

# Sunflower County Consolidated Schools Athletics/Activities Handbook



Sport	Maximum Contest Season	Practice begins	Scrimmage	Classic	First Game	Season Ends	Region Tournament	Round 1	Round 2	Round 3	North South	Championship
Volleyball	22*	July 25	July 30	August 5	August 8	October 15		October 18	October 22		October 25	October 29
Slow Pitch	26	July 25	August 6	August 12	August 14	October 8	October 8	October 11	October 15		October 18	October 22
Football 2A-3A-4A	11	August 1	August 12	August 18-19	August 26	October 28		November 4	November 11	November 18	November 25	December 2,3
Football 1A-5A-6A	11	August 1	August 12	August 18-19-26	September 2	November 4		November 11	November 18		November 25	December 2,3
Swimming	8	August 1	August 6	August 13	August 20						October 15	October 29
Cross Country	11	August 1			August 22							November 5,7
Soccer	21	October 17	October 29	November 5-8	November 8	January 21		January 24	January 28		January 31	February 4
Bowling	12	October 17			November 11	February 4	February 11					February 16-17
Basketball	26	October 17	October 29	November 4-5-8	November 11	February 11	February 14	February 20-21	February 24-25			March 1-11
Powerlifting	4	October 17						February 4			March 4	April 22
Golf	16	January 30			February 27		April 3					May 1-4
Tennis	18	January 30			February 27	April 10		April 17	April 24	May 1		May 8-10
Track	12	January 30			February 27		April 15	April 22			April 29	May 5,6
Fast Pitch	26	January 30	February 18	February 24	February 27	April 20	April 21-22	April 25-27	May 1-2		May 5,6	May 11,12,13
Baseball	26	January 30	February 18	February 24	February 27	April 20		April 21,22,24	April 28,29,1	May 4,5,6	May 11,12,13	May 16-20
Archery		January 2	January 30	February 7	February 13	April 24						

TWO Classic Game allowed for all sports except football. Only one Classic Game for football. The game will count on the overall record, but not toward the maximum number of contests. The first junior high basketball game will be October 24. No basketball division games should be played until after the first weekend in December.

\* Includes four (4) volleyball tournaments that can only be played on weekends.

With the new high school testing windows, coordination between Athletic Directors and District Test Coordinators will be more important than ever.





## **REVISED 2016 - 2017 ACTIVITIES CALENDAR**

Fall Choral Directors Meeting (MHSAA Bldg, Clinton, MS).....	August 13, 2016
.....	SR. High – 10:00 a.m.
.....	JR. High – 1:00 p.m.
Fall Band Directors Meeting (Ridgeland HS).....	August 27, 2016
Speech/Debate Workshop (MHSAA Bldg) .....	Aug. 19-20, 2016
Sr. High Choral Chairpersons Meet (MHSAA Bldg.) 10:00 a.m. ....	September 09, 2016
Jr. High Choral Chairpersons Meet (MHSAA Bldg.) 10:00 a.m. ....	September 16, 2016
State Regional Marching Evaluations.....	October 8, 2016
.....	Region I - Tupelo High School
.....	Region II - Grenada High School
.....	Region III – EMCC, Meridian
.....	Region IV - Pearl High School
.....	Region V - Gulfport High School
MBA/MHSAA Championship Marching:	
.....	Classes 1A, 3A, 5A, Pearl High School – October 22, 2016
.....	Classes 2A, 4A, 6A, Clinton High School – October 31, 2016
Middle School/Jr. Hi/JV Cheer/Dance Competition (Oxford High School).....	Nov. 19, 2016
State Band Clinic .....	December 8-10, 2016
State High School Cheer/Dance Championships (JXN Coliseum).....	December 16-17, 2016
Winter Choral Directors Meeting (MHSAA Bldg, Clinton, MS) .....	January 21, 2017
.....	JR. High – 10:00 a.m.
.....	SR. High – 1:00 p.m.
Cheer / Dance Coaches Convention (Richland Community Center) .....	February TBA
District Choral Festivals Completed .....	February 24, 2017
Choral Art Festival (MS College, Clinton, MS) .....	TBA
State Choral Performance Evaluation (Pearl High School) .....	March 7-9, 2017
MMEA Convention .....	March 23-25, 2017
State Concert Band Evaluation:	
.....	Central - Pearl – March 29, 2017-April 1, 2017
.....	North – Tupelo April 3-5, 2017
.....	South – Oak Grove – April 3-5, 2017
Good Friday .....	April 14, 2017
Easter .....	April 16, 2017
MHSAA Speech and Debate Congress State Championship (TBA).....	April 21-22
MHSAA State Speech/Debate Championship (TBA) .....	April 28-29



# **ATHLETICS HANDBOOK SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT**

**Indianola, MISSISSIPPI**

## **Introduction**

This Athletics Handbook has been prepared to present clear guidelines to cover specific aspects of the athletic programs of the Sunflower County Consolidated School District. The School Board and the administration believe that it will be helpful not only to staff members directly involved in athletics but also to students and parents who are affected by or interested in learning about the programs.

