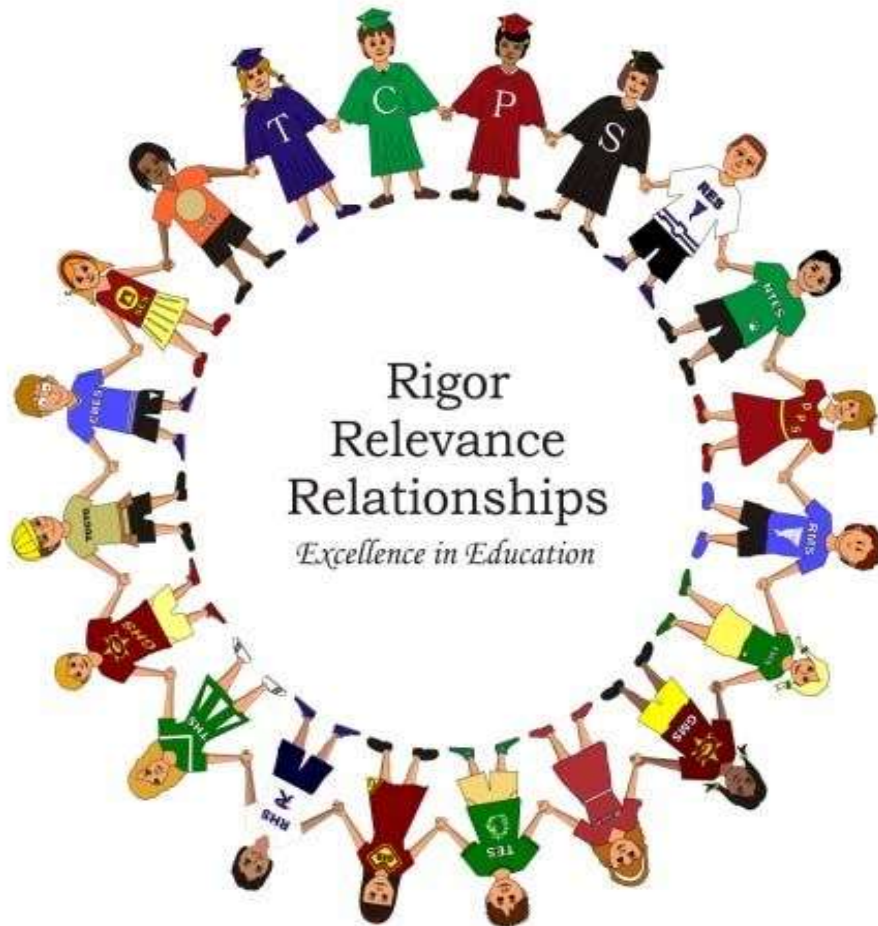


TAZEWELL COUNTY PUBLIC SCHOOLS

INTERSCHOLASTIC ACTIVITIES HANDBOOK



Tazewell County Public Schools will provide a safe learning community committed to increasing student achievement by engaging stakeholders to maximize student success.

Tazewell County Public Schools
Interscholastic Activities Mission Statement

Tazewell County Public Schools offers interscholastic academic and athletic activities to middle and high school students with the purpose of enhancing the cognitive, emotional, physiological, and physical development of each participant while promoting the building of individual traits of sportsmanship, teamwork concepts, discipline, character, self-confidence, responsibility, and maturity as endowed through healthy competition.

Interscholastic activities afford each participant the opportunity to apply critical thinking skills – application of intellectual development and problem solving skills stimulated through learning, and physical performance – proper use of large and fine motor skills in any competitive academic or physical activity that is enhanced by effective instruction and coaching. Students participating in interscholastic activities will be allowed to compete based on their attendance, ability to apply mental preparedness, readiness to perform (work ethic), level of performance, practical application of physical and cognitive skills development, and willingness to excel in practice situations. All interscholastic activities implemented by Tazewell County Public Schools are governed by the guidelines developed by Virginia High School League.

Interscholastic activities will provide an enjoyable social atmosphere that is conducive to developing long lasting friendships with both teammates and opponents. School and team spirit will be strongly encouraged. Hostilities exhibited towards opponents, officials, and others do not accentuate the sportsmanship goals and priorities supported by the Tazewell County School Board and the Virginia High School League and will not be tolerated. All students will learn the reality of winning and losing in a sportsman-like way. Victory and defeat will be accepted with humility. Each interscholastic team is expected to strive for victory only with the understanding that success will be measured in the overall development of the individual participant.

Parental and community involvement in the periodic revision of this document is welcomed and will enhance the success of Tazewell County Public Schools' interscholastic activities. School administrators, coaches, sponsors, faculty members, parents, and community members are charged with collaboratively adhering to this mission.

