

# 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 sole purpose of supplementing the educational development of each participant. Through healthy competition, every activity will promote sportsmanship, teamwork, discipline, character, self confidence, responsibility, and maturity among competitors.

Interscholastic activities give each participant the opportunity to apply critical thinking skills developed in the classroom, and physical skills developed in various sports practices, to enhance performance ability in academic and athletic competitions. Students participating in interscholastic activities will be allowed to compete according to work ethic, level of performance, and skills developed in practice. All interscholastic activities implemented by Tazewell County Public Schools are governed by the rules and regulations of the 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 have no place in a sportsmanship supported atmosphere and will not be tolerated.

All students will learn the reality of winning and losing. 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 instrumental part of each student's educational experiences include extracurricular school activities. Whether students participate directly, or act as supporters, school sponsored activities usually have an impact on the entire student body. These activities are not separate from the educational process, but are totally interrelated as a part of each student's educational development.

This handbook will be used by administrators, Athletic Directors, and coaches to ensure that all school-sponsored activities help maximize the development of each student. The backbone of this handbook is the Activities' Mission Statement. The Activities Mission Statement and Tazewell County School Board policies and regulations support the basis for this handbook.

This handbook serves as a guide for all individuals involved in school-sponsored activities, which includes both athletic and academic contests (i.e., Theatre, Scholastic Bowl, and Forensics) supported by Tazewell County Public Schools and those administered by the VHSL. This document will additionally be utilized to provide solutions to questionable situations, especially as it pertains to governance under the auspices of TCPS.

Tazewell County Public Schools supports athletic and academic activities at all three high schools and middle schools. Even though interscholastic activity at the middle school level is 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 2013-2014 school year, the VHSL expanded to six classifications, with an east and west division in each classification. Graham High School, Richlands High School, and Tazewell High School are all classified as 2A schools within the VHSL. All three schools are in the 2A West Region which consists of all the 2A schools in western Virginia. All three schools are in Conference 39, along with the high schools of Grayson County, Grundy, and Marion. **Graham High School is a member of the Mountain Empire District, along with the high schools of Bland County, Galax City, Fort Chiswell, Grayson County, and Narrows. Richlands High School and Tazewell High School are members of the Southwest District, along with the high schools of Abingdon, Lebanon, and Bristol.**

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## **Student/Athlete**

### **Responsibilities of the Athlete**

The athlete should adhere to the following:

- The team's goals, welfare, and success must come before any individual.
- Act appropriately within the guidelines of the Tazewell County Student Code of Conduct, which subjects students to corrective action for any misconduct that occurs in school or on school property; on a school vehicle; while participating in or attending any school sponsored activity or trip; on the way to and from school; and off school property. (see TCPS Policy JFC)
- The athlete needs to consistently attend practice sessions. This may include practices on weekends and during holiday breaks. It is the athlete's responsibility to be on time and to inform the coach should he / she not be able to attend practice for a particular reason.
- Players must be receptive to coaching.
- Players are responsible for all issued uniforms and equipment.
- As a member of a team, the athlete must agree to follow team rules and procedures. Athletes need to remember that they are ambassadors and represent not only themselves, but also the coaching staff, the school, and the school division.
- Students must be in attendance at school a minimum of five class periods to participate in practice and / or games.
- Student athletes are responsible for getting assignments from all classes/teachers missed due to early dismissal for an athletic contest. All assignments must be completed and turned in for credit when the assignment is due.
- The student shall be a regular bona fide student in good standing of the school which he / she represents.
- The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.
- The student shall be enrolled in the last four years of high school. Students may compete on the sub-varsity level while in the eighth grade; however, no student below the eighth grade is eligible to participate in any VHSL interscholastic contest.
- For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and for the second semester be currently in not fewer than five subjects or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.
- The student shall not have reached the age of 19 on or before the first day of August of the school year in which he / she wishes to compete.

- The student 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. Home instruction does not constitute enrollment in a public school.
- The student 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. The eight consecutive semesters shall be counted continuously from that point regardless of whether or not he/she remains continuously enrolled in school.
- A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived there from.
- The student shall have submitted to the Principal of his / her school, prior to becoming a member of any school athletic squad or team an Athletic Participation / Parental Consent / Physical Examination Form, completely filled in and properly signed, attesting that he/ she has been examined and found to be physically fit for athletic competition and that his / her parents or guardian consent to his / her participation. (Appendix A)
- During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports become of a member of or participate with an organized team in the same sport which is independent of the school's control so long as such participation does not conflict with the scheduled activities of the school squad or team. No student shall be declared ineligible for participation in interscholastic sports because of participation by the student as a member of an organized team in the same sport which is independent of the school's control during the sports season for the relevant sport. (see TCPS Policy JFCB).
- Any 8<sup>th</sup>-12<sup>th</sup> grade student established as an athlete at the junior varsity or varsity level will be subject to random drug testing. An established athlete is one who is on a Virginia High School League (VHSL) Master Eligibility List (MEL). The student athlete retains this status until the next MEL for any VHSL-sanctioned activity is submitted to the VHSL. ( Appendix J).

### **Player Equipment Obligation**

Any athlete with an outstanding school-related or equipment obligation will not be allowed to participate during a subsequent sport season until the obligation is cleared. Athletes are responsible for any and all equipment that has been issued to them. Equipment is to be returned in as close to the condition in which it was issued. Any equipment lost, stolen, or damaged (outside of normal wear and tear) will be replaced at the athlete's expense at current market rates. Further, failure to pay obligations will result in loss of privileges in regard to other high school activities such as prom and graduation.

## **Team Participation**

It is important to understand that participation on an athletic team is a privilege and not a right. Maintaining one's membership on a team means accepting all of the responsibilities of helping the team meet its goal for success. However, unlike recreation or intramural teams, there is no equal or guaranteed playing time. In an effort to put the best team in the competition arena, players will be used that best suit the conditions and demands of the contest.

The ultimate goal in interscholastic competition is to promote maximum participation of student/athletes. Situations may dictate, however, that numbers of participants be reduced. Examples of limitations may include lack of facilities, equipment, regulations, low skill level of participants, and safety issues. Every coach has the responsibility and authority for selecting team participants, and will be solely responsible for the communication of tryouts, pre-selection workouts, criteria for selection, and the selection of student participants. Again, it is important to understand that there are no guarantees. Players from a previous year's JV team, for example, do not automatically make the JV or Varsity squad the following year. Student athletes should remember that being a member of a team the previous year, even if he or she is a senior, does not ensure that an athlete will make the squad or be guaranteed of playing time.

Parents should expect that every candidate will be treated fairly and given every consideration. Coaches are teachers and are sensitive to feelings of student disappointment. Situations that require reduction in participant numbers will be handled with understanding and concern. A coach will be available to answer questions an athlete or their parents may pose. If it is determined that a student will not participate, it is understood that the individual will be welcome to try to participate in another sport offered in the same season or try out again next season. When parents and athletes understand and support the coach's decision, this process becomes less difficult for everyone involved.

## **Duties, Responsibilities, and Expectations**

### **Duties and Responsibilities of Principals and Assistant Principals**

- Submit a complete list of prospective coaches and the athletic director for the upcoming year to the Supervisor of Human Resources (Appendix B). (see TCPS 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 (see 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 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 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. (See TCPS Policies KGC, GBEC, & JFCH)
- Monitor spectator behavior and take action to correct inappropriate behavior. (see TCPS Policy KGB)
- Require at least one coach in each program to be CPR certified and as many assistants and volunteer coaches as possible. At the termination of each school year, ascertain which coaches need additional training or certifications (i.e.; CPR certification, VHSL certification) and schedule training(s). As soon as forms are received from Human Resources, all coaches should sign a coaching contract before performing any coaching duties. (see TCPS Policy EBBA)
- Review the contents of this handbook with the appropriate personnel prior to the beginning of each sport's season.