It is important to understand that this handbook is supplemental to - and is not intended to supersede or substitute for - the policies and procedures of the Sunflower County Consolidated School District adopted by the School Board governing operations of the school district. Every staff member and all students are subject to these policies, together with policies as stated in student handbooks and formally adopted by the School Board each year.

In addition, the athletic programs of the district must conform to all rules and regulations established by the Mississippi High School Activities Association and the Mississippi Department of Education – [www.misshsaa.com](http://www.misshsaa.com); [www.mde.k12.ms.us](http://www.mde.k12.ms.us).

All staff members are responsible for seeing that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with Sunflower County Consolidated School District, Mississippi High School Activities Association, and Mississippi Department of Education policies. This handbook outlines in detail vital areas of the athletic programs with which staff members must be concerned.

### **I. Mission Statement**

Athletics are an extension of the classroom and are considered extracurricular activities. Athletics should function as an integral part of the total curriculum at Indianola Gentry High School, Ruleville Central High School, Drew Hunter Middle School, Inverness Elementary School, Moorhead Middle School, Robert L. Merritt Middle School and Ruleville Middle School. The athletic programs should offer opportunities to promote self-realization and all-around growth as well as the development of fellowship and good sportsmanship.

The major objective of the athletic programs is to provide wholesome opportunities for students to develop positive and responsible habits and attitudes toward group and social living. Athletics help the student athlete develop a healthy self-concept, as well as a healthy body, by teaching those skills necessary for team participation.

The interscholastic athletic program should be conducted in accordance with the Sunflower County Consolidated School District, Mississippi High School Activities Association, and Mississippi Department of Education policies and regulations. It should at all times be conducted in a manner that will justify it as an educational activity.

## II. Code of Ethics

When one becomes a member of the coaching profession, he/she assumes certain obligations and responsibilities to the sport, to players and to fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities, to the end that coaching remains an honorable calling, and that each member conduct himself/herself in such a manner as to maintain the dignity and decency of the profession.

In relationships with players under his/her care, the coach should always be aware of the influence he/she wields for good or bad. Parents entrust their children to the coach and through his/her example, these young people should emerge as fine and decent people. The coach should never place the value of winning above that of instilling the highest ideals and character traits in his/her players. The safety and welfare of the players should be uppermost in the mind of the coach.

In teaching a sport, the coach must realize that here are certain rules designed to protect the player and provide common standards for determining a winner and a loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct have no place in athletics. The coach should set the example for winning without boasting and for losing without bitterness.

Coaches who conduct themselves using these principles as guidelines will be successful in terms of the respect they have gained from their players as well as from their opponents.

The essential qualities desired in coaches are honesty and integrity. Coaches whose conduct reflects these characteristics will bring credit to the coaching profession and to themselves. It is through such conduct that the profession will earn and maintain its rightful place in the educational program and make its full contribution to the American way of life.

## III. OUTLINE OF SPORTS OFFERERED

### High School

### Junior High School

#### Fall

Cross Country  
Football

#### Winter

Basketball

#### Spring

Baseball  
FP Softball  
Track  
Tennis

#### Fall

Football

#### Winter

Basketball

#### Spring

None

High School Sports Offered – 7  
Teams Fielded – 24

Junior High School Sports Offered – (2)  
Teams Fielded – 9

Cheerleaders

Cheerleaders

## ATHLETIC POLICES

**It is the responsibility of the athletic director and the head coach of each sport to see that the participants meet the requirements of the MHSAA. Failure to abide by MHSAA rules may result in a coach being sanctioned, fined, and possibly terminated from his/her position.**

**Alcohol and Drug Abuse Policy:** The athletic department will adhere and strictly enforce policy (GAK) regarding the use or abuse of alcohol, drugs, or tobacco by coaches and student athletes.

**Athletic Drug Screening Policy:** All athletes will be randomly screened for drugs in accordance with the Sunflower County Consolidated School's drug testing policy for all extracurricular activities.

**Athletic Equipment:** Sunflower County Consolidated Schools strives to provide high quality athletic equipment. The athletic director and head coach of each sport shall keep abreast of the latest trends in athletic equipment. Safety is the number one priority when selecting and purchasing athletic equipment. When purchasing athletic equipment, the coach and athletic director must follow the guidelines of the purchasing department. If a coach checks out any athletic equipment, he/she must see that it is returned. A fine will be assessed to any student for the misuse or loss of athletic equipment, and the fine must be paid before the grading period ends. **In addition, at the end of the season, each head coach must provide an inventory to the athletic director.**

**Awards/Banquets:** The booster club and support groups are responsible for athletic awards and banquets for each sport. If there is not a booster club for a particular sport, then it is the discretion of the athletic director to establish the award program and banquet for that sport. At the end of the season, the booster club of a sport may choose to have a banquet with the approval of the head coach, at which awards may be presented.

**Booster Clubs:** Booster clubs are essential components of successful athletic teams and provide necessary financial support to our athletic teams. However, booster clubs should limit their roles to lending financial support and not help coach, schedule, or administer the team. Any money raised by a booster club is solely for the benefit of the team. The booster club shall have a constitution with by-laws and procedures established. The monies that are raised by the support groups shall be spent at the direction of the athletic director and the head coaches of that sport.