Preface

An integral aspect of a student body's educational experience is exposure to extracurricular school activities that include both the active participant and supporter. School sponsored activities impact all stakeholders. The activities that are generated to enhance the overall learning experience should be perceived not as separate from the educational process, but as an interrelated function that integrates competitive academic and physical performance with educational purpose and design.

This handbook will be used by administrators, Athletic Directors, sponsors, and coaches to ensure that all extracurricular activities maximize and enhance the overall educational experience and development of each student. The Interscholastic Activities Mission Statement of the Tazewell County School Board and its policies and regulations underpin the basis for this handbook.

Tazewell County Public Schools provide this handbook as a guide for those who participate in - and support competitive athletic and academic school-sponsored extracurricular activities. This document will additionally be used as a resource for providing answers and solutions about questionable situations that might arise concerning the numerous protocols and guidelines that are needed to appropriately implement and sustain an effective interscholastic program.

Tazewell County Public Schools supports athletic and academic activities at all three high schools and middle schools. Even though interscholastic activities provided at the middle school level are not governed by the Virginia High School League (VHSL), middle school activities will follow the protocol and procedures established by the VHSL. Beginning with the 2017-2018 school year, the VHSL will expand to six classifications, with four regions in each classification. Graham, Richlands, and Tazewell High Schools are all classified as 2A schools within the VHSL. All three schools are in Class 2, Region D which consists of all 2A schools in Western Virginia. All three schools are assigned to the Southwest District which is comprised of the following high schools:

- Graham (G-Men)
- Lebanon (Pioneers)
- Marion (Scarlet Hurricane)
- Richlands (Blue Tornado)
- Tazewell (Bulldogs)
- Virginia High (Bearcats)

Academic Activities:	Athletic Activities	
• Forensics	• Baseball	• Soccer
• Drama	• Basketball	• Softball
• Creative Writing	• Cross Country Track	• Swim and Dive
• Scholastic Bowl	• Cheer	• Tennis
• Student Publications	• Football	• Volleyball
	• Golf	• Wrestling
	• Indoor Track	

Student/Athlete

Responsibilities of the Athlete:

- Adhere to team effort, goals, welfare, and success exceed individual aspirations.
- Adhere to guidelines that are written in the Tazewell County Student Code of Conduct regarding appropriate behavior and consequences for inappropriate behavior when representing a Tazewell County Public Schools sponsored activity - on school property (includes transportation by bus or other approved modes of transporting participants to events), in route to an event, and while attending or participating in any school sponsored activity off Tazewell County Public Schools property.
- Consistently attend practice sessions scheduled by the head coach or sponsor – may include Saturdays and holiday breaks.
- Be on time and inform the coach, per coach's guidelines of communication, prior to being absent from a practice or game.
- Be receptive to coaching direction, constructive criticism, and praise.
- Be responsible for all issued uniforms and equipment.
- Follow team rules and procedures and represent your family, school, school division, and community with dignity, pride, and respect.
- Attend five class periods to be eligible to participate on any day for which a game or practice is held.
- Get all subject assignments and due dates prior to early dismissal for an athletic or academic contest.
- Be in Virginia High School League compliance to be a bona fide student in good standing of the school being represented.
- Be enrolled by no later than the fifteenth school day of the semester.
- Be enrolled the last four years of high school.
- May compete in Virginia High School League interscholastic competition at the sub-varsity level when enrolled in eighth grade.
- Enroll in not less than five subjects or equivalent per semester.
- Pass no less than five subjects per semester to be eligible for the following semester.
- Not turned the age of 19 on or before the first day of August.
- Shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian or received approval within the Division from the Superintendent.
- Home instruction does not constitute enrollment in a public school.
- Shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade.
- Maintain amateur status in any athletic activity.
- Prior to participation, provide the Principal and/or Athletic Director and/or Coach of the participating school with an Athletic Participation / Parental Consent / Physical Examination form signed by the appropriate individuals as indicated in signature spaces (Appendix A).
- May participate in a comparable non-interscholastic activity provided the activity does not conflict with scheduling provided for the interscholastic activity (TCPS Policy JFCB).

Bullying:

- A student, either individually or as a part of a group, shall not harass or bully others.
- Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and
- insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct
- consisting of comments regarding race, gender, religion, physical abilities or characteristics or
- associates of the target person (TCSB Policy JFC).

Harassment:

- A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion (TCSB Policy JFC).

Hazing:

- Students shall not engage in hazing.
- Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
- The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.
- Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy.
- In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants (Va. Code 18.2-56 and (TCSB Policy JFC).

Random Drug Testing:

- Eighth (8th) through twelfth (12th) grade students who participate in Virginia High School League sanctioned and Tazewell County Public Schools sponsored junior varsity and varsity athletic practices and competitions are subject to random drug testing per Tazewell County Public Schools Policy JFC-R.9, JFC-R.9.1, and JFC -R.9.1.F.