### **Duties and Responsibilities of Athletic Directors**

- The Athletic Director (AD) will oversee the athletic activities at the high school and middle school, as well as the academic activities endorsed by the VHSL.
- The AD will work closely with each Head Coach, high school Principal, and middle school Principal when scheduling practices and competitions.
- Prior to each sport season, the AD will submit schedules to the Supervisor of Secondary Education.
- Arrange travel for athletic teams and communicate relevant information to Head Coaches.
- Assist the Principal in securing staffing needs for each interscholastic event.
- Monitor the eligibility of student participants.
- Ensure that every student participating on a school sponsored team submits a signed acknowledgement of risk and insurance statement and VHSL physical examination form.
- Complete and return VHSL eligibility, financial, and required forms or documents with Principal's signature when appropriate.
- Submit copies of Head Coaches' post-season report to the Principal.

- With Principal's consent, reschedule competitions and inform all pertinent parties.
- Enforce the two hour and forty-five minute sports practice rule and other county policies and regulations. When an exception to this rule is warranted, inform the Principal, and have him/her submit a letter to the Secondary Supervisor 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 when feasible.

### **Duties and Responsibilities of Head Coaches**

- Supervise assistant coaches and assign duties and responsibilities.
- Conduct an orientation meeting prior to the start of practice with all interested students and their parents. Group athletic insurance information and forms will be distributed to each student. The head coach will address general information about scheduled practices, expectations for team members, expectations for parents, and procedures for selecting players. (If there is a need, Virginia High School League [VHSL] Physical Examination forms will be distributed and completed according to guidelines provided by the AD.)
- Coaches are encouraged to keep a maximum number of manageable student-athletes on their roster. The head coach will provide written guidelines or rules of participation and selection criteria.
- Student-athletes who have not turned in current and completed insurance forms and VHSL Physical Examination forms will not be allowed to participate in organized practices or compete in contests.
- Provide the Athletic Director with a complete team roster at least one week prior to the first scheduled contest.
- Develop daily practice schedules which include dates, times, and locations of activity.
- Confirm schedule and transportation needs with Athletic Director prior to the start of the sport season.
- Supervise and coordinate the activities of the feeder teams (Junior Varsity & Middle School).
- Supervise student-athletes from first arrival at practice until departure.
- Provide a pre-season inventory of equipment and uniforms to the Athletic Director as well as a provisional itinerary of practice schedules.
- 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. (see TCPS 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 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.
- If at all possible, provide for a coach to accompany an injured athlete to the ER, and supervise the calling of medical personnel, parents, administration, etc.
- Carry copies of the student-athletes' insurance information and physical examination forms to home and away contests for emergency purposes.
- Always have access to a telecommunication device in case of an emergency.

### **Expectations of Assistant Coaches**

- Maintain a positive and professional relationship with student-athletes, academic competitors, other coaches, parents, fans, and officials.
- Use sound and professionally accepted teaching practices and coaching techniques.
- Under no circumstances should coaches discourage athletes from participating in other athletic or co-curricular activities
- Encourage student-athlete performance through repetition of drills related to the sport in which the athlete participates.
- Run well organized practice sessions Monday through Friday (and Saturdays when necessary) during contract periods.
- Stress health promotion and injury prevention in every phase of coaching. When injury occurs, maintain good communication with the student- athlete, parent, and physician.
- Keep involved parties informed about any practice schedule changes.
- Maintain a safe, clean, and organized environment in athletic facilities, home and away.
- Monitor the academic progress of student-athletes. Immediately notify the Athletic Director of any potential eligibility problems.
- Stress academic performance over athletic performance.
- Attend mandatory VHSL meetings, workshops, and clinics with Principal approval.
- Professional Leave will be granted for coaches to attend mandatory VHSL events. Assistant coaches will be provided professional leave to attend one coaching clinic for each applicable sport. Head coaches will be provided

professional leave for two clinics of an applicable sport, which includes VHSL state competitions.

- Work with guidance counselors to provide student-athletes information about athletic and/or academic college scholarships.
- Teach good sportsmanship and lead by example.
- Is properly trained in diagnosing concussions in student-athletes participating in extracurricular activities. The Tazewell County School Division desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. Coaches, school staff, volunteers, student-athletes, and their parents or guardian should be made aware of the short-term and long-term effects of concussions; that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free. (Appendix E) (see TCPS 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.
- Give all student-athletes a fair opportunity to learn new skills and to improve upon other skills throughout the entire season.
- Every effort should be made to play as many athletes as possible during a contest.
- Encourage student-athletes to participate in other sports and school-sponsored activities.
- Enforce VHSL, national federation, and governing associations' rules and regulations.

### **Duties and Responsibilities of the Central Office Personnel**

- The Supervisor of Human Resources will provide Athletic Assignment Forms to principals to recommend names of prospective coaches and athletic directors by June 15.
- The Supervisor of Maintenance will oversee new athletic facility planning and renovations to existing facilities.
- The Supervisor of Finance will oversee the group athletic insurance policy information is completed at each
- The Supervisor of Maintenance will serve as a liaison between schools and maintenance concerning the upkeep of fields and athletic facilities; including off-campus facilities.
- The Supervisor of Secondary Education will coordinate professional activities to assist coaches in providing effective academic and athletic programs;
- The Supervisor of Secondary Education and Supervisor of Human Resources will conduct training sessions for prospective coaches, assistant coaches, and volunteer coaches.
- The Supervisor of Secondary Education will revise the Activities

Handbook as needed.

- A representative from the School District will attend district, regional, and state VHSL meetings as needed.

## **Coaching Information**

### **Qualifications**

- The qualifications for coaches are listed in the Tazewell County Public Schools Policy Regulation GBN-R.2. (See TCPD Policies IICB & IICC)
- Coaching candidates should possess leadership qualities and skills necessary to effectively work with students, parents, and the community.
- Prior to the beginning of coaching duties, at least one coach (and as many assistants and volunteer coaches as possible) in each program is required to be 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 (inc. local rules and regulations)
- The VHSL requires an exception under 27-2-2 (4) of the Coach's Rule for non-faculty coaches (see Appendix F). A form is provided by the VHSL which Principals use to list recommended non-faculty coaches. The form must be signed by the Principal, the Superintendent, and the Executive Director of the VHSL for confirmation of approval.
- When resigning from a coaching position, the employee or volunteer should submit a "Notice of Resignation" at the termination of the sport season. Resignations occurring after coaching appointments have been completed should only occur in cases of emergencies. At the minimum, during the school year, resignations must be at least one month prior to the effective date of resignation (unless a briefer notice is mutually agreed upon in writing by the Principal/Athletic Director and the coach). This notice must be submitted to the Principal/Athletic Director for forwarding to the Human Resources Department. Athletic coaching assignments are recommended annually by the principal of each high school. The names of employees and coaching assignments are submitted to the Division Superintendent by June 15th, in order that recommendations may be made to the School Board for approval by the July or August School Board meeting. Upon approval by the School Board, contracts are issued for coaching assignments as designated. Athletic Directors are required to provide written notification of changes to the Division Superintendent in order that these changes may be submitted for School Board approval.

### **Contract**

- Principals will develop a list of prospective coaches and athletic directors by June 15 and submit to the Supervisor of Human Resources.
- Superintendent will make athletic recommendations to the School Board in

- July, or as deemed necessary and appropriate.
- Upon approval by the School Board, coaching contracts will be distributed prior to the beginning of each sport season.

### **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 their supplements according to the following schedule:
  - Fall Sports – November
  - Winter Sports – December/February (*Middle School Coaches who coach basketball and volleyball will be paid in December.*)
  - Athletic Directors – November, February, and May or June
  - Spring Sports – May
- Any coach, not employed full time by TCPS, will be presented their supplement by the principal at the completion of the season once all responsibilities are fulfilled. Current coaching supplements are detailed in Appendix G.

### **VHSL Regulations and Policies**

No member school or group of individuals representing the school shall subject a student from another school to undue influence by encouraging him/her to transfer from one school to another for League activities. The appropriate VHSL District Committee shall decide what constitutes undue influence on the basis of the evidence presented in each case. Undue influence has generally been interpreted to mean an act by any person or group connected with the school or not connected with a school to persuade a student to enroll in a school outside the areas in which he/she resides or persuade his/her parents or guardian to move to the areas of another school. Some specific examples of undue influence are:

- Being asked to move by a member of the school faculty.
- Being asked to move by a booster organization or a member of such an organization.
- Being given tuition, free text books, allowance for transportation or consideration not afforded other students, athletic or nonathletic.
- Any other evidence that a transfer or enrollment was made because of athletic ability.