**Coaching Clinics for High School Coaches:** Sunflower County Consolidated School's coaching staff shall stay abreast of the latest techniques and mechanics being used to teach their respective sports. Sunflower County Consolidated Schools will reimburse each head coach for the cost of attending one coaching clinic per year with the prior approval of the athletic director. Each head coach may request approval to attend the clinic that he/she would like to attend, with preference

being given to local and state clinics. It is expected that the coaches attending clinics will share the information with their colleagues after returning.

**Commercial Driver's License:** All Sunflower County Consolidated School coaches will obtain a commercial driver's license and be responsible for transporting your teams to away games. If you have a medical excuse, you need to have a copy of it on file from your doctor.

**Discipline Procedures:** All athletes are expected to carry themselves as responsible young men and women. This applies to the classroom as well as the athletic fields and social events. If an athlete shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitment to the athletic program, he/she may be suspended from that sport. If any athlete boycotts the team or coach for any reason, that athlete could be suspended from participation in that sport and any other sport for the remainder of the school year. An athlete must comply with all written and oral directions given by the coaches of his/her sport.

1. Disciplinary action for **minor offenses** such as inappropriate classroom behavior, tardiness to class, missed practices and/or meetings without proper excuses, disrespect, inappropriate dress, etc.
2. Disciplinary action for **major offenses** such as defacing or destroying school property, fighting, stealing, committing forgery, defying a coach or school authority, causing a disruption in school or on a school bus, leaving school grounds without permission, abusive language, threatening another student or coach, using alcohol, tobacco and/or drugs, exhibiting a poor attitude, lack of self-discipline, boycotting the team for any reason, etc.

**Disciplinary action** can consist of: a parent conference, sitting out a game or games, dismissal from the program for a specific time, permanent dismissal from the program, and any other action deemed appropriate by the coaches and the Athletic Director.

**Ejections of Athletes/Coaches and/or penalties:** The Sunflower County Consolidated School System follows all MHSAA rules relative to the ejection of an athlete or a coach. If an athlete or coach is penalized, he/she must comply with the penalty. The Sunflower County Consolidated School System encourages all coaches to conduct themselves in such a manner that neither a fine, penalty, nor ejection from a game will be warranted. However, should a financial penalty be imposed on a coach, it is his/her responsibility to pay the penalty. The Sunflower County Consolidated School System will not be responsible for payment of a coach's fine.

**Eligibility:** All coaches must be knowledgeable of and comply with the MHSAA rules governing eligibility of student athletes, which require that a contestant must:

- (a) Have enrolled no later than the 15<sup>th</sup> day of any semester of participation, carry the required number of subjects for graduation by their local district, and deport himself/herself satisfactorily;
- (b) Not have become 19 years of age prior to August 1 (\$1,000 fine to the coach for this infraction);
- (c) Not be a graduate of a four-year high school;
- (d) Not have enrolled in college or junior college or participated in athletics beyond the high school level;
- (e) Be a student whose parent(s) or legal guardian(s) are (1) bona fide residents of the district or (2) are instructional personnel or licensed employees of the district;
- (f) Have a certified copy of his/her birth certificate on file with the school;
- (g) See MHSAA handbook for the recognized exceptions.

**Eligibility for student athletes is now checked twice a year – at the end of the school year for fall eligibility and at the end of the fall semester for spring eligibility. In order to be eligible, a student athlete must have a 2.0 (70) GPA and be on track to graduate.**

**It is the coach's responsibility to check all of your student/athletes for eligibility. If you have any questions, you need to consult the athletic director before allowing the student/athlete to compete.**

- *The head coach should submit the roster to the counselor.*
- *The counselor should verify that the players are eligible.*
- *The Principal should sign off that all players are eligible and submit the required documentation to the MHSAA.*

**New students to the District must complete a Transfer Student form that must be signed off by their previous school and the MHSAA before they are able to compete.**

**No Pass, No Play:** Any student participating in extra-curricular activities will be held to high academic standards. All of those students must adhere to the Mississippi High School Activities Association's guidelines as well as the guidelines set forth by the Sunflower County Consolidated School District.

1. Any student who has received two (2) F's for any *marking period* will be immediately removed from the activity that he/she is participating in.
2. Any student who has received one (1) F will be on probation, and must attend after-school tutorial until that deficiency is removed. The student will have one (1) *marking period* to remove that deficiency, upon which he/she will be removed from the activity that he/she is participating in.
3. Any student who has received at least one (1) D will be required to attend after-school tutorial until that deficiency is removed.
4. Any student who has not passed any SATP exam will be required to attend after-school tutorial until that deficiency has been removed.

*A marking period is defined as progress report issuance or report card issuance. i.e. If a student receives an F for the 2<sup>nd</sup> 9-weeks grading period, then he/she has until the issuance of progress reports during the third 9-weeks to clear that deficiency. If students do not adhere to the aforementioned rules, then he/she will be removed from that activity immediately.*

**Evaluations:** All coaches must answer to their building principal for their teaching evaluations. All High School and Junior High School head coaches will be evaluated at the end of their season by the athletic director. He/She will sit down with each coach to discuss their season and complete an evaluation form on the head coach. The head coach will be responsible for completing an evaluation form on his/her assistant coaches. The head coach should bring these evaluations to his/her end-of-the-year meeting with the athletic director. The head coach should also bring his/her inventory list to the meeting, and the head coach should bring a list of letter winners, indicating how many years they have lettered.