Player Equipment Obligation:

- Any athlete with an outstanding school-related or equipment obligation will not be allowed to participate during a subsequent sport season and privileges to attend extra-curricular activities denied until the obligation is resolved.
- Athletes are responsible for equipment that has been issued to them.

- Equipment will be returned in as close to the condition that it was issued.
- Equipment that is lost, stolen, or intentionally damaged will be replaced at the athlete's expense, based on current market value.

Team Participation:

- Participation on an athletic team is a privilege and not a right.
- To be in good standing, the student athlete or academic competitor will adopt the team concept and assume an active role in assisting the team in meeting its goals for success.
- Equal playing time is not guaranteed in interscholastic competition.
- Competitors best suited to the conditions and demands of the contest will be utilized accordingly.

Interscholastic Competition:

- Interscholastic competition is designed to afford students and athletes an opportunity to apply learned cognitive and physical skills to the activities in which they participate.
- Situations do affect the numbers of participants to be used, even under normal competitive circumstances.
- Examples of limitations are lack of facilities, equipment, regulations, low skill level(s) of participants, condition(s) of health, and safety issues.
- Every coach has the responsibility and authority for selecting team participants and will be solely responsible for communicating - tryouts, pre-selection workouts, criteria for selection, and the selection of student participants.
- Participants can optimize their time in action by realizing that positions are earned and not given or guaranteed and expect to be treated fairly and given consideration for their efforts.
- Parents and participants expect coaches to recognize disappointment and act accordingly with understanding and concern.
- Concerning tryouts - If it is determined that a student lacked the necessary skills needed to accomplish the targeted activity they desired to participate in, options for participating in another sport will be offered in the same season.
- Students grow and mature and should be ready to try out again the following season.
- When parents and students support a coach's decision in the selection process, whether a tryout situation or determining who will participate, it will be less difficult and awkward for everyone involved.

Duties, Responsibilities, and Expectations

Duties and Responsibilities of Principals and Assistant Principals:

- Submit a complete list of prospective coaches and the name of the athletic director for the upcoming year to the Supervisor of Human Resources (Appendix B and TCSB Policy GBN).
- Oversee all activities including those of the Athletic Director, coaches, and participants.
- Evaluate the Athletic Director and all coaches by the end of the school year (Appendix C and D).
- Ensure that adequate security, emergency personnel, ticket sellers, ticket takers, and officials are present at all school sponsored activities.

- Carefully review Master Eligibility Lists (MEL) for accuracy before authorizing electronic submission to the Virginia High School League (VHSL) through the r-school mechanism.
- Approve final athletic schedules.
- Monitor implementation of VHSL rules and regulations and school board policies.
- Approve facility usage by interscholastic teams.
- Approve usage of concession areas and dispersion of concession profits.
- Ensure that representation is provided at all district, regional, conference, state, Athletic Director, coaches' meetings, and mandatory VHSL rules clinics.
- Review and approve the Activities Budget.
- Ensure that all facilities on the school campus are clean and well maintained by all responsible parties.
- Maintain a tobacco-free environment and ensure that smoking, chewing, or any use of tobacco products by staff, students, and visitors is prohibited on school property (TCSB Policies KGC, GBEC, and JFCH).
- Monitor spectator behavior and correct inappropriate behavior (TCSB Policy KGB).
- Require all coaches, sponsors, and trained volunteers directly associated with each program to be Cardio Pulmonary Resuscitation (CPR) certified.
- Ascertain which coaches need additional training or certifications at the end of the school year.
- All coaches should sign a coaching contract upon receipt from the Supervisor of Human Resources (TCSB Policy EBBA).
- Review the contents of this handbook with the appropriate personnel prior to the beginning of each interscholastic competition season.

Duties and Responsibilities of Athletic Directors:

- The Athletic Director (AD) will oversee all VHSL sponsored athletic and academic activities at the high school and middle school level.
- The AD will work closely with each Head Coach and high school and middle school Principal when scheduling practices and competitions.
- Develop and make available athletic and academic practice and competition schedules and schedule changes in an acceptable or requested format for coaches, high school and middle school principals, and the Superintendent and support staff.
- Arrange and communicate travel arrangements for coaches, sponsors, and teams.
- Assist the Principal in securing staffing needs for each activity.
- Monitor the eligibility of student participants with the principal.
- Ensure that each student participant submits an acknowledgement of risk and insurance coverage and an Athletic Participation/Parental Consent/ Physical Examination form signed by the appropriate individuals in the signature spaces as indicated (Appendix A).
- Complete and return VHSL eligibility, financial, and required forms or documents with Principal's signature when indicated.
- Submit copies of Head Coach's post-season report to the Principal.
- Principal's consent - reschedule competitions and inform all pertinent parties.
- Enforce the two hour and forty-five-minute practice rule for athletics and Tazewell County School Board policies and regulations.
- Exception to practice time limit and/or policies - inform the Principal and submit a letter to the Assistant Superintendent or Director of Secondary Education for authorization.
- Distribute VHSL information and literature to coaches in a timely manner.
- Collaborate with principals on the activities budget.
- Secure information for payment of officials for home events.

