Director due to unforeseen facility issues at their own elementary facility. Practicing elementary teams in the high school facility provides an unfair competitive advantage that if given to one school should be provided to all schools.

**Costs**

- I. Profits from the varsity elementary basketball tournament shall be divided equally among participating schools.
- II. Admission charges for elementary sports shall be set by the Principal’s Association and adjusted periodically.
  - A. Current admission charges are for regular season.
 

Preschool children.....	Free
Retired Employee (with pass card)....	Free
Students (K-12).....	\$2.00
Adults.....	\$4.00
  - B. Admission charges for Tournament.
 

Preschool children.....	Free
Retired Employee (with pass card)....	Free
Students (K-12).....	\$3.00
Adults.....	\$4.00

**Supervision, Disputes, and Penalties**

- The head coach is responsible for squad members during practices and athletic contest.
- The building principal is responsible for the general supervision of his/her teams.
- The system-wide athletic program shall be under the general supervision of the System wide Athletic Director.
- General disputes about the athletic program should be resolved by the Director of Schools. If the dispute involves a referee (an official) in anyway, then the head of the officials shall be invited to attend the meeting and submit information.
- If the individual would like to file a grievance of the Director's decision, they must do so in writing within 7 calendar days. The grievance will be added to the next Board of Education agenda.
- Penalties may be imposed. Any coach and/or principal who violates the rules herein or the Code of Ethics is subject to penalties that may include but not limited to reprimand, suspension from practices and/or games, revocation of coaching credentials and/or a personal fine not to exceed \$100.00 per infraction.

## **Summary Of Responsibilities For Supplemental Pay For Certified And Non-Certified Employees**

The duties of the school employee include but are not limited to:

- \*1. Tryouts
  - 2. Collect athletic physical exam forms
  - 3. Uniform assignments, care, and inventory
- \*4. Eligibility lists and updates
- \*5. Schedule and attend practice
- \*6. Travel on the bus to away games
- \*7. Supervise students before, after and during practice and games
  - 8. Coach
- \*9. Follow all purchasing procedures
- \*10. Handle parent meetings, concerns and complaints
- \*11. Fulfill pre-season and post-season obligations
- \*12. Attend coaches meetings and implement rules
- \*13. Work with principal on team publicity and promotion
- \*14. Maintain emergency kit and monitor student medical issues and injuries
- \*15. Maintain CPR and Blood-borne pathogen training
- \*16. Listed as coach of record and sits on the bench
- \*17. Monitors team volunteers
- \*18. Set up for games and be responsible for locker rooms, keys, facility maintenance, squad, and locker assignment.
- \*19. Report directly to the Principal
- \*20. Inventory, order and recondition equipment

\*These responsibilities cannot be delegated to a volunteer.

## **Procedures For Hiring Officials**

- I. All contests between member schools shall use officials who are approved by the Principal's Association.**

Additional county regulations:

- A. The decisions and interpretations of the rules by officials are final.
- B. Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by the association.

## **II. Contracting of Officials**

The sole responsibility of assigning and contracting officials belongs to the assigned officer of the local official's association used.

## **III. Ethical Behavior Toward Officials**

Officials contracted to officiate at Cumberland County Elementary Schools are guests of the schools and should be treated accordingly. Upon arrival, officials shall be greeted by a designated school employee.

Official's checklist:

- A. Officials parking available.
- B. Dressing room cleaned and supplied with necessities.
- C. Notification as to special events, e.g. Homecoming, Parents Night, etc.
- D. Clarification on any local playing conditions or ground rules.
- E. Half-time refreshments are available.
- F. Pay vouchers in order.

Coaches should introduce themselves to the officials prior to the contest and extend a cordial welcome. During and after the contest, the coach's relationship with the official shall be on a professional level. Should an occasion arise for the coach to question the official concerning a contest situation, it shall be done in a respectful manner within the contest rules. Judgment calls of the official should not be challenged. At no time is the coach or a member of the bench to berate the official in such a manner as to incite the spectators. Coaches who promote a positive contest relationship with the officials can expect likewise treatment from the official.

## **Transportation Policies**

### **I. General Transportation Policy**

If transportation is provided, all players, personnel and coaches of athletic teams will be transported in authorized school vehicles when the contest has been scheduled away from the school site.

### **II. Approved Modes of Transportation**

All athletic teams will be transported by the following modes in priority order:

1. School bus – driven county bus – employed bus driver
2. Licensed private carriers – specially chartered trips
3. Private auto – see Board Policy 3.404

### **III. Procedures for Transportation Procurement**

- A. The coach shall be responsible for making transportation arrangements for all athletic teams.

1. The head coach shall submit to the principal three weeks prior to the start of the season, a schedule listing the departure and estimated return time for all away contests.
2. Ten days prior to the first away contest, the coach shall submit all “Bus Request Forms” for the entire sports season to the transportation supervisor.
3. Any changes in the departure time or circumstances of the trip are to be made through the principal.
4. All subsequent trip requests are to be made to the transportation office 10 days prior to the date of the trip or the morning following a contest cancellation/postponement or tournament advancement.
5. All team members should be informed of the estimated time of return one day prior to the trip. The convenience will help parents to schedule a school pick-up.

#### B. Breakdowns, delays and accidents

1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge.
2. When an accident or breakdown occurs, it is the coach’s responsibility to provide for the supervision and protection of the students.
  - a) Students should remain together and on the bus unless instructed otherwise by the driver or other authority, e.g. police.
  - b) Students should be supervised at all times.
  - c) Coached should call the school at the first available opportunity.
3. In the event of unusual or unanticipated delays in returning to school, please call the principal. If possible, instruct students to call home and inform their parents of the delay.