**Game and Practice Supervision:** All coaches must ensure that proper security and fan supervision is in place prior to an athletic contest/event. Further, no game or practice may be held without a coach present.

**Lettering Policy:** In order to earn a letter in a sport, an athlete must meet certain requirements, specific to each sport. Each varsity head coach must have specific criteria spelled out prior to their season beginning. A copy of those requirements should be turned in to the director of athletics.

**Multiple Sports Participation:** Sunflower County Consolidated School District acknowledges that there are sports whose seasons overlap, and some athletes may have conflicts in scheduling. Sports, in-season, take precedent over tryouts in other sports. In the case of an athlete who wishes to participate in multiple sports and scheduling conflicts arise, it is hoped that the two coaches can arrive at a solution. If no agreement can be reached, then a “playoff game” would take first priority, followed by a “district game” next and a “non-district game” last. Athletes are encouraged to participate in as many sports as they wish, and they should be able to do so without pressure from any coach to limit participation to one sport. **Sunflower County Consolidated School District may discipline any coach who discourages an athlete from participating in more than one sport.**

A student/athlete who quits one sport to participate in a second sport will not be allowed to play in the second sport until the season of sport that he/she quits is over. (Example: Jon Doe quits basketball late in the season to play baseball. John Doe will not be allowed to play baseball, practice or compete, until basketball season is over.)

**Paraprofessional Coaches:** In some cases, depending on teaching assignments available, Sunflower County Consolidated Schools may have to hire paraprofessional coaches. These paraprofessional coaches must meet the recommendations of the MHSAA in order to coach at the High School or Junior High School level. They will be paid a stipend based on previous years’ experience.

**Physical Examination/Waiver:** All athletes are required to complete an “Athletic Clearance form” that includes insurance information and Random Drug Testing consent/release. A physical examination must be conducted **prior** to participating in

tryouts, a practice, or game. **Sunflower County Consolidated School System may discipline any coach who knowingly allows a student/athlete to participate without these forms on file.**

**Purchases:** Each head coach will be allowed to give a “Wish List” to the athletic director each year. In most cases, the athletic department will not be able to purchase everything on the wish list, so the head coach and athletic director will have to prioritize the list. The head coach will need to get two or three quotes on the items to be purchased. Once the quotes have been made, the head coach and athletic director will agree on the purchases to be made by the athletic department. The athletic department will work with the business office to get a purchase order for the items. The vendors should not place an order until they have received a purchase order from Sunflower County Consolidated Schools. The vendor should make sure that all items ordered are delivered to the warehouse and not to the individual schools or coaches. **No coach will accept merchandise delivered to the school without a purchase order – Sunflower County Consolidated Schools may discipline any coach who does not follow the proper procedure for ordering equipment, etc.** Head Coaches can use their Booster Club to purchase other items that the athletic department could not cover.

**Religious Neutrality:** Sunflower County Consolidated School District recognizes the right of every person to make personal decisions about religion free from school or governmental involvement. Sunflower County Consolidated School District encourages all students and staff to appreciate, respect, and be tolerant of each other’s religious decisions and views. Coaches and/or district employees may not lead, plan, or encourage, discourage, or prohibit prayers or religious activities at school and/or school events.

**Safety Procedures for Athletes:** The safety of athletes in practice and games is a top priority in the Sunflower County Consolidated Schools. The athletic director and supervising coaches must take all necessary precautions to insure the safety of the athletes.

**Scholar-Athlete Team Award:** Each head coach should complete a Scholar-Athlete Team Award Application. These are due to the MHSAA by April 1<sup>st</sup> and are based on first semester grades. Therefore, all head coaches should complete the form and submit it to the athletic office shortly after the first semester ends. It is based only on varsity athletic teams, and everyone who played/lettered on a varsity fall sport or winter sport should be listed. Coaches who will begin their practice in February for spring sports will need to estimate their varsity team members based on past participation or tryouts and use this list to complete the application.

**School Attendance on Game Day (Practice):** In order to be counted present, a student must be in attendance for at least 63% of his/her assigned school day. In order to participate in any extracurricular activity (including daily practices), a student must meet the attendance rule on the day of the activity. A student absent with permission for a school-related activity will be considered to have attended school the required minimum 63% of the day on the day of the activity. **These same guidelines apply to coaches. Coaches must be present in order to participate in activities associated with an extracurricular activity - practices, games, banquets, etc. It is the coach’s responsibility to check school attendance for his/her players on athletic and/or extracurricular days.**

**Squad Selection:** Each head coach will have a policy on how athletes are selected for a team (“selection policy”). This policy shall be approved by the athletic director and should

be posted in a visible place prior to the team selection. Each selection policy will be on file in the athletic director's office.