- Provide dressing facilities, refreshments, and security for officials at home events.
- Attend mandatory VHSL meetings, workshops, and clinics with the Principal's consent.
- Schedule physicals for athletes.

Duties and Responsibilities of Head Coaches:

- Head Coaches are expected to conduct a preseason informational meeting for prospective student-athletes and their parents.
- Date, time and place will be communicated via direct communication, postings on marquis and with flyers, and through various typed of media.
- Meetings will be scheduled in the evening hours to prevent conflicts with parent work schedules or other school related activities.
- Conduct an orientation meeting prior to the start of practice with all interested students and their parents, distribute athletic insurance information and forms, distribute physical examination forms, and address scheduled practices, expectations for team members, expectations for parents, and procedures for selecting players.
- VHSL physical examination forms and individual/group athletic insurance information will be distributed and discussed.
- Tryout dates and criteria for team membership will be discussed.
- A schedule of practices and competitions will be distributed.
- Injury risks will be discussed.
- Virginia High School League catastrophic insurance coverage will be explained.
- Written expectations for participants will be distributed.
- Supervise assistant coaches and assign duties and responsibilities.
- Keep a maximum number of manageable student-athletes on roster.
- Provide written guidelines or rules of participation and selection criteria.
- Do not allow participants to practice or play in competitions until completed insurance and physical examination forms have been fully completed.
- Provide the Athletic Director with a completed team roster at least one week prior to the first scheduled contest.
- Develop daily practice schedules with dates, times, and locations indicated.
- Confirm schedule and transportation needs prior to the start of a season, and weekly thereafter, with the Athletic Director.
- Assist the Athletic Director and Principals with the supervision and coordination of junior varsity and middle school interscholastic activities.
- Supervise participants from first arrival at practice until departure.
- Provide a pre-season inventory of equipment and uniforms and provisional itinerary of practice schedules to the Athletic Director.
- Maintain equipment and uniforms provided to student athletes.
- At season's end, submit a report to the Athletic Director containing district record, season record, post-season accomplishments, special honors, or awards (individual or team), post-season inventory, and budget requests for the following year.
- Teach proper and safe techniques for athletic performance, play, conditioning, and weight-lifting (TCSB Policy EBBA).
- Give immediate and appropriate attention to injuries, and submit an accident report to the Principal's office.
- Abide by the two hour and forty-five-minute practice rule unless practices cannot be conducted immediately after school when sharing facilities.

- Enforce Tazewell County School Board Policies concerning alcohol, tobacco, and drug usage.
- Demand good conduct and discipline among your student-athletes.
- Maintain and have available a copy of your school's Crisis Management, Emergency Management, and Medical Response Plans.
- Make provisions for a coach to accompany an injured athlete to the emergency room, and coordinate the calling of medical personnel, parents, and administration.
- Carry copies of the student-athletes' insurance information and physical examination forms to home and away contests for emergency purposes.
- Have access to a communication device in case of an emergency.
- Professional Leave will be granted for coaches to attend mandatory VHSL events.
- Professional leave requests to attend two clinics for an applicable sport will be approved by the Principal, which includes VHSL state competitions.
- Work with guidance counselors to provide participants with information concerning applications for athletic and/or academic scholarships.

Expectations of Assistant Coaches:

- Be ready and available to assume the role and responsibilities of the head coach in his/her absence.
- Maintain a positive and professional relationship with student-athletes, academic competitors, other coaches, parents, fans, and officials.
- Use sound and professionally accepted teaching methods and coaching techniques.
- Encourage, but do not discourage participants from participating in other athletic or co-curricular activities
- Encourage consistency in performance through application of skills that are learned during repetitive practice drills that correlate with the sport in which the athlete participates.
- Organize practice sessions in concordance with the head coach.
- Promote good health practices and injury prevention.
- Maintain good communication with the participant, parent, and/or physician when injury occurs.
- Support and communicate changes in scheduled practice and competition changes per directive of the head coach.
- Maintain a safe, clean, and organized environment in athletic facilities, home and away.
- Stress academic performance over athletic performance.
- Monitor the academic progress of the participant per directive of the head coach, Athletic Director, and Principal.
- Attend mandatory VHSL meetings, workshops, and clinics per Principal approval.
- Professional leave requests to attend one coaching clinic that is pertinent to the sport being coached will be approved by the Principal.
- Teach and support adequate sportsmanship practices and lead by example.
- Be properly trained in how to respond to a suspected concussion related injury.
- Be aware of the short-term and long term effects of concussions (Appendix E and TCSB Policy JJAC).
- Make every aspect of the program reflect positively on the school.
- Discourage unruly crowd behavior by projecting a positive self-image.
- Provide an environment that is conducive to both learning and enjoyment.
- Support the head coach's efforts to play as many athletes as possible during a contest.
- Enforce VHSL, national federation, and governing associations' rules and regulations.