Administrators and coaches will follow the rules and regulations provided by the VHSL, national federation for secondary school activities, and governing associations, including Tazewell County Public Schools' policies and handbooks. Contacts will be made with the appropriate personnel from these organizations for clarification of interpretations and rulings.

## **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 (i.e.; an athletic team should not be "overscheduled" or "under-scheduled").
- If at all 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 observed and enforced
- 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 maintaining order among student-athletes 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 maintaining order among student-athletes 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 maintaining order among students, and or student-athletes 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 according to Policy Regulation IICA-R.1 (see Appendix H). The driver must complete a Field Trip Request form and proof of insurance coverage (see Appendix H). Drivers who are not employees must fill out a separate form (Appendix H).
- Vans – Van usage, if properly authorized and licensed through the Transportation Department, will be permitted for transporting students to and from school-related events.
- Students are expected to ride in approved vehicles established through policy provided by Tazewell County Public Schools. If extenuating circumstances exist, students may ride with their parents or guardians only, provided they are given prior approval by the coach.

## **Event Operations**

### **Paid Admissions and Passes**

- Prices for admission to all events will be determined by VHSL representative

organizations comprised of Principals and Athletic Directors.

- Southwest District - - Regular season and Southwest District for Richlands, and Tazewell
- Mt. Empire District - - Regular season and Mt. Empire District for Graham

- Region 2A West playoffs - - Graham, Richlands, and Tazewell and VHSL
- State Playoffs -- VHSL

### **Passes**

- 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, Region 2A West playoffs and VHSL state playoffs.
- Each high school will be responsible for formulating family passes, season passes, and admission for special events.

### **Payment to Personnel**

Principals are responsible for securing ticket sellers/takers for all relevant activities Tazewell County School personnel will never be paid for these services by the school. The Principal is responsible for forwarding the appropriate information along with a check for the specific amount to the School Board office. The School Board will then pay the individuals In this case, the school will pay the individual directly. Principals and athletic directors will follow VHSL guidelines and accounting procedures for VHSL playoff events. (See TCPS Policy BK)

### **Gate Receipts**

Revenues from athletic events will be processed according to 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. (See TCPS Policy JN, DK, JL, & DNC)

### **Officials**

Athletic Directors will work with respective commissioners from selected officiating organizations to schedule officials to work at home events, address the needs of officials at home events, and secure payment for the services of officials. (Important Note: 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 are responsible for securing and training a clock operator, score book keeper, and a public address system announcer. The A.D. is also responsible for ensuring that the tasks performed by these individuals are objective, unbiased, and professional in manner.

## **Security**

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 collegially 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 (i.e., Lions Clubs) 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**

Based upon recent court decisions, the School Board has declared invocations delivered prior to school-sponsored events to be constitutionally inappropriate. It is recommended instead to schedule one of the following:

- A Moment of Silence to reflect on the day, the participants, and the upcoming contest.
- A Moment of Reflection - a 60 second address to be delivered by a student, focusing on two or more of the following or related topics: sportsmanship, fellowship, citizenship, teamwork, honor, humility, educational growth, character, discipline, integrity, unity, etc.

## **Preseason Meeting**

Head Coaches are expected to post and announce a preseason meeting date for prospective student-athletes and their parents. The meeting shall be scheduled during the evening to prevent conflicts with work and other sports.

During this meeting, the coach shall complete the following checklist:

- VHSL physical examination forms will be distributed and discussed, which will include group athletic insurance information.
- Tryout dates and criteria for team membership will be discussed.
- A schedule of practices and competitions will be distributed.
- Injury risks for each particular sport will be discussed, along with VHSL catastrophic insurance coverage.
- Written expectations for team membership will be distributed.

## **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. Purchase orders over \$500 must be sent to the School Board for approval.

### **Priority**

No individual sport shall be given priority over any other; however, it should be noted that some sports require more equipment and supplies than others.

### **Procurement Policies**

- When purchasing equipment, supplies, or services, all personnel will follow the state procurement policies. (See TCPS Policy DG)
- Three documented price quotes are recommended for every purchase in excess of \$2,500.
- During the process of securing quotes, sharing the competing quotes with other vendors is prohibited. When all quotes have been secured, it is required that quotes be shared with competing vendors.
- All purchases over \$30,000 must be pre-approved by the School Board. (See TCPS Policies DJA, DJF, & 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**

When inclement weather occurs, baseball/softball teams may practice in gymnasiums with the following restrictions:

- Principal approval is required.
- Pitching and catching is permitted with regulation balls as long as proper padding and netting are used to protect the facilities.
- Infield practice is restricted to using E-Z ball, incrediball, softie ball, or equivalent. The use of regulation balls is prohibited.
- A batting cage and nets must be used at all times for batting practice. The above-mentioned balls must be used. The use of regulation balls is prohibited.
- Failure to abide by these restrictions shall be considered a serious infraction.

## **Track/Cross Country/Other Sports**

When inclement weather exists, track, cross country, and other sports may practice in the gymnasium as long as every precaution is taken to protect school property.

## **Fundraising**

Students are prohibited from directly participating in fundraising activities. Coaches may submit fundraising proposals to their Principal on the appropriate form. With the Principal's approval, the form shall be sent to and approved by the Superintendent's Office before any fundraising activity can take place. Booster groups must also follow this sequence for their proposed fundraising activities. (See TCPS Policy JL)

## **Sportsmanship, Ethics, and Integrity**

The Tazewell County School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. 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 the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support / booster groups. (See TCPS Policy JFCB & KGB)

## **Middle School Activities**

### **Expectations**

All Middle School programs will be contested according to VHSL rules and regulations.

### **Athletic Participation/Parental Consent/ Physician's Certificate Form**

Participation, consent, insurance, and physical examination forms provided by the school will be completed and submitted before any student is allowed to participate on a middle school team. These forms will be filed in the Principal's Office. Copies of these forms will be easily accessible to the coaches and carried by coaches to 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 student-athletes' home school and a copy provided to the Athletic Director.

### **Responsibilities**

Middle School Principals and coaches have the same general responsibilities as the High School Principals and coaches as reviewed in this handbook.

### **Athletics**

- All eighth grade students will be given the opportunity to try out for the Junior Varsity team in all sports with the exception of football and cheerleading. Eighth grade students that participate on JV teams will either have to finish their middle school season before moving up to the JV team or skip participating on the eighth grade team altogether.
- Students may compete on the sub-varsity level while in the eighth grade; however, no students below the eighth grade is eligible to participate in any VHSL 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.
- Eighth grade students may participate in nonathletic events for one year only while in the eighth grade
- A student may participate in VHSL sub-varsity sports for one year only prior to entering the ninth grade.

- Middle School Teams:
  - Volleyball – 2 girls teams
  - Basketball – 2 boys and 2 girls teams
  - Football – 1 team
  - Track - 1 boys team and 1 girls team
  - Cheerleading will be under the discretion of the Principal

Middle School Basketball:

- Monday of the last full week of October is the start of basketball practice
- There will be two teams; with games ending the second week of December; schedules should accommodate 14 to 16 games if at all possible
- On the first official date of the VHSL's recognized start of practice, eighth graders will have the opportunity to try out for JV basketball. Students that are selected must finish the middle school season before moving to JV.
- There will be no Tazewell County Tournament.
- There may be a basketball jamboree.

High School athletic directors will schedule and make all arrangements for middle school sports, including securing officials for events.

APPENDIX A

Routing	Page 1 of 4
1 _____	
2 _____	
3 _____	



VIRGINIA HIGH SCHOOL LEAGUE, INC.  
1642 State Farm Blvd., Charlottesville, Va. 22911

**Athletic Participation/Parental Consent/Physical Examination Form**

Separate signed form is required for each school year **May 1** of the current year through **June 30** of the succeeding year.