**STAR Sportsmanship:** According to the MHSAA, all coaches, sponsors, student-athletes, cheerleaders, and dance participants in middle school, junior high, and high school sports must have completed the online *STAR Sportsmanship* training program at some point in time. Junior High and Middle School coaches, sponsors, and students must complete STAR Sportsmanship training before their season ends. High School coaches, sponsors, and students must complete STAR Sportsmanship before post-season play begins in their sport. It is the responsibility of the **head coach or sponsor** of each sport to make sure that his or her team's student athletes and assistant coaches complete STAR Sportsmanship training. **Completion Reports** for each team will be reviewed by the MHSAA to check eligibility.

**Teaching Assignments:** Most coaches will have a teaching assignment at one of the Sunflower County Consolidated Schools. You will be evaluated by your building principal during the year based on your teaching assignment. It is your responsibility to maintain up your teacher license and to keep it current. In some cases, Sunflower County Consolidated Schools will hire a paraprofessional coach who will not have a teaching assignment in the District.

**Teacher Certification:** Each coach is responsible for keeping his/her teaching certification current through the Mississippi Department of Education (MDE). The personnel office will remind you during your last year of certification, but you should have already done some previous work to keep current. In order to keep up your certification, there are many opportunities for you to get CEU's during the school year.

**Travel:** The athletic director and head coach are responsible for transporting the athletes to and from games/contests in an approved state vehicle. Alternative travel may be arranged in accordance with Sunflower County Consolidated School District Policy. Any alternative travel should be approved by the athletic director prior to the event. It will be up to the head coaches if they want to allow student/athletes to ride home with parents. Unless it is an emergency, the travel release form must be completed prior to the child leaving. In the case of an emergency, if the head coach decides to allow them to ride home with a parent, it can only be their legal guardian and cannot be a relative. The legal guardian must sign the child out and take responsibility for the student/athlete getting home. If the legal guardian will not be traveling to the away contest, the student/athlete will ride the bus back home. He/She cannot ride back with another parent, relative, etc.

**Tryouts:** A sport that begins in the fall must have its tryouts in the spring semester. A sport that begins in the spring must have its tryouts in the fall semester. **The date(s) of your tryout must be approved by the MHSAA.** Coaches need to submit your tryout date(s) to the athletic director well in advance and should not conduct tryouts until your date(s) have been approved by the MHSAA.

**Weight Room:** A well-organized weight program is essential to a competitive athletic program. Sunflower County Consolidated School District currently employs a full-time strength and conditioning coach. All head coaches should work with him/her to stay current with the latest weight training techniques specific to your sport. The weight room should be a safe and wholesome environment.

**Athletes are prohibited from working out in the weight room without the supervision of the strength and conditioning coach and/or another coach.**

**Working Athletic Events:** All Sunflower County Consolidated School coaches will be responsible for working other home athletic events. This is a part of your supplement and assignments will be made by the athletic director.

## **ATHLETIC FORMS**

**Physical Form:** A generic physical form is in the athletic office, or it can be downloaded from the Internet at [www.misshsaa.com](http://www.misshsaa.com). All athletes must have a physical **prior** to tryouts. Doctors can use their own physical forms as long as they designate the athlete can participate in the sport or all sports he/she is trying out for. **Sunflower County Consolidated Schools may discipline any coach who knowingly allows a student/athlete to participate without a physical form on file.**

**Athletic/Extracurricular/Co-Curricular Activity Participation Clearance:** This form covers three (3) things and is available online:

- (1) The Parent/Guardian waiver allowing the student/athlete to participate
- (2) The Random Drug Testing permission
- (3) The insurance information for the athlete

This form must be turned in **prior** to tryouts. **Sunflower County Consolidated Schools may discipline any coach who knowingly allows a student/athlete to participate without this form on file.**

**Concussion Form:** This is a form from the MHSAA and must be signed by each athlete each year. This form must be turned in **prior** to tryouts. **Sunflower County Consolidated Schools may discipline any coach who knowingly allows a student/athlete to participate without a concussion form on file.**

**Emergency Medical Authorization:** This form must be filled out for all athletes and must be **kept with the coach at all times**. If an athlete has a medical emergency, this form gives all the necessary information for medical personnel treating the athlete.

**Insurance:** All student/athletes must provide a proof of insurance before being allowed to tryout, practice, or play. Anyone who does not have insurance can purchase a plan through the **Student Insurance Plan**. According to the MHSAA, the District does not have to provide insurance, but we do provide a secondary insurance policy. **This policy does not pay until you have filed on your insurance and your insurance has already paid.**

**Student Insurance Plans:** This form is available in the Principal's office for any parent/guardian/student who desires to purchase insurance coverage for athletic activities. For questions concerning insurance coverage related to athletic activities, contact the athletic department.

## **ATHLETES/COACHES**

**Out-of-State and/or Overnight Field Trip Permission Form:** This form must be filled out completely on every athlete who is going on an **out-of-state or an overnight trip**.

These forms must be submitted to the athletic office with a **roster** of all the athletes going on the trip.

**Student Participation Waiver Form:** This form must be filled out completely for all athletes going on an **out-of-state or an overnight trip**. This form goes along with the out-of-state and or overnight field trip permission form. This must be submitted with a **roster** of all the athletes going on the trip.

**These two forms, along with a roster of all the athletes going on the trip, must be submitted to the athletic director at least one week prior to the trip.**

**Private Transportation:** This form is for athletes who will not travel with the team to an away game. This is used only for extenuating circumstances and must be approved by the athletic director and head coach in advance.

## COACHES

**Field Trip (Bus) Request:** This form is commonly referred to as the “trip ticket” and must be filled out in School Dude for any coach wanting to get a bus for any athletic trip. Once your schedule is completed, you should complete the trip request forms in School Dude and submit them to be signed by the athletic director and your building principal. The athletic director will forward these forms to the central office for approval. **If you are going on an out-of-state or overnight trip with your athletic team, it must be approved by the School Board. Therefore, these types of requests must be submitted at least 30 days in advance in order to be on the School Board Agenda. This also applies to summer workouts.**

## MEALS/SACK LUNCHES

Any coach requesting sack lunches from the cafeteria must submit in **writing/e-mail** the dates to the athletic office at least **2 weeks** prior to the request. The cafeteria must have sufficient time to order the necessary supplies to make these meals. Arrangements must be made with the cafeteria to pick up the lunches on time. Most of the time the cafeteria workers are gone by the end of the day, so please keep this in mind when needing to pick meals up. The cafeteria workers have always gone “above and beyond” to help the teams out with making the sack lunches, so please take care of picking them up. Once you start picking them up, please make sure that your athletes do not waste the food. If they are not eating the meals, cancel the orders. These sack lunches will be for teams that will be traveling or unable to go home after school.

If you are requesting money for meals, this request also needs to be done at least **2 weeks** in advance in order to get a check processed. You will have to sign for the check, and you will be responsible for returning any receipts and any change to the athletic office.

## HEAD COACH JOB DESCRIPTION

The job description for all head coaches, High School and Junior High School, will be on file in the athletic director’s office and in the personnel office. Whenever a job becomes available, the job description will be posted on the website and made available to all applicants.

## **ASSISTANT COACH JOB DESCRIPTION**

The job description for all assistant coaches, High School and Junior High School, will be on file in the athletic director's office and in the personnel office. Whenever a job becomes available, the job description will be posted on the website and made available to all applicants.

## **EVALUATION FORMS FOR HEAD COACHES**

The evaluation forms for all head coaches, High School and Junior High School, will be on file in the athletic director's office. The athletic director will inform all head coaches of these expectations and review the head coach's progress at an end-of-the year meeting at the conclusion of their sport. Both the athletic director and head coach will sign the forms and file them in the head coach's file. The head coach will be given a copy of the forms for his/her file.

## **EVALUATION FORMS FOR ASSISTANT COACHES**

The evaluation forms for all assistant coaches, High School and Junior High School, will be on file in the athletic director's office. All head coaches, High School and Junior High School, should complete an evaluation form on all of your assistant coaches at the conclusion of your season. Both the head coach and the assistant coach will sign the forms and the head coach should bring them with him/her to his end-of-the year meeting with the athletic director. The assistant coach(es) will be given a copy of the forms for his/her file.

**DO NOT FOLD FORM**  
**MISSISSIPPI ATHLETIC PARTICIPATION FORM**  
**ATHLETIC HEALTH HISTORY**

*Please Print*

Name \_\_\_\_\_ Date \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Sport(s) \_\_\_\_\_  
 Sex: M F Date of Birth \_\_\_\_\_ S.S.N. \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Family Physician \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Parent / Guardian Name \_\_\_\_\_ Work Phone \_\_\_\_\_

**FAMILY MEDICAL HISTORY**

Has any member of your family under age 50 had these conditions?

Yes	No	Condition	Whom
<input type="checkbox"/>	<input type="checkbox"/>	Heart Attack	_____
<input type="checkbox"/>	<input type="checkbox"/>	Sudden Death	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stroke	_____
<input type="checkbox"/>	<input type="checkbox"/>	Heart Disease / High Pressure	_____
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	_____
<input type="checkbox"/>	<input type="checkbox"/>	Sickle Cell Anemia	_____
<input type="checkbox"/>	<input type="checkbox"/>	Arthritis	_____
<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	_____
<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease	_____

**ATHLETE'S ORTHOPAEDIC HISTORY**

Has the athlete had any of the following injuries?

Yes	No	Condition	Date	Yes	No	Condition	Date
<input type="checkbox"/>	<input type="checkbox"/>	Head Injury / Concussion	_____	<input type="checkbox"/>	<input type="checkbox"/>	Neck Injury / Stinger	_____
<input type="checkbox"/>	<input type="checkbox"/>	Shoulder L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Arm / Wrist / Hand L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Elbow L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Back	_____
<input type="checkbox"/>	<input type="checkbox"/>	Hip	_____	<input type="checkbox"/>	<input type="checkbox"/>	Thigh L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Knee L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Lower Leg L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Chronic Shin Splints	_____	<input type="checkbox"/>	<input type="checkbox"/>	Ankle L / R	_____
<input type="checkbox"/>	<input type="checkbox"/>	Foot L / R	_____	<input type="checkbox"/>	<input type="checkbox"/>	Severe Muscle Strain	_____
<input type="checkbox"/>	<input type="checkbox"/>	Pinched Nerve	_____	<input type="checkbox"/>	<input type="checkbox"/>	Chest	_____

Previous Surgeries: \_\_\_\_\_

**ATHLETE'S MEDICAL HISTORY**

Has the athlete had any of these conditions?