Duties and Responsibilities of the Central Office Personnel:

- The *Assistant Superintendent, Director of Secondary Education, and Supervisor of Human Resources* will conduct training sessions for prospective coaches, assistant coaches, and volunteer coaches.
- The *Supervisor of Human Resources* will:
 - provide Athletic Assignment Forms to principals to recommend names of prospective head coaches, Athletic Directors, and assistant coaches and by June 15 and monthly thereafter.
- The *Building and Grounds Manager* will:
 - oversee new athletic facility planning and renovations to existing facilities.
 - serve as a liaison between Tazewell County Public Schools and maintenance concerning the upkeep of fields and athletic facilities, including off-campus facilities.
- The *Supervisor of Finance* will oversee the group athletic insurance policy information is completed at each school.
- The *Director of Secondary Education* will:
 - coordinate professional activities to assist coaches in providing effective academic and athletic programs.
 - revise the Activities Handbook yearly or on an as needed basis.
- A representative from the school Division will attend district, regional, and State VHSL meetings as needed.

Coaching Information and Qualifications:

- The qualifications for coaches are listed in the Tazewell County Public Schools Policy Regulation GBN-R.2., IICB, AND IICC.
- Coaching candidates should possess leadership qualities and skills necessary to effectively work with students, parents, and the community.
- Prior to the beginning of duties, all head coaches, assistant coaches, and volunteer coaches are required to be Cardio Pulmonary Resuscitation (CPR) and first aid certified.
- All coaches are required by the VHSL to complete an approved course in principles of coaching, sport first aid, and a VHSL component.
- The VHSL requires an exception under 27-2-2 (4) of the Coach's Rule for non-faculty coaches (Appendix F).
- A form is provided by the VHSL for Principals to use listing recommended non-faculty coaches and to be signed by the Principal, the Superintendent, and the Executive Director of the VHSL for confirmation of approval.

Resignations:

- When resigning from a coaching position, the employee or volunteer should submit in writing a "Notice of Resignation" after termination of a sport season or, as a minimum, one month prior to the end of a season.
- The "Notice of Resignation" must be submitted to the Principal and Athletic Director for forwarding to the Human Resources Department.
- A briefer notice will be agreed upon mutually in writing by the Principal, Athletic Director, and the head coach and submitted to the Supervisor of Human Resources.

- With emergencies being the exception, reasons for resignations prior to the completion of an academic or sports season will be taken into consideration after a conference with the Principal, Supervisor of Human Resources, and the resigning coach has been held.
- Written notification of resignations is submitted by the Principal to the to the Division Superintendent who submits the changes to the School Board for rejection or approval.

Contracts:

- Athletic and academic coaching assignments are recommended annually by the principal of each high school.
- Principals will develop a list of prospective coaches and athletic directors by June 15 and submit the list to the Supervisor of Human Resources.
- The names of recommended coaches and assignments are submitted by the Principal to the Division Superintendent by June 15th who submits recommendations to the School Board for approval by the July or August School Board meeting.
- Contracts are issued following School Board approval of assignments.
- Written notification of changes in assignments are submitted by the Principal to the to the Division Superintendent who submits the changes to the School Board for rejection or approval.

Payment:

- Principals will submit coaching vouchers to the Supervisor of Human Resources verifying they have completed, or are in the process of completing their duties.
- Coaches will receive supplements:
 - Fall Sports – November
 - Winter Sports – December/February (*Middle School Coaches of basketball and volleyball will be paid in December.*)
 - Spring Sports – May
 - Athletic Directors – November, February, and May or June.
- Any coach not employed full time by the Tazewell County School Board will receive their supplement at the end of the athletic or academic season and upon fulfilling all assigned duties and responsibilities (Appendix G).

VHSL Regulations and Policies

Administrators and coaches will follow the rules and regulations regarding governance of academic, athletic, and school participation provided by the Virginia High School League, National Federation for Secondary School Activities, and Tazewell County Public Schools. Contacts will be made with the appropriate personnel from these organizations for clarification of interpretations and rulings.

Proselytizing:

- Influencing academic or athletic participants to attend another school solely for enhancing the performance levels of a team is deemed “proselytizing” by the Virginia High School League (VHSL).
- No coach, staff member, booster, or group of individuals representing a Tazewell County Public School shall subject a student from another school to undue influence by encouraging him/her to transfer from one school to another for VHSL endorsed activities.
- The appropriate VHSL District Committee resides over suspected “proselytizing” incidents, investigates accusations, and reports findings to the Assistant Director for Compliance of the VHSL, who, in turn, makes the decision to act or not act per instituted VHSL rules regarding the District Committee’s stated evidence and resulting outcomes of the investigation.

Scheduling

Responsibilities:

- The Athletic Director will work closely with Head Coaches to form and complete schedules.
- Final schedules will be approved by the Principal and copies sent to the Supervisor of Secondary Education, VHSL, and officials’ associations prior to each sports’ season.

Criteria:

- Schedule the maximum number of competitions allowable by the VHSL. When the maximum number of competitions cannot be scheduled, the Supervisor of Secondary Education shall be informed.
- Schedule opponents from the same VHSL classification when possible.
- Have a schedule that is balanced in terms of opponents' strength to avoid "overscheduling" or "under-scheduling.”
- If possible, avoid excessively long road trips, especially during the week.

Early Dismissal:

- It is the expectation of the School Board that students shall not be dismissed early from classes for athletic competition.
- Requests for exemptions from this policy will be made in writing by the Principal to the Assistant Superintendent for Administration.

Scheduling Dead Period:

- Varsity and junior varsity teams will not schedule any practices or competitions for December 24-25.
- Requests for exemptions from this policy shall be made by the Principal to the Assistant Superintendent for Administration.

Practice Schedule Guidelines:

- The Athletic Director shall work closely with the Principal to assign practice times and locations. Sports in season will always take precedent over athletes participating in out-of-season practices.
- Dead periods mandated by the VHSL will be strictly adhered to.
- On a regular school day, once school is dismissed, the coach has two hours and forty-five minutes to complete practice. Students will be leaving the school grounds no later than two hours and forty-five minutes after the dismissal bell rings. Due to extenuating circumstances involving conflicts in scheduling facilities, exceptions to this rule will be allowed, and the Principal shall make a written request to the Secondary Supervisor for allowance.
- Coaches of varsity and junior varsity teams may schedule practices on snow days with the Principal's consent. However, attendance is not mandatory. Practices will not be conducted if there is early dismissal for inclement weather.
- Coaches of middle school teams may not schedule practices on snow days.

Transportation

Modes of Transportation

County School Bus:

- The Athletic Director is responsible for sending the Supervisor of Transportation a list of transportation needs for each sports season.
- The Athletic Director is also responsible for contacting the Transportation Office in case of postponements or other schedule changes.
- Coaches are responsible for keeping order among participants during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.

Activity Bus:

- Each high school is responsible for scheduling the use of its activity bus with the Supervisor of Transportation.
- The Supervisor of Transportation is responsible for verifying that the driver has the appropriate license.
- Coaches are responsible for keeping order among participants during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.

Charter Bus:

- The Athletic Director has the discretion of using a charter bus service for long road trips.
- The Supervisor of Secondary Education will secure charter bus information ensuring that the bus is properly insured, licensed, credible, and has a safe transportation record before contracts are signed.
- Coaches are responsible for keeping order among students, and or participants during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.

Personal Vehicle:

- No more than five students shall be transported in a single personal vehicle. A personal vehicle may be used with the Principal's consent per Policy Regulation IICA-R.1. (Appendix H).
- The driver must complete a Field Trip Request form and proof of insurance coverage (Appendix H).
- Drivers who are not employees must fill out a separate form (Appendix H).

Vans:

- If properly authorized and licensed through Tazewell County Public Schools Transportation Department, vans may be used for transporting students to and from school-related events.

Riding Home with Parent/Guardian:

- A participant may ride with their parent or guardian from an event when the parent or guardian verbally communicates or provides a written request to transport.

Event Operations

Paid Admissions and Passes

Admission Prices:

- Ticket prices and passes to all Virginia High School League (VHSL) sponsored events will be determined by VHSL representative organizations comprised of Principals and Athletic Directors.

Southwest District Admission Prices and Passes:

- Ticket prices and passes for admission to all Southwest District (SWD) regular season and playoff events will determined by the SWD Principals and Athletic Directors.

Region 2A West Playoff Admission Prices and Passes:

- Ticket prices and passes for admission to all Region 2A West playoff events will be determined by the VHSL.

Tazewell County Public Schools Fall, Winter, and Spring Student Passes

Student Passes:

- Must be purchased from the student's home school and may be used for middle and high school **regular season home games only** in the area in which they attend.

(Student Passes) Fall Activity:

- Students participating in a fall academic or athletic activity may purchase a pass for any fall athletic or academic competition for \$15.00. Students who do not participate in a fall activity may purchase a pass for \$25.00.

(Student Passes) Winter Activity:

- Students participating in a winter academic or athletic activity may purchase a pass for any winter athletic or academic competition for \$15.00. Students who do not participate in a winter activity may purchase a pass for \$25.00.

(Student Passes) Spring Activity:

- Students participating in a spring academic or athletic activity may purchase a pass for any spring athletic or academic competition for \$15.00. Students who do not participate in a spring activity may purchase a pass for \$25.00.

Adult and Family Basketball Passes:

- **Individual Adult** - \$100.00
- **Family Adult (2)** - \$150.00
- **Parents and Children** - \$250.00

Employees of Tazewell County Public Schools:

- Employees of Tazewell County Public Schools will be admitted with proper Tazewell County Public Schools employee identification to regular season home games in the area in which they are employed. Passes will not be accepted for jamborees, tournaments, or play-off games.

- VHSL passes, Virginia High School Coaches Association passes, Virginia officials' organization passes will be accepted for regular season games, Class 2 Region 2A playoffs and VHSL state playoffs.
- Each high school will be responsible for formulating passes.

Payment to Personnel:

- Principals are responsible for securing ticket sellers/takers for all relevant activities.
- Workers will be paid \$40.00 for their services.
- The school principals and accountant are responsible for submitting the appropriate worker information and specific amount to be paid to the Tazewell County School Board Payroll Clerk.
- Compensation for ticket sellers/takers are compensated by check, after the appropriate deductions have been made, from the Tazewell County School Board Payroll Clerk.
- The Principals and athletic directors will follow VHSL guidelines and accounting procedures for VHSL playoff events (TCSB Policy BK).

Gate Receipts:

- Revenues from athletic events will be processed per the Tazewell County Public School Activity Accounting Manual and/or procedures provided by the VHSL.
- All revenues from the middle schools will be sent to the high schools in a timely manner following the end of the season, unless other arrangements have been made between the Principals of both schools (TCSB Policies JN, DK, JL, and DNC).

Officials:

- Athletic Directors will work with respective commissioners from the Appalachian Officials Association to schedule officials to work at home events.
- Address the needs of officials at home events, and secure payment for the services of officials.
- Before an official is paid, the school must have a completed W-9 Form for that individual.

Clock Operator/Scorer/P.A. Announcer:

- Athletic Directors will approve designated individuals assigned to the position of clock operator, score book keeper, public-address system announcer, and member of a chain crew.
- Tasks performed by these individuals are expected to be objective, unbiased, and professional in manner.

Security:

- An athletic crisis management plan will be developed that addresses the security challenges imposed by building, campus, and athletic facility plans specific to each middle and high school should a crisis occur.
- The Principal is responsible for seeing that adequate security is present at events.
- The Principal will establish communication with the sheriff's office, the state police, and the local police and use these agencies when necessary.

- Principals and AD's should develop a logistics plan with local law enforcement and security personnel to insure the safety for contestants and spectators as well as maintain the highest standards of sportsmanship and fair play.

Safety Personnel:

- The Athletic Director is responsible for contacting local rescue squads and other emergency personnel for events.
- Principals, Athletic Directors, head coaches, and game officials will work cooperatively to ensure proper game management and control, including cancellations and postponements (i.e., inclement weather, lightning, etc.)

Concessions:

- Principals have the responsibility to authorize use of the concession areas at home events and distribution of revenue.
- Any group not sponsored by the school must receive permission from the Superintendent's Office and the terms and conditions must be detailed in a written contract approved by the School Board.

Invocations:

- **Invocations** - delivered prior to school-sponsored events are constitutionally inappropriate.
- **Moment of Silence** - to reflect on the day, the participants, and the upcoming contest is appropriate.
- **Moment of Reflection** - a 60 second address to be delivered by a student, focusing on sportsmanship, fellowship, citizenship, teamwork, honor, humility, educational growth, character, discipline, integrity, and/or unity is appropriate. etc.

Budgets and Purchasing

Responsibilities:

- Athletic Director and Principal, based on Head Coaches' post-season inventory, shall develop an Activities' Budget.
- The Principal is responsible for approving the final budget.
- When approved, the Principal and the Athletic Director will review budget with Head Coaches.
- The Athletic Director (with the Principal's consent) has the authority to place orders for equipment and supplies and must authorize all athletic orders with the Principal.
- Purchase orders over \$2500 must be solicited with three bids.

Priority:

- No academic or athletic activity shall be given priority over another.
- Expenses for equipment and supplies vary from activity to activity.

Procurement Policies:

- When purchasing equipment, supplies, or services, all personnel will follow State procurement policies (TCSB Policy DG).
- Three documented price quotes are recommended for every purchase more than \$2,500.
- Sharing competing quotes with other vendors is prohibited until all quotes have been rendered.
- All purchases over \$30,000 must be pre-approved by the School Board (TCSB Policies DJA, DJF, and DJ).

Using Indoor Facilities for Outdoor Sports

General Policy:

- Kicking, throwing, or otherwise using sports balls, equipment, etc., in such a manner as to damage light fixtures, windows, scoreboards, bleachers, backboards, ceiling tiles, floors, and any other Tazewell County Public Schools property is prohibited.

Baseball/Softball:

- Safety and respect for facilities is a priority when practicing in confined facilities such as gymnasiums, multi-purpose rooms, and hallways
- Principal approval is required when baseball and softball teams practice in the gym.
- Pitching and catching is permitted with regulation balls if proper padding and netting are used to protect the facilities.
- Infield practice and batting practice inside a cage or net require that E-Z balls, incrediballs, softie balls, or an equivalent be used, thus excluding the use of regulation balls.
- Failure to abide by these restrictions shall be considered a serious infraction.

Track/Cross Country/Soccer/Tennis/Golf/Football:

- Safety and respect for facilities is a priority when practicing in confined facilities such as gymnasiums, multi-purpose rooms, and hallways
- Teams other than volleyball, basketball, and wrestling may practice in the gymnasium with principal approval.

Fundraising

Soliciting for Funds:

- Participation in fund raising efforts by students, student groups, teachers, and boosters are governed by Tazewell County School Board Policy JL.
- Coaches, sponsors, boosters, and support groups may submit fundraising proposals on forms provided by the Principal.
- Forms will be approved or rejected by the Principal and forwarded to the Director of Secondary Education and Assistant Superintendent for approval or rejection.

Sportsmanship, Ethics, and Integrity

Sportsmanship:

- Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom.
- The School Board further encourages all stakeholders to support the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all events provided to the public and surrounding communities (TCSB Policies JFCB and KGB).

Middle School Activities

Principal, Assistant Principal, and Coaches:

- Middle School Principal/Designee make a phone call to Athletic Director each week to confirm schedule (set a day and time, preferably on a Monday, when the Athletic Director is available to discuss).
- After confirming with the Athletic Director, call and confirm competitions with school playing, home and away.
- Contact transportation to confirm, home and away.
- Take nothing for granted or assume someone else got the job done where schedules are involved.
- Middle School Coaches need to assume the same responsibilities and communicate with the Middle School Principal/Designee weekly.

Virginia High School League/Athletic Participation/Parental Consent/ Physician's Certificate Form:

- Tazewell County Public Schools operate middle school athletics per the rules and guidelines provided by the VHSL.
- High School Athletic Directors will schedule and make all arrangements for middle school sports, including securing officials for events.
- Consent, insurance, and physical examination forms provided by the middle school administration will be completed by the student and parent/guardian and submitted to the Principal prior to any student performing in a Tazewell County Public Schools sponsored activity.
- Completed forms will be filed in the Principal's Office.
- For emergency purposes, copies of each student's medical information will be available to coaches to be taken to all away competitions.

Master Participation Form:

- Middle School Principals shall complete a Master Participation Form for each team sponsored.
- Completed forms will be filed in the participant's home school and a copy provided to the Athletic Director.

Responsibilities:

- Middle School Principals and coaches have the same general responsibilities as those mentioned in the responsibilities section of this document for high school administrators and coaches.

Athletics:

- All eighth-grade students will be given the opportunity to try out for the Junior Varsity (JV) team in all sports except for football and cheerleading.
- Eighth grade students that participate on JV teams will either finish the middle school season before moving up to the JV team or skip participating on the eighth-grade team altogether.
- No student below the eighth-grade level is eligible to participate in any VHSL JV or Varsity contest.
- Eighth-grade students who passed five eighth grade subjects the previous school year and have reached the age of fifteen on or before the first day of August may compete on the varsity level.
- Hold-backs - Eighth grade students are eligible to participate in JV athletics for one year only.
 - Age should be considered as the VHSL rule states, athletes may not participate in a varsity sport if they turn 19 years of age on or before August 1.
 - Eighth graders who participate in a JV sport in the first year, are not eligible to play a JV sport in the second year of eighth grade, whether they fail or are held back, but may play middle school sports.
- A student may participate in VHSL sub-varsity sports for one year only before entering the ninth grade.

Middle School Teams:

- Volleyball – 1 girls' team.
- Basketball – 1 boys' and 1 girls' team.
- Football – 1 team.
- Track - 1 boys' team and 1 girls' team.
- Cheerleading will be supervised by the Principal.

Middle School Basketball:

- Monday of the last full week of October is the start day for basketball practice.
- Middle School basketball tryouts will be scheduled at the discretion of the Principal.
- Practices will start after the volleyball season for girls and football season for boys.
- There will be two teams with games ending the second week of December.
- Schedules should accommodate 14 to 16 games if possible.
- On the first official start date of practice, eighth graders will have the opportunity to try out for JV basketball.
- Eight-grade students can try out for the JV team on the scheduled tryout dates.
- Eight-grade students who play Middle School basketball and are selected to play JV will immediately conclude their Middle School basketball season.

- Eight-grade students who are not selected for JV will continue to complete their Middle School season.
- There will be no Tazewell County Tournament.
- There may be a basketball jamboree.