For School Year \_\_\_\_\_

**PART I - ATHLETIC PARTICIPATION**

(To be filled in and signed by the student)

Male \_\_\_\_\_  
Female \_\_\_\_\_

PRINT CLEARLY

Name \_\_\_\_\_ Student I.D # \_\_\_\_\_  
(Last) (First) (Middle Initial)

Home Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Home Address of Parents \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

This is my \_\_\_\_\_ semester in \_\_\_\_\_ High School, and my \_\_\_\_\_ semester since first entering the ninth grade. Last semester I attended \_\_\_\_\_ School and passed \_\_\_\_\_ credit subjects, and I am taking \_\_\_\_\_ credit subjects this semester. I have read the condensed individual eligibility rules of the Virginia High School League that appear below and believe I am eligible to represent my present high school in athletics.

**INDIVIDUAL ELIGIBILITY RULES**

**To be eligible to represent your school in any VHSL interscholastic athletic contest, you--**

- must be a regular bona fide student in good standing of the school you represent.
- must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
- must have enrolled not later than the fifteenth day of the current semester.
- for the first semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your principal for equivalent requirements). **May not repeat courses for eligibility purposes for which credit has been previously awarded.**
- for the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
- must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
- must not have reached your nineteenth birthday on or before the first day of August of the current school year. must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents consent to your participation.
- must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification in regard to cheerleading.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, **check with your principal for interpretations and exceptions provided under League rules.** Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized. Additionally, I give my consent and approval for my picture and name to be printed in any high school or VHSL athletic program, publication or video.

**LOCAL SCHOOL DIVISIONS AND VHSL DISTRICTS MAY REQUIRE ADDITIONAL STANDARDS TO THOSE LISTED ABOVE.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Providing false information will result in ineligibility for one year.**



**PART II - - MEDICAL HISTORY- Explain "Yes" answers below**

**This form must be completed and signed, prior to the physical examination, for review by examining practitioner.**

**Explain "Yes" answers below with number of the question. Circle questions you don't know the answers to.**

<b>GENERAL MEDICAL HISTORY</b>	<b>Yes</b>	<b>No</b>	<b>MEDICAL QUESTIONS (cont)</b>	<b>Yes</b>	<b>No</b>
1. Has a doctor ever denied or restricted your participation in sports for any reason?	<input type="checkbox"/>	<input type="checkbox"/>	29. Do you have groin pain or a painful bulge or hernia in the groin area?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you currently have an ongoing medical condition? If so, Please identify: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	30. Have you had mononucleosis (mono) within the last month?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever spent the night in the hospital?	<input type="checkbox"/>	<input type="checkbox"/>	31. Do you have any rashes, pressure sores, or other skin problems?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	32. Have you ever had a herpes or MRSA skin infection?	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEART HEALTH QUESTIONS ABOUT YOU</b>	<b>Yes</b>	<b>No</b>	33. Are you currently taking any medication on daily basis?	<input type="checkbox"/> *	<input type="checkbox"/>
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?	<input type="checkbox"/>	<input type="checkbox"/>	34. Have you ever had a head injury or concussion? If so, date of last injury:	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever had discomfort, pain, or pressure in your chest during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	35. Have you ever had a numbness, tingling, or weakness in your arms or legs after being hit or falling?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your heart race or skip beats during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	36. Do you have headaches with exercise?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has a doctor ever told you that you have (check all that apply): <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	37. Have you ever been unable to move your arms or legs after being hit or falling?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has a doctor ever ordered a test for your heart? (For ex: ECG/EKG, echocardiogram)	<input type="checkbox"/>	<input type="checkbox"/>	38. When exercising in heat, do you have severe muscle cramps or become ill?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you get lightheaded or feel more short of breath than expected during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	39. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you ever had an unexplained seizure?	<input type="checkbox"/>	<input type="checkbox"/>	40. Have you had any other blood disorders?	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>	<b>Yes</b>	<b>No</b>	41. Have you had any problems with your eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>
12. Has any family member or relative died of heart problems or had an unexpected sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?	<input type="checkbox"/>	<input type="checkbox"/>	42. Do you wear glasses or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does anyone in your family have a heart problem?	<input type="checkbox"/>	<input type="checkbox"/>	43. Do you wear protective eyewear, such as goggles or a face shield?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does anyone in your family have a pacemaker or implanted defibrillator?	<input type="checkbox"/>	<input type="checkbox"/>	44. Do you worry about your weight?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does anyone in your family have Marfan syndrome, cardiomyopathy, or Long Q-T?	<input type="checkbox"/>	<input type="checkbox"/>	45. Are you trying to or has any professional recommended that you try to gain or lose weight?	<input type="checkbox"/>	<input type="checkbox"/>
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?	<input type="checkbox"/>	<input type="checkbox"/>	46. Do you limit or carefully control what you eat?	<input type="checkbox"/>	<input type="checkbox"/>
<b>BONE AND JOINT QUESTIONS</b>	<b>Yes</b>	<b>No</b>	47. Do you have any concerns that you would like to discuss with a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you ever had an injury, like a sprain, muscle or ligament tear, or tendonitis that caused you to miss a practice or game?	<input type="checkbox"/>	<input type="checkbox"/>	48. When is the date of your last Tdap or Td (tetanus) immunization? (Circle Type) Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
18. Have you had any broken or fractured bones or dislocated joints?	<input type="checkbox"/>	<input type="checkbox"/>	<b>FEMALES ONLY</b> 49. Have you ever had a menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>
19. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches?	<input type="checkbox"/>	<input type="checkbox"/>	50. Age when you had your first menstrual period? _____		
20. Have you ever had an x-ray of your neck for atlanto-axial instability? OR Have you ever been told that you have that disorder or any neck/spine problem?	<input type="checkbox"/>	<input type="checkbox"/>	51. How many periods have you had in the last 12 months?\		
21. Have you ever had a stress fracture of the bone?	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXPLAIN "YES" ANSWERS BELOW:</b>		
22. Do you regularly use a brace or assistive device?	<input type="checkbox"/>	<input type="checkbox"/>	# _____ » _____		
23. Do you currently have a bone, muscle, or joint injury that bothers you?	<input type="checkbox"/>	<input type="checkbox"/>	# _____ » _____		
24. Do any of your joints become painful, swollen, feel warm, or look red?	<input type="checkbox"/>	<input type="checkbox"/>	# _____ » _____		
25. Do you have a history of juvenile arthritis or connective tissue disease?	<input type="checkbox"/>	<input type="checkbox"/>	# _____ » _____		
<b>MEDICAL QUESTIONS</b>	<b>Yes</b>	<b>No</b>	# _____ » _____		
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<b>*List medications and nutritional supplements you are currently taking here:</b>		
27. Do you have asthma or use asthma medicine (inhaler, nebulizer)	<input type="checkbox"/>	<input type="checkbox"/>			
28. Were you born without or are you missing a kidney, an eye, a testicle, spleen or any other organ?	<input type="checkbox"/>	<input type="checkbox"/>			

☀️▶▶ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Athlete's Signature: \_\_\_\_\_



### PART III – PHYSICAL EXAMINATION

(Physical examination is required each school year after May 1 of the preceding school year and is good through June 30<sup>th</sup> of the current school year)\*\*

NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_ School \_\_\_\_\_

EXAMINATION					
Height	Weight		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
BP	/	Pulse	Vision R 20/	L 20/	Corrected <input type="checkbox"/> Yes <input type="checkbox"/> No

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance		
Eyes/ears/nose/throat		
Lymph nodes		
Heart		
Pulses		
Lungs		
Abdomen		
Genitourinary (males only)		
Skin		
Neurologic		

MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional		

**Medical Practitioner to School Staff (please indicate any instructions or recommendations here)**

Emergency medications required on-site  Inhaler  Epinephrine  Glucagon  Other: \_\_\_\_\_

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

I have reviewed the data above, reviewed his/her medical history form and make the following recommendations for his/her participation in athletics.

- CLEARED WITHOUT RESTRICTIONS**
- CLEARED WITH FOLLOWING NOTATION:** \_\_\_\_\_
- Cleared **AFTER** documented further evaluation or treatment for: \_\_\_\_\_
- Cleared for **Limited participation** (check and explain “reason” for all that apply): *“Limited Until Date” when appropriate*
  - Not cleared for (specific sports) \_\_\_\_\_ Until Date: \_\_\_\_\_
  - Reason(s): \_\_\_\_\_

**NOT CLEARED FOR PARTICIPATION Reason** \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation.

Physician Signature: \_\_\_\_\_ \*(MD, DO, LNP, PA) . Date \_\_\_\_\_  
Circle one

Examiner's Name and degree (print): \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

+ Only signatures of Doctor of Medicine, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant licensed to practice in the United States will be accepted

### PART IV -- ACKNOWLEDGEMENT OF RISK AND INSURANCE STATEMENT

(To be completed and signed by parent/guardian)

I give permission for \_\_\_\_\_ (name of child/ward) to participate in any of the following sports that are not crossed out: baseball, basketball, cheerleading, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, softball, swimming/diving, tennis, track, volleyball, wrestling, other (identify sports). \_\_\_\_\_

I have reviewed the individual eligibility rules and I am aware that with the participation in sports comes the risk of injury to my child/ward. I understand that the degree of danger and the seriousness of the risk varies significantly from one sport to another with contact sports carrying the higher risk. I have had an opportunity to understand the risk inherent in sports through meetings, written handouts, or some other means. He/she has student medical/accident insurance available through the school (yes\_\_ no\_\_); has athletic participation insurance coverage through the school (yes\_\_ no\_\_); is insured by our family policy with:

Name of Medical Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Name of Policy Holder: \_\_\_\_\_

I am aware that participating in sports will involve travel with the team. I acknowledge and accept the risks inherent in the sport and with the travel involved and with this knowledge in mind, grant permission for my child/ward to participate in the sport and travel with the team.

By this signature, I hereby consent to allow the physician(s) and other health care provider(s) selected by myself or the school to perform a pre-participation examination on my child and to provide treatment for any injury or condition resulting from participating in athletics/activities for his/her school during the school year covered by this form. I further consent to allow said physician(s) or health care provider(s) to share appropriate information concerning my child that is relevant to participation in athletics and activities with coaches and other school personnel as deemed necessary.

Additionally I give my consent and approval for the above named student's picture and name to be printed in any high school or VHSL athletic program, publication or video.

### PART V - EMERGENCY PERMISSION FORM

(To be completed and signed by parent/guardian)

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_ AGE \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ CITY \_\_\_\_\_

Please list any significant health problems that might be significant to a physician evaluating your child **in case of an emergency**

Please list any allergies to medications, etc. \_\_\_\_\_

Is the student currently prescribed an inhaler or Epi-Pen? \_\_\_\_\_ List the emergency medication: \_\_\_\_\_

Is student presently taking any other medication? \_\_\_\_\_ If so, what type? \_\_\_\_\_

Does student wear contact lenses? \_\_\_\_\_ Date of last tetanus shot \_\_\_\_\_

**EMERGENCY AUTHORIZATION:** In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of \_\_\_\_\_ High School to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for the person named above.

Daytime phone number (where to reach you in emergency) \_\_\_\_\_

Evening time phone number (where to reach you in emergency) \_\_\_\_\_

Cell phone \_\_\_\_\_

☀▶▶ Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student \_\_\_\_\_

\*Emergency Permission Form may be reproduced to travel with respective teams and is acceptable for emergency treatment if needed.

I certify all the above information is correct \_\_\_\_\_

☀▶▶ Parent/Guardian Signature

## APPENDIX B

GBN-R.2

GBN-R.2

### PERSONNEL

#### Coaching Assignments

- A. The philosophy and intent of the Tazewell County School Board is that all coaches should come from present instructional staff. However, in the event that all efforts have failed, the principal shall make a written request, supported by complete documentation, to the superintendent for consideration of other alternatives. If the superintendent determines the request to be valid, he will instruct the Director of Personnel to advertise the coaching position, take applications, and have an employment panel conduct interviews. If someone is selected, they will be recommended to the Superintendent for submission to the school board for approval.
  
- B. The qualifications for consideration shall include:
  - 1. A Bachelor's degree preferred
  - 2. Experience in sport being considered
  - 3. Demonstrable qualities of honesty, integrity, sound moral character, and the ability to work effectively with young people.
  - 4. Be under the direct supervision of the school assigned.
  - 5. Must be 21 years of age or older.
  - 6. Completion of VHSL Coaches education required (Appendix D)

Adopted by School Board: April 6, 1998

Amended by School Board: July 25, 2000

## APPENDIX C

### COACHES' EVALUATION

Name: \_\_\_\_\_

School: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Rating Schedule:       (1) Poor                   (4) Good  
                              (2) Below Average       (5) Excellent  
                              (3) Average

- A.     Based on your appraisal of this coach's performance, check appropriate response.
1.    Handling Equipment: (Provides an adequate system for management of equipment. This includes issuing, collecting and accounting. Submits eligibility and inventories of equipment within prescribed deadlines.)
  2.    Relationship with Parents: (Maintains appropriate rapport with player's parents.)
  3.    Relationship with Community: (Maintains a positive rapport with community groups and/or individuals interested in the sports program.)
  4.    Pre-Game Details: (Makes adequate provision for transportation. Assumes responsibility for bringing staff and team to the game physically, mentally and emotionally prepared for competition.)
  5.    Records and Statistics: (Maintains adequate written records, statistics, etc. of activities and personnel.)
  6.    Adherence to Regulations: (Abides by district, conference and MHSAA Policies.)
  7.    Relationship with News Media: (Maintains accurate, balanced communications with news personnel to the extent sport coverage is adequate.)
  8.    Relationship with Administration: (Cooperates with the school administration in promoting the total athletic program.)
  9.    Relationship with Staff: (Maintains a positive rapport with the building staff.)
  10.   Awareness of Trends: (Keep informed of modern trends, techniques and strategies. Applies new trends where applicable.)
  11.   Practice Supervision: (Organizes, supervises, coordinates and evaluates practice sessions and related activities with proper attention to player's mental and physical well-being.)
  12.   During-Games Behavior: (Maintains self-control providing and example of sportsmanlike conduct in his relationship with players, staff, officials and opponents.)
  13.   After-Games Conduct: (Accepts responsibilities for outcome of game, is able to congratulate the opponent and is able to accept victory or defeat in a professional manner.)

14. Relationship with Players: (Discipline is firm but fair. Has an open communication with player and is generally liked. Enforces training rules, athletic code and does not show favoritism in anything.)
15. Integration of Coaching and Teaching: (Exhibits enthusiasm toward teaching as well as coaching and, in short, be the type of person the community would be proud to have their young people pattern themselves after.)
16. Attendance at league meetings, rules meetings, coaching meetings.
17. Willingness to go the extra mile.
18. Evaluation: (What is your overall opinion of this coaches' performance?)
19. Outstanding accomplishments:

B. Explain those areas below satisfactory: (Be specific - if necessary, attach another sheet.)

C. Specific suggestions for improvement:

The signature of the coach below does not necessarily indicate agreement with the above evaluation; but indicates he/she has seen it. The coach may attach a memo explaining his/her disagreement regarding any aspect of the evaluation.

---

Coach's Signature

---

Principal's Signature

---

Athletic Director's Signature

---

Date

**Appendix D**  
**COACHES EVALUATION SCORESHEET**

Item#	Rating Score
1	
2	
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15	
16	
17	
18	
19	

---

TOTAL

### **STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES**

The Tazewell County School Division desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. The goal of this policy is to ensure (i) that coaches, school staff, volunteers, student-athletes, and their parents or guardian are aware of the short-term and long term effects of concussions; (ii) that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.

#### **Definitions**

**Concussion:** *a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.*

**Licensed Health Care Provider:** *a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.*

**Return to Play:** *to participate in a non-medically supervised practice, game, or athletic competition.*

#### **I. Tazewell County Concussion Management Team**

- a. The Tazewell County Concussion Management Team (“CMT”) shall be appointed by the Superintendent of Schools and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. The CMT shall also develop concussion reporting, management, and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.
- c. The CMT shall meet at least once per semester and shall evaluate the division’s training materials, concussion reporting, management, and review protocols annually.

#### **II. Required Concussion Training for School Personnel and Volunteers:**

- a. Every Coach, Assistant Coach, School Staff, Adult Volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices

shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.

- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

### III. Distribution of Training Materials to Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

### IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated, and if necessary referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).
- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete, or the parent or guardian of the student-athlete.

the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

#### V. Return To Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games, or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

#### VI. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

Adopted: July 11, 2011

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-271.5.

## CONCUSSION MANAGEMENT

Each local school division shall develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes. In order to protect student-athletes, Tazewell County School Board mandates that all athletes, parents/guardians, and coaches be apprised of § 22.1-271.5 of the Code of Virginia dealing with the nature and risks of concussions, criteria for removal from and return to play, and risks of not reporting the injury and continuing to play. The goal of the school division is to ensure that student-athletes are properly diagnosed; given adequate time to heal; and are comprehensively supported until symptom free.

The purpose of this regulation is to establish procedures for the management of a concussion. A concussion is defined as a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning. A concussion is caused either by a direct blow to the head, face, or neck or elsewhere on the body with an “impulsive” force transmitted to the head. A concussion can occur with or without a loss of consciousness. Concussions may 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. Even a hit or a bump on the head can be serious. One may not see a concussion, and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up immediately after the injury or may take several hours or days to fully appear. If a student reports any symptoms of concussion, school personnel should seek medical attention immediately.

### **Concussion Management Team (CMT)**

- a. The Superintendent will appoint a Concussion Management Team ("CMT"). The CMT shall consist of the Supervisor of Secondary Education, a School Administrator, an athletic administrator, the School Division Nurse Practitioner, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. The CMT shall also develop concussion reporting, management, and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.
- c. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management, and review protocols annually.

### **Procedure:**

1. Each school principal or designee will be responsible for requiring all coaches in high school and middle school to participate in annual training on concussion management. The recommended program is The National Federation of State

High School Associations' (NFHS) – *Concussion in Sports- What You Need to Know*. This CDC-endorsed program provides a guide to understanding, recognizing, and properly managing concussions in high school sports. It is available at [www.nfhslearn.com](http://www.nfhslearn.com). A copy of the certificate of completion is to be maintained by the principal and a copy kept on file by the school's athletic director.

2. In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent/guardian shall annually receive, review, and sign a statement acknowledging receipt of such information provided by the local school division. Fact sheets for student-athletes and parents/guardians are available from the Centers of Disease Control (CDC).
3. A coach, athletic director, school administrator, athletic trainer, team physician or parent shall remove a student-athlete suspected of sustaining a concussion or brain injury in a practice or game from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury, **shall not return to play that same day nor until (1) evaluated by an appropriate licensed health care provider, and (2) in receipt of written clearance to return to practice or play from a licensed health care provider.**
4. The athlete should receive **immediate** evaluation by his or her primary health care provider or in the emergency room if any of the following are present:
  1. Loss of consciousness
  2. Cervical spine complaints
  3. Focal neurological deficit
  4. Recurrent vomiting
  5. Bleeding/clear fluid leakage from ears and nose
  6. Unresolved balance or gait disturbance
  7. Headaches that has worsened
  8. Appears drowsy/ cannot wake up
  9. Appears confused (cannot recognize people/places or time)
  10. Experiences seizures
  11. Complains of weakness/numbness in arms/legs
  12. Experiences slurred speech
5. Concussion symptoms include:
  - a. Physical
    - i. Headache
    - ii. Nausea and vomiting
    - iii. Balance/Gait disturbance
    - iv. Visual disturbances
    - v. Sensitive to noise
    - vi. Fatigue

- b. Cognitive
  - i. Difficulty concentrating or following conversation or instructions
  - ii. Confusion
  - iii. Amnesia
  - iv. Answers questions slowly
  - v. Repeats questions
  
- c. Emotional
  - i. Change in personality
  - ii. Mood swings
  - iii. Emotions not matching situation
  - iv. Irritability
  - v. Sadness
  - vi. Nervousness
  
- d. Sleep
  - i. Alteration from normal sleep patterns
  - ii. Drowsiness
  - iii. Difficulty falling asleep
  - iv. Sleeping less than usual
  - v. Sleeping more than usual

Any athlete removed from play, due to suspicion of a concussion or who continues to have symptoms, must follow-up with an appropriate licensed health care provider.

For the purpose of this regulation appropriate Health Care providers include: physicians, physician assistants, or osteopaths licensed by the Virginia Board of Medicine; a certified athletic trainer licensed by the Virginia Board of Health Professionals; a neuropsychologist licensed by the Virginia Board of Psychology; or a nurse practitioner licensed by the Virginia Board of Nursing. The treating provider will give written clearance for return to play and this documentation will be given to the school administrator or their designee. After reviewing all medical documentation, the principal/designee, athletic director and coach shall have discretionary approval regarding a student's return to school and for sports activities.

### **Post Concussion Return to Practice, Play or regular Classroom activities**

The appropriate health care provider shall determine and document in writing when a student-athlete can return to practice, play or regular classroom activities, including Physical Education or recreational activity (participation in recess, etc.). The appropriate health care provider shall list any accommodations needed for the student athlete. A student athlete who has been released to practice, play or regular school activities is to return to practice or play *gradually*.

Gradual return to practice or play should include gradual aerobic activity to increase heart rate; then include activities that increase heart rate with movement; next add controlled contact, if appropriate; and finally student-athlete may return to full sports competition. The gradual return to practice or play may include, but is not limited to the following:

- Day 1: No physical activity, can observe practice and participate in planning sessions;
- Day 2: Light jogging for up to 30 minutes, light weights (low weights, higher reps, no squats or bench);
- Day 3: Moderate levels of physical activity with body/head movement including moderate jogging, brief running, moderate stationary bike and/or, moderate weight workout (reduced time and/or reduced weight from typical routine);
- Day 4: Heavy non-contact physical activity including sprinting, running, regular weight lifting, non-contact sports specific drill;
- Day 5: Full controlled practice with contact with rest breaks;
- Day 6: Full return to game play.

Each day, and at intervals, the student athlete will be monitored for any returning symptom(s) of concussion. If any symptom reoccurs, the student-athlete will be immediately removed from practice, play or regular classroom activities, and the parent will be notified and a follow-up examination with the health care provider must be performed. Documentation of the follow-up visit, along with recommendations for return to practice, play or regular classroom activities, must be received by school personnel, administration, and coaching staff.

Gradual return to regular classroom activity will be designated by the health care provider. No Physical Education or recreational activities (such as recess, etc.) will be permissible if the health care provider indicates a gradual return to practice or play. As the student-athlete progresses through each step of the gradual return to practice or play without the reoccurrence of symptoms, the student-athlete will be allowed to return to Physical Education Class and recreational activities.

### **Helmet Replacement and Reconditioning**

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

Resources and References:

Heads up Main Page: <http://www.cdc.gov/concussion/headsup/index.html>

Assessment tool for Concussions: <http://www.cdc.gov/concussion/headsup/pdf/ACE-a.pdf>

ACE Care Plan from providers for School

[http://www.cdc.gov/concussion/headsup/pdf/ACE\\_care\\_plan\\_school\\_version\\_a.pdf](http://www.cdc.gov/concussion/headsup/pdf/ACE_care_plan_school_version_a.pdf)

Concussion Fact Sheet For Athletes:

[http://www.cdc.gov/concussion/pdf/Athletes\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf)

Spanish Version: [http://www.cdc.gov/concussion/pdf/Athletes\\_Fact\\_Sheet\\_Spanish-a.pdf](http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet_Spanish-a.pdf)

Concussion Fact Sheet for parents:

[http://www.cdc.gov/concussion/pdf/Parents\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf)

Spanish Version: [http://www.cdc.gov/concussion/pdf/Parents\\_Fact\\_Sheet\\_Spanish-a.pdf](http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf)

Free Training for Coaches Online: [http://www.cdc.gov/concussion/HeadsUp/high\\_school.html#3](http://www.cdc.gov/concussion/HeadsUp/high_school.html#3)  
<http://www.nfhslearn.com/Index.aspx>

Code of Virginia § 22.1-271.5

Adopted by the School Board: June 13, 2011

**TAZEWELL COUNTY PUBLIC SCHOOLS**  
**CONCUSSIONS IN STUDENT-ATHLETES**

**PLAYING WITH A CONCUSSION OR RETURNING TO COMPETITION TOO SOON**

Athletes presenting signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young 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 a prolonged recovery, or to severe brain swelling (second impact syndrome); with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms or injuries; concussions are no different. As a result, the education of administrators, coaches, parents and students is the key for student-athlete's safety.

**A STUDENT WHO SUFFERS (OR IS SUSPECTED OF SUFFERING) A CONCUSSION**

Any student-athlete suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it appears or how quickly symptoms clear. Close observation of the student-athlete should continue for several hours.

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition immediately and may not return to play until the student-athlete is evaluated by a medical doctor, trained in the evaluation and management of concussion, and given written clearance to return to play from the licensed health care provider.

Parents should also inform the student's Coach, Principal, and Athletic Director if they think their child/player may have a concussion. "When in doubt, the athlete sits out."

For current and up-to-date information on concussions go to:

<http://www.cdc.gov/ConcussioninYouthSports/>

[www.nfhslearn.com](http://www.nfhslearn.com)

Signature of Student-Athlete	Print Student-Athlete's Name	Date
Signature of Parent/Guardian	Print Parent/Guardian's Name	Date

**This form is to be maintained on file at the school.**

## **Appendix F**

### **RULES AND REGULATIONS**

**27-2-1 COACHES RULE** - *All coaches and sponsors of League activities, both athletic and nonathletic, shall be certified teachers regularly employed by the school board and responsible to the school principal. They shall have not less than three regular periods of classes or study hall duty per day.*

*Note:* Interscholastic competition for girls and boys should be coached or directly supervised by a woman or man, respectively, who is responsible to the school principal. If a man coaches girls on a mixed team or coaches a girls team, it is strongly recommended that a female supervisor be present at all games and practices. If a woman coaches boys on a mixed team or coaches a boys team, it is strongly recommended that a male supervisor be present at all games and practices.

**27-2-2 Exceptions:**

- (1) Students in training at institutions of higher learning.
- (2) Principals, assistant principals or other members of the school division's instructional or administrative staff with duties comparable to those of teachers carrying three regular periods of classes.
- (3) Retired Virginia teachers or administrators as approved by the division superintendent.
- (4) Persons approved by the Executive Director upon written certification from the principal and division superintendent. Approval shall be contingent upon written notification from the school principal that the non-faculty coach will be apprised of all VHSL eligibility requirements for participants and any League policies pertaining to his/her sport prior to assuming duties.
- (5) Instructional or administrative aides employed full-time within the same school division.

**27-2-3 Interpretations:**

- (1) This rule bars special coaches or sponsors of an activity who are not employed to serve in any other capacity or who are employed during the season in the activity only, unless they are exempted under 27-2-2 (4) of this rule. It is not intended to bar assistants for whose services no recompense is given, either directly or indirectly, from any source, provided that such services are rendered only at practice sessions under the supervision of a regular faculty member.

## Appendix G

IICA-R.1

IICA-R.1

### INSTRUCTION

#### Use of Private Cars for Transporting Students

Under certain circumstances school board employees may use their cars to transport students to school-related events, such as activity trips involving a limited number of students when no other form of transportation is available and participation could not occur if private transportation were not made available by the employee.

The employee is required to submit a request to the building principal or immediate supervisor stating the details of the trip. The employee is responsible for seeing that all parent permission forms are gathered from the students who are to go on the trip. Prior to actually taking the trip the employee is required to have the maximum limit of liability coverage on his/her personal car insurance coverage.

The present ruling of the insurance carrier for the school board is that the employee's personal insurance would be used in the case of an accident to cover medical and liability payments for the employee and occupants of the car. The school board's general liability and excess liability coverages specifically exclude automobile coverage. Under the automobile liability policy carried by the school board, the school board is covered for liability suits arising from use of private automobiles by school board employees, and the same policy also can be used as excess coverage after an individual employee's personal policy has been completely used up to cover all contingencies of an accident.

**FIELD TRIP REQUEST**

**Tazewell County Public Schools, 209 W. Fincastle, P.O. Box 927, Tazewell, Virginia 24651-0927**

NOTE: Field Trip Request not received in this office two weeks (14 days) prior to the date of trip will not be considered for approval.  
List teachers and chaperones assuming responsibility on back of form. **Reviewed checklist on back of form:**  Yes  No

**Today's Date:** \_\_\_\_\_ **School Submitting Request:** \_\_\_\_\_

**Contact Person for this trip:** \_\_\_\_\_

**Is this a new Field Trip Request?**  Yes  No **If yes, complete Section 1. If no, continue to next line.**

**If you answered yes to any one of the questions below , complete Section 2.**

**Is this request an update from a previous request that has already been approved?**  Yes  No

**Is this trip a rescheduled sports trip or a time change for a sports trip?**  Yes  No

**Is this a cancellation notice for a trip that has already been approved?**  Yes  No

<b>Section 1 - Must be Completed:</b>		Destination of Trip: _____
Grade, Class or Organization: _____		Reason for Trip: _____
<b>Check One:</b>	<b>Check One:</b>	Estimation of the number of students to be transported: _____
<input type="checkbox"/> Curricular	<input type="checkbox"/> School Bus	Cost to each pupil: _____
<input type="checkbox"/> VHSL	<input type="checkbox"/> Activity Bus	Amount paid per pupil by organization: _____
<input type="checkbox"/> Other	<input type="checkbox"/> Special Needs Bus	Departure Date: _____ Time: _____
	<input type="checkbox"/> Other	Return Date: _____ Time: _____
Pick up location: _____		
Will this bus pick up students from any other school? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>(If yes, name each school below):</b>		
<p><b>If any information is missing in this section, the request form will be returned and no transportation will be provided.</b></p> <p><b>NOTICE: If a trip is cancelled or rescheduled, please complete a new form and fax to the Transportation Office at 988-0316.</b></p>		

<b>Section 2 - Sports and Field Trip changes - For Section 2 Only - Fax to 988-0316</b>	
Sport or Group: _____	<b>Rescheduled Information Needed:</b>
Destination of Trip: _____	Original Date: _____
Do you want transportation to cancel the trip listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Original Time: _____
Does this trip involve any other school? <input type="checkbox"/> Yes <input type="checkbox"/> No	New Date: _____
Principal or AD Signature: _____	New Time: _____

**SIGNATURE/POSITION OF PERSON SUBMITTING REQUEST:** \_\_\_\_\_

<input type="checkbox"/> REJECTED <input type="checkbox"/> APPROVED	_____	_____
	PRINCIPAL	DATE
<input type="checkbox"/> REJECTED <input type="checkbox"/> APPROVED	_____	_____
	IMMEDIATE SUPERVISOR (CENTRAL OFFICE)	DATE
<input type="checkbox"/> REJECTED <input type="checkbox"/> APPROVED	_____	_____
	SUPERINTENDENT / DESIGNEE	DATE

Field Trips & Excursions  
Certificate of Insurance Coverage

**NOTE:** *This portion must be completed if privately owned vehicle will be used for Field Trips & Excursions.*

I, \_\_\_\_\_, an employee of Tazewell County Schools at \_\_\_\_\_, am aware of Regulation EEA-R concerning the use of private cars for transporting students. On my vehicle, I carry the minimum limits of insurance as follows:

\$300,000 / \$500,000 - Bodily Injury	\$50,000 - Property Damage	\$5,000 - Medical Payments
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I understand that my insurance will be primary in the case of an accident for all occupants of my vehicle, and that Tazewell County Schools' coverage will be secondary.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Principal

**CHECKLIST FOR TEACHERS, SPONSORS, AND PRINCIPALS:** *(This checklist is not inclusive, but a guide for the principal.)*

**The principal is responsible for the safety of both staff and students during all aspects of field trip travel. Adequate planning, liability, consideration, and financing must be addressed for successful educational**

1. Does the scheduling of the field trip enhance the objectives of the class or course?
2. Has the purpose of the field trip and its benefits been discussed with the students?
3. Has the field trip been cross-checked with the school activity calendar?
4. Does the trip minimize absence from school?
5. Has the closest and best location been considered?
6. Has a contact person been identified at the site and their participation confirmed?
7. Have chaperones been made aware of security needs at stops to guard against placing children in unsafe situations?
8. Do chaperones have a contact number for school personnel in case of emergency?
9. Have contingency plans been developed for emergency situations?
10. Have the financial arrangements been worked out for all students?
11. Have parental and student forms been distributed, completed, and collected?
  - Permission forms and emergency care completed and returned
  - Written guidelines of trip rules distributed, discussed, and signed by the parents and students
  - Consideration given for parents to sign a luggage consent form so that school personnel can search belongings for illegal or prohibited items if necessary. Parents of any student possessing, selling or using illegal drugs/alcohol will be notified by a designated chaperone to make arrangements to come for the student and transport him/her home. (See Policy JFCI-R)

Code of Virginia, Section 22.1-176, 22.1-182, 22.1-190 Virginia High School League –
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Chaperones:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TAZEWELL COUNTY PUBLIC SCHOOLS  
POLICY GOVERNING THE RETIREMENT OF ATHLETIC JERSEYS**

**I. PHILOSOPHY**

The retirement of an athlete's jersey is one of the highest athletic honors that a Tazewell County Public High School can bestow on a student-athlete. Although the honor is based primarily on athletic ability, it also recognizes that the student-athlete was a member of an academic community and displayed the accompanying responsibilities incumbent with that membership.

Consequently, such an honor shall reflect the participatory as well as the non-participatory activities of the former student-athlete. That is, the recipient has been a model for future student-athletes both on and off the field/floor.

**II. ELIGIBILITY REQUIREMENTS**

The following list of criteria is not meant to be all inclusive, although items A-C shall be considered mandatory requirements for all candidates. Additional criteria will be considered if substantive and appropriate, and individual schools have the privilege to select additional requisites. The criteria to be considered are as follows:

- A. To be eligible, all portions of the application must be completed and submitted to the athletic director.
- B. The candidate must have been a varsity athlete from a Tazewell County High School for a minimum of two years in the sport being considered for jersey retirement.
- C. The candidate must have had an athletic career beyond his / her graduation in the sport in which he / she is being considered.
- D. Consideration will be given to candidates who have received:
  - All - state honors
  - All - American Honors
  - National Recognition
  - Established School records
  - Attained multiple team awards
- E. Reserved for school specific requirements
- F. “
- G. “
- H. “
- I. “

### **III. Nomination Procedure and Committee Composition**

Individuals wishing to nominate a former student-athlete should provide the following information directly to a Tazewell County Public School high school administrator and athletic director. The information requested is as follows:

- A. Nominee Name
- B. Year (s) of graduation
- C. Sport (s)
- D. Jersey Number
- E. Years of Athletic Participation
- F. Eligibility Requirements as outlined in section II
- G. Letters of recommendation (including the nominated student-athlete's former coach if possible) should be included.
- H. If nominations are submitted, a selection panel of five to ten individuals, consisting of current or former coaches, alumni, faculty, administration and/or community members will be assembled. During the month of July, the Panel will meet, review, and consider the retiring of a jersey. If a positive recommendation from the committee is finalized and accepted, it will be forwarded to the Principal for acknowledgement. The panel has the final decision in selecting recipients.
- I. The honor shall be the retirement of the former student-athlete's jersey; not his/her number. The Athletic Director / coach may choose not to reissue a given number, but the retirement of the student-athlete's jersey would not in and of itself require that the number never be worn again.

### **IV. Retiring Jerseys Guidelines and Policies**

- A. When a jersey is retired, it is the name, not the number, which is retired.
- B. Retiring a jersey requires a 2/3 majority of the Panel approval.
- C. Presentation of a retired jersey will occur at a corresponding sporting event.
- D. Retired jerseys will be displayed in the school foyer.
- E. In the unfortunate event of the death of an athlete, the coach or team may choose to honor the memory of that individual and his efforts. When a student athlete passes away while a student, or within four years of their graduation (those students they would have played with, for clarification), the school may honor the family with a team jersey of a sport/sports that the student athlete participated in (i.e., the fall for a football player, etc.) or other mutually agreed time. During the initiation of this guideline, consideration will be given to the last eight years, at parent request to honor past student athletes, after that the four year rule will be in effect.
- F. Former students achieving a substantial distinction (academically, service to the country, Hall of Fame, etc.) will be afforded measures comparable to retiring a jersey, such as placing a picture or a plaque in an area designated by administration.

## Drug Testing of Student-Athletes

### Purpose and Intent

In keeping with the mission of Tazewell County Public Schools, the role of the student-athlete drug testing policy and substance abuse programs is to protect student health, safety and welfare, and to strengthen partnerships among faculty, administrators, coaches, parents, and students in order to reduce drug related barriers and hazards to academic, athletic and personal development success.

### Guidelines

Any 8th-12th grade student established as an athlete at the junior varsity or varsity level will be subject to random drug testing. An established athlete is one who is on a Virginia High School League (VHSL) Master Eligibility List (MEL). The student athlete retains this status until the next MEL for any VHSL-sanctioned activity is submitted to the VHSL.

### Non-Compliance

If the student-athlete refuses to be tested or attempts to tamper with or assist others in tampering with the sample, the student-athlete will be dropped from the team, absent extenuating circumstances.

### Drug Testing Procedures

This policy is not designed to be academically punitive, but to ensure the student's health while participating in athletics.

- A. Sample random selection with replacement will be used for the drug testing process.
- B. A Third Party Administrator (TPA) will be contracted to conduct all testing and will be responsible for the random selection with replacement and testing process.
- C. Testing will be performed monthly. At each site visited, ten percent of the total population of student – athletes participating in athletic events during that sport season will be tested. Middle school students participating in Junior Varsity athletics selected to test will be transported to their respective high school
- D. A copy of the Virginia High School League (VHSL) Master Eligibility List, identifying athletes for every sport, per sports season, will be used to determine who will be eligible for testing. For the purpose of confidentiality, student-athletes will be identified by a unique number as designated by the school.
- E. Drug testing will be performed by collecting a urine sample.
- F. Testing will take place at each school by the TPA.
- G. Students will remain under school supervision until an adequate sample can be provided. If a student has not provided a reliable sample by the end of the school day, then the student will be ineligible to participate in the remaining portion of that sport's season absent extenuating circumstances.
- H. The TPA will provide testing materials, testers and a Medical Review Officer (MRO).
- I. In the event of a positive test result, the MRO will make direct contact with the parent/guardian to resolve any extenuating circumstances, medical or other, that may have contributed to an inability to provide a sample, or a positive test result. Tazewell County Public Schools will not be involved in resolving positive testing results.

- J. After all testing and test results have been verified, the final report will be provided by the TPA to the Superintendent/Designee.
- K. The Superintendent/Designee will provide the results to each school's principal.

#### Positive Test Results

In the event the final report has identified any failures to provide a sample, or verified positive test results, the TPA will contact the Superintendent/Designee and then the Superintendent/Designee will notify the Principal. The Principal will contact the parent/guardian and a conference will be scheduled to present the test results to the parent/guardian.

For positive results, the Tazewell County Public Schools Pledge Program will be enforced, per School Board Policy JFC-R.9, Student-Athlete Substance Abuse Policy.

For positive results for the use of anabolic steroids, an athlete will also be ineligible to compete in interscholastic athletic competition for two years per the Virginia High School League (VHSL). A failure to provide a sample will be considered a positive test result unless there are extenuating medical circumstances that physically prevent a student from providing a sample.

#### Confidentiality

Confidentiality of test results must be maintained at all levels including the TPA, the School Board, the Superintendent, the Principal, the Athletic Director, and the coach. No penalties or restrictions will be placed on a student's participation in any other non-VHSL activities. Results will not be placed in the student's cumulative records.

#### Drugs Tested

The substances commonly tested for, but not limited to, are: controlled substances, imitation controlled substances, illegal drugs, alcohol and tobacco.