<input type="checkbox"/>	<input type="checkbox"/>	Heart Murmur	<input type="checkbox"/>	<input type="checkbox"/>	Organ Loss	<input type="checkbox"/>	<input type="checkbox"/>	Overnight in hospital
<input type="checkbox"/>	<input type="checkbox"/>	Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath / coughing during exercise	<input type="checkbox"/>	<input type="checkbox"/>	Hernia
<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>	Knocked out	<input type="checkbox"/>	<input type="checkbox"/>	Rapid weight loss / gain
<input type="checkbox"/>	<input type="checkbox"/>	Irregular Pulse	<input type="checkbox"/>	<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	Take supplements / vitamins
<input type="checkbox"/>	<input type="checkbox"/>	Single Testicle	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Heat related problems
<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Liver Disease	<input type="checkbox"/>	<input type="checkbox"/>	Menstrual irregularities
<input type="checkbox"/>	<input type="checkbox"/>	Dizzy / Fainting	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Recent Mononucleosis / Enlarged Spleen
<input type="checkbox"/>	<input type="checkbox"/>	Surgery - What Type?	_____					
<input type="checkbox"/>	<input type="checkbox"/>	Allergies (Food, Drugs)	_____					

Date of last Tetanus Immunization \_\_\_\_\_

*To the best of our knowledge, we have given true and accurate information and we hereby grant permission for the physical screening evaluation. We understand the evaluation involves a limited examination and the screening is not intended to nor will it prevent injury or sudden death. We further understand that the examination will be provided without expectation of payment and that the physician and many other medical professionals providing services may be immune from liability under Mississippi law.*

**WAIVER FORM**

This waiver, executed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_, M.D., and \_\_\_\_\_, patient, is executed in compliance with Mississippi law, with the full understanding that if a physician voluntarily provides needed medical or health services to any program at an accredited school in the state without expectation of payment, the physician will be immune from liability for any civil action arising out of the provision of those medical and/or health care services which were provided in good faith on a charitable basis. Such immunity does not extend to willful acts or gross negligence.

Typed or Printed Name of Patient \_\_\_\_\_

Signature of Patient  
 or Patient's Parent or Guardian (if Patient is 17 or younger)

**Information below to be filled out by physician only**

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Pulse \_\_\_\_\_

	Orthopaedic Exam			General Medical Exam			
	Norm	Abnl		Norm	Abnl	Norm	Abnl
I. Spine / Neck	_____	_____	ENT	_____	_____	Lungs	_____
Cervical	_____	_____	Heart	_____	_____	Abdomen	_____
Thoracic	_____	_____	Skin	_____	_____	Hernia (if Needed)	_____
Lumbar	_____	_____	General Health Comments _____				
II. Upper Extremity							
Shoulder	_____	_____	<b>FLEXIBILITY</b>	<b>LEFT</b>	<b>RIGHT</b>	<b>FLEXIBILITY</b>	<b>LEFT</b> <b>RIGHT</b>
Elbow	_____	_____	Neck	_____	_____	Shoulder	_____
Wrist	_____	_____	Hips	_____	_____	Quads	_____
Hand / Fingers	_____	_____	Hams	_____	_____	Heelcords	_____
III. Lower Extremity							
Hip	_____	_____	Back Ext / Flex	_____	_____		
Knee	_____	_____	Comments _____				
Ankle	_____	_____					
Feet	_____	_____					

Other Comments \_\_\_\_\_

**OPTIONAL EXAMS**

**DENTAL**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  
 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

VISION L \_\_\_\_\_ R \_\_\_\_\_

Comments: \_\_\_\_\_

Comments \_\_\_\_\_

[ ] From this limited screening I see no reason why this student cannot participate in athletics  
 [ ] Student needs further evaluation as described

Typed or Printed Name of Physician \_\_\_\_\_

Signature of Physician \_\_\_\_\_

PHYSICIAN - WHITE SCHOOL - CANARY PARENT/GUARDIAN - PINK

**DO NOT FOLD FORM**

MSMOC 62 Rev. 3/03

## CLAIMS ADMINISTRATION

Our most valuable asset is our employees. The majority of our employees are involved with claims administration. Claims administration is what our service is all about. We have a dedicated staff of professionals with many years of experience.

Each school is assigned to a specific claims processor. This allows the processor to become familiar with the school and those persons involved with the plan.

All claims are processed by a customized computer program designed specifically for our needs. Communication with the insured, the provider and the school contact is facilitated by immediate access to information. The system allows us to provide various reports for each policy. The master policy, claims status information and claim form will be made available to you at our website through a special access code.

## CLAIMS HANDLING PROCEDURE

### **Security Life Insurance Company of America**

1. Parents should notify the school and obtain a claim form immediately. The school will fill out Part A if it is a school injury.
2. Parents complete Part B. **Answer all questions.**
3. Parents should submit copies of their **itemized bills** to their own family insurance first, even if they have a large deductible. They will be sent a report called an Explanation of Benefits (EOB). This Plan is supplemental to all other valid coverage. Parents must file a claim with their other coverage first! This Plan **does not** cover penalties imposed for failure to use providers preferred or designated by the parent's primary coverage.
4. Send our claim form, copies of itemized bills and the EOB to: STUDENT ASSURANCE SERVICES, INC., PO BOX 196, STILLWATER, MN 55082
5. No claim can be completed until all of the above documents have been provided.
6. The claims staff is available 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday at 1-800-328-2739.

**Note:** Student must have been treated by a Licensed Physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter, not to exceed one year. The plan will pay eligible expenses that are incurred within one year from the date of injury for the basic plan and ten years for the catastrophic plan.



## SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT TRAVEL RELEASE REQUEST

Travel release is for a student-athlete traveling in a **private vehicle** while on a school sponsored trip. This form must be on file prior to the date of the trip. Parental signature is required as well as the student athlete, the coach and the school athletic administrator.

Print form – sign – return to Head Coach at respective school.

Student-Athlete \_\_\_\_\_ Athletic Team/Activity \_\_\_\_\_

Destination \_\_\_\_\_ Trip Date(s) \_\_\_\_\_

This student-athlete will not be considered as an official member of the Sunflower County Consolidated School District and the Department of Athletics while traveling to/from the off-campus site.

***As a result, he/she will no longer be covered by the School Athletic Insurance during the time traveling to/from the event. I further understand that no expenses will be reimbursed for transportation.***

**All four signatures are required for release to be granted.**

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

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

\_\_\_\_\_ Head Coach Date \_\_\_\_\_

\_\_\_\_\_ Athletic Admin. Date \_\_\_\_\_

# Sunflower County Consolidated School District

## Concussion Management and Return to Play Policy

The recognition and treatment of athletes who have suffered a concussion has become a national priority. The data suggests that concussions can lead to the development of dementia earlier than expected and has led to mandates by the National Federation of High Schools (NFHS), NCAA and the NFL, among others. The NFHS mandated rule states that “Effective with the 2010 high school season, any player who shows signs, symptoms or behaviors associated with a concussion must be removed from the game and shall not return to play until cleared by an appropriate health care professional.” In conjunction with NFHS, the Mississippi High School Activities Association, Inc. (MHSAA) mandate states “An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.”

Recovery from a concussion requires limitation of physical activity, especially sports activity such as practice drills, games and at times even physical education classes. In significantly symptomatic athletes, mental activity should also be limited to allow the brain to heal. As a result of an increasing number of studies that have revealed that concussions not properly treated can result in permanent physical and cognitive deficits, The Sunflower County Consolidated School District will adhere to the following policy and procedures.

- Parents or guardians shall receive and sign a copy of the concussion policy **(Concussion Information Form attached)** before the start of the regular school athletic event session. *“School athletic events” are those sanctioned by the Mississippi High School Activities Association (MHSAA) or the Mississippi Association of Independent Schools (MAIS) and school-sponsored activities in Grades 7 through 12 of schools that are not members of MHSAA or the MAIS which activities are organized and conducted in a manner substantially similar to activities that are sanctioned by the MHSAA or the MAIS.*
- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he or she is normal.
- The athlete shall be evaluated by a health care provider working within the provider’s scope of practice. *“Health care provider” means a licensed physician or a licensed nurse practitioner, licensed physician assistant or licensed health care professional working within the person’s scope of practice and under the direct supervision or written consultation of a physician. All health care providers referred to in this law also must be trained in the evaluation and management of concussions.*
- If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and clearance by a health care provider.

- An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a full supervised practice.
- Athletes shall not continue to practice or return to play while still having symptoms of a concussion.

## **Additional Resources used to compile Information**

### **Mississippi Department of Education**

P.O. Box 771

Jackson, MS 39205-0771

Phone: 601-359-3513

<http://www.mde.k12.ms.us/ohs/home>

### **Mississippi High School Athletics Association (MHSAA) Sports Medicine Advisory Committee (SMAC)**

1201 Clinton-Raymond Road

P.O. Box 127

Clinton, MS 39060

Phone: 601-924-6400 | Fax: 601-924-1725

<http://www.misshsaa.com/GeneralInfo/SportsMedicine.aspx>

# Sunflower County Consolidated School District

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION, INC.

## Concussion Information Form

(Required by MHSAA Annually)

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

(Continued on next page)

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for

a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is key to a student-athlete's safety.

**MHSAA Concussion Policy:**

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss on consciousness, usually take 7-14 days after resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a full supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

Remember, it is better to miss one game than to miss the whole season.

**I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.**

_____	_____	_____
Student-Athlete Name Printed	Student-Athlete Signature	Date
_____	_____	_____
Parent Name Printed	Parent Signature	Date