#### C. Travel release

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.

1. Travel release forms will be made available to all athletes.
2. Parents must make prior arrangements with the coach in advance of the trip by having the approval travel release on file in the coach’s office or in the coach’s possession on the day of the trip.
3. Should a parent approach a coach and request their son/daughter ride home with them or someone else, the coach shall agree upon receiving written release of responsibility for the athlete.

### IV. Procedure Relative to the Use of School buses

#### A. Bus guidelines

1. The coach shall give to the driver a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required in the event of an accident and should be made available to law authorities.
2. A coach must accompany the bus when a sport is on the road.
3. A first aid kit must accompany all athletic trips and contain the “Emergency Medical Forms” for each athlete.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.

5. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Athletes who miss the bus and arrive at the contest later shall not be permitted to participate unless there are extreme circumstances.
7. No food or drink is permitted on the bus unless the driver has given prior approval due to the length of the trip.
8. In the event approval has been granted, the coach is responsible to see that the bus is left in clean condition.
9. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
10. All students are expected to dress appropriately and neatly for out of town trips.
11. Only players, coaches, cheerleaders, chaperones or other invited school officials may ride buses provided for athletic teams. No exceptions maybe made to this rule.
12. When a bus is chaperoned by only one coach, he/she should position him/herself near the center of the bus for supervision. Whenever two or more coaches are on the bus, one coach should sit in the rear to eliminate horseplay.
13. Only assigned personnel may ride on school transportation. No spectators or coaches' family members are permitted.
14. Coaches are to instruct their athletes not to wear spikes or cleats inside school transportation without the driver's permission.
15. Bus radios, if permitted will not be played at an excessive noise level.
16. The emergency door shall only be used in case of emergency or unless authorized by the driver.
17. The coach will check with the driver to be sure that students have everything off the bus upon return to school.
18. The coach shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the principal as soon as possible.
19. All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have secured a travel release.

#### B. Trip cancellation

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the transportation supervisor, coach, and the building principal. All parties concerned should be notified.
2. Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.

### V. The coach and principal will organize overnight trips.

## Locker Room and Related Facilities

### I. Locker Room responsibilities

#### A. Security

1. Each coach is responsible for the action of members of his/her squad for the time they report for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practices, games, meets, home or away, and stays until the last athlete has left.

3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
4. Since many coaches will be using the locker room office area (coaches office), each coach must make effort to keep this area as neat and clean as reasonably possible. The custodian will clean this area as scheduled.
5. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the principal.

#### B. Control of keys

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the principal or designee. All coaches will return their keys to the principal on the final day of the school year, unless permission has been granted for summer use of the athletic area.
2. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
3. If keys to the athletic area are lost, the coach should report this to the principal immediately.

## **II. Locker Room Procedures**

#### A. Athlete rules

1. Rough housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players is allowed in the locker room.
4. No glass containers are permitted in locker room.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport session.
7. Athletes may use the phone in the locker offices to call home upon permission of the coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time. Pay phones are to be utilized for other calls.
8. Other needed rules may be added with the approval of the principal and coach.

## **Athletic Injuries**

### **I. Medical Aspects and Safety**

#### A. Responsibilities

1. The coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
2. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must



understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

3. It is the responsibility of the coach in charge of a team to have a complete list of emergency telephone numbers and pertinent student health information and a first aid kit at every practice and contest.
4. Encourage heavy fluid intake before, during, and after practice sessions.

#### B. Emergency procedures

1. Check for consciousness and vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept at a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the coach seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
  - a) Parents should assume the responsibility of contacting the family physician for any injury.
  - b) Less serious injuries, have parents provide transportation for the necessary medical attention.
7. Call 911 as needed.
8. The athlete's parents' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all times in the team's medical kit.
9. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization card. He/she should continue to try to contact the parents.
10. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

## II. Accident/Injury Report Procedures

#### A. Reporting Procedures

1. The coach will complete the "Athletic Injury Report" form immediately following any athletic injury that requires medical professional or health care personnel. This includes athletic injuries or accidents that involve any students under their control during a practice, contest or while traveling to or from a contest.
2. The form shall be turned into the principal's office the following morning with the coach retaining a copy.
3. Copies of the report shall be immediately sent to the Central Office and to the parents.
4. The coach shall list the injury on the log that is kept in the athletic training room.
5. Coaches should follow up on all injuries by attempting to personally contact the parents.

#### B. Return to Participation

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the family physicians, must have a written statement allowing return to competition.

### III. Suggested Items for a Coaches' First Aid Kit

Adhesive	Ammonia ampules
Antiseptic soap (phisoderm, etc.)	Band-Aids (1 by 3)
Blood pressure cuff and stethoscope	Butterfly bandages
Chalk	Cotton (sterile)
Cotton tipped applicators	Elastic bandages
Elastic tape role (elasticon, etc.)	Tweezers
Mirror (hand)	Moleskin
Non-adhering sterile pad (3 by 3)	Oral thermometer
Pen light	Plastic bags
Rubber gloves	Sponge rubber
Surgical scissors	Tape adherent
Tape scissors	Tongue depressors
Triangular bandages	Towels

NOTE: The amounts will depend on the number of players and amounts used in previous years.

In addition to the items listed above for the training kit, the following items may be needed at the sideline:

Ice-crushed	Water-individual cups or containers
Stretcher	Air splints-both arm and leg
Spine board – Particularly important in football games	

### **Awards Banquets**

The coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of the session. The coach may choose to work with a support club, or a group of selected parents in planning the type of awards ceremony under the supervision of the principal.