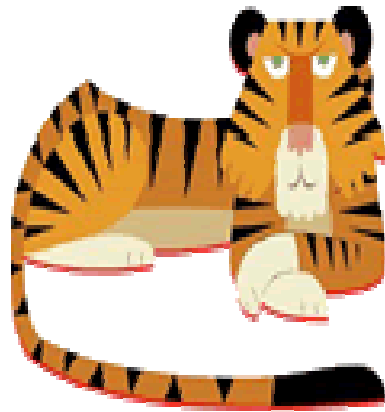


# Macon County Schools Coaches and Sponsors Handbook

July 2012



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## **AHLETICS & EXTRA-CURRICULAR**

The administration of the Macon County Schools believes athletic and extra-curricular s and extra-curricular activities are a vital part of the entire educational program offered throughout the district. Competition provides another opportunity for students to strive for excellence, practice respect and contribute to their school and community. All athletic and extra-curricular venues are viewed as extensions of the classroom, so the focus of the entire athletic and extra-curricular program is the intellectual, physical, emotional and social development of the whole person. Participants and athletes learn skills and values like respect, responsibility, perseverance, teamwork, discipline, and work ethic, as well as the benefits of healthy behavior. These values, instilled and nurtured by a properly directed athletic and extra-curricular program, benefit participants and athletes not only during their active participation in sports but also during their adult lives when the lessons learned on the playing field will help them make wise decisions and valuable contributions to the community and nation.

Participation on Macon County athletic and extra-curricular teams/clubs is a privilege, not a right. This privilege is afforded to those individuals who possess the ability, attitude, disposition, cooperative spirit and desire to represent the student body and community in a manner that reflects favorably on the reputation of the Macon County Schools. Participants and athletes are expected to display characteristics of ethical conduct and fair play, both on and off the playing fields. They are expected to show respect for fellow players, coaches, officials, fans, members of opposing teams, equipment, and facilities. Coaches are expected to be leaders as well as teachers, educating participants and athletes and trying their best to help their team win, but not at the expense of academics, good sportsmanship, fair-play, integrity, or safety. Coaches are expected to respect all participants and athletes. Fans are viewed as extensions of the teams and the same high level of behavior is expected from them.

The purpose of this handbook is to provide guidance for the coordination, administration, and supervision of the Macon County Athletic and Extra-curricular Department, which includes programs at Booker T. Washington High School, Notasulga High School and Tuskegee Institute Middle School through the adoption of certain standardized practices and procedures. Uniformity of regulation and program direction in competitive sports will encourage and stimulate wholesome, worthwhile activities based upon accepted practices for the protection, physical development, and welfare of participants and athletes engaged in sports activity. The practices and procedures outlined in this handbook should be considered as directives from the Superintendent for the day-to-day operations of athletic and extra-curricular s within the Macon County Schools. As a principal, athletic and extra-curricular director, coach, or any other personnel dealing with athletic and extra-curricular activities in this district, you should read and understand this handbook and with all due diligence work daily to accomplish these practices and procedures.

### PHILOSOPHY OF COACHING

We believe there is more to coaching and training than teaching players how to play the game or win the competition. The Macon County Athletic and Extra-curricular Department must inspire the participant's thinking and actions, so as to benefit them throughout life. We must work hard to produce successful participants and athletes, but more importantly, solid citizens that will be productive and able to give back to this community.

To achieve the above, we must not be outworked, but instead we must be setting the bar and provide every opportunity for our participants and athletes to excel. This includes training the athlete, providing summer programs and ensuring the academic success of our participants and athletes.

### PHILOSOPHY OF PROGRAM

Our program must be conducted within the realm of the total educational program, recognizing the fact that athletic and extra-curricular participation is only a segment of the program in its entirety and not an end in itself. At no time will the athletic and extra-curricular program be emphasized to the detriment of any part of the total educational program. **We will work in harmony with other departments within the school district.**

### STRUCTURE OF THE PROGRAM

The Macon County Athletic and Extra-curricular Department is structured in such a way as to move an athlete along a progression that will develop the skills and maturity required to compete at high levels. We will give attention to the athlete's mental, physical, emotional, social and spiritual development. The end product is the high school competition; therefore, we must perfect skills of the individual in accordance with their maturity level. The 7<sup>th</sup> grade, 8<sup>th</sup> grade, and junior high programs will be conducted in a manner to provide young participants and athletes opportunities to train, practice and compete at progressive levels directed at the highly competitive high school levels.

## MEMORANDUM

**To:** All Principals and Athletic and Extra-curricular Personnel  
**From:** Jacqueline A. Brooks, EdD, Superintendent  
**Date:** July 25, 2012  
**Subject:** Sports Supervision Assignments

Please be advised that until further notice, the following sports and assignment of duties will be in effect:

Dr. Kenneth P. Oliver is the primary Athletic and Extra-curricular Programs Director for Macon County Schools and will be responsible for overseeing the following sports and /or teams:

- **Football (All Levels)**
- **Volleyball (All levels)**
- **Basketball (All levels and Boys/Girls)**
- **Softball (All levels)**
- **Cross Country Track**
- **Baseball (All levels)**
- **Track and Field (All levels and Boys/Girls)**
- **Cheerleading (All levels)**
- **Swimming (All levels)**
- **Volleyball (All levels)**
- **Band**
- **Choir**
- **Other Approved Extra Curricular Activities**

Principals are the persons in charge of making decisions at their schools along with consulting with Dr. Oliver. As always, if an impasse exists or an issue unresolved, the Superintendent will intervene. Dr. Oliver will be the central office liaison for athletic and extra-curricular s and the Superintendent's designee.

Please be reminded that that sport's immediate supervisor, the local administration, and ultimately the Superintendent and/or her designee, Dr. Oliver, must approve all budgetary issues involving a particular sport, with final approval resting with the CSFO/Superintendent. If you have any specific questions or concerns, please direct them to your immediate supervisor, local administration, Dr. Oliver or the Superintendent.

## GOALS OF THE ATHLETIC AND EXTRA-CURRICULAR PROGRAM IN THE MACON COUNTY SCHOOLS

- Represent the school and the community in a positive manner.
- Promote a positive attitude toward self and others.
- Develop self-discipline and a sense of obligation and responsibility to others.
- Promote physical and mental fitness.
- Instill a sense of fair play and a good sportsmanship.
- Develop leadership.
- Develop commitment.
- Develop new skills.
- Develop healthy interpersonal relationships.
- Experience success on the athletic and extra-curricular field.
- Stimulate student involvement in the school.
- Have fun.

## RESPONSIBILITIES OF ALL COACHES & SPONSORS

### To Players and Participants:

- Place academic achievement as the highest priority.
- Provide leadership and set an example. Encourage the highest standards of conduct and scholastic achievement among all participants and athletes. **Monitor student grades, behavior, and school attendance.**
- Develop respect by example in appearance, manners, behavior, language, and conduct. Sponsors and coaches must refrain from the use of profanity, vulgarity, and other offensive language and gestures.
- Sponsors and coaches must exemplify the highest qualities of character, integrity, and leadership.
- Strive to develop in each athlete qualities of leadership, initiative, character, and good judgment.
- Be fair and unbiased with all participants and players.
- Maintain appropriate individual and team discipline. Determine discipline measures when necessary and adhere to required due process.
- Have a genuine, up-to-date knowledge of the sport(s) coached/extra-curricular activity instructed. Instruct participants and athletes in the fundamental skills, strategy, and physical training necessary to achieve a degree of individual and team success.
- Develop an organized detailed practice schedule daily.
- Be organized and well prepared.
- Put the safety and welfare of players first.
- Be conscience of the athlete's schedule. Give thought to their time constraints when establishing team schedule.
- Win with character; lose with dignity.

### To the School District:

- Reflect confidence and respect for the district.
- Maintain a high level of confidence in the overall athletic and extra-curricular program and

the school district.

- Represent the district professionally at all times.

#### To the School:

- Sponsors and coaches are adults and professionals who must set the example for participants and athletes to follow.
- Strive for excellence in all areas of the school.
- Understand the proper administrative chain of command and refer all requests or grievances through proper channels.
- Treat the faculty, participants, players, and general student population with honor and respect. Maintain an appropriate and professional demeanor with students and staff.
- Be present at all practices, games, trips, and provide assistance and guidance for individual participants.
- Assume supervision and control of participants and athletes as assigned and perform other duties, which may be assigned by the administration.
- Be an integral part of the educational program of the school.
- Attend school functions.

#### To the Community:

- Maintain good public relations with news media, support groups, parents, officials, and fans.
- Be a goodwill ambassador between the school and the community.
- Continue personal and professional growth.
- Maintain membership in appropriate coaching and professional associations.

#### To Fellow Sponsors and Coaches:

- Provide an exchange of ideas.
- Praise assistants and award with recognition when appropriate.
- Contribute a full measure of time, effort, thought, and energy at all times.
- Be organized and well prepared.
- Develop an organized detailed practice schedule daily
- Develop a weekly schedule and plan.

#### To Sponsors and Coaches of other Activities:

- Support, promote and cooperate with all other coaches and activity sponsors.
- Support and encourage multisport participants and athletes.
- Reflect confidence in fellow coaches.
- Support fellow coaches as needed with major events and games.

#### To Faculty Members:

- Cooperate with all faculty members.
- Coaches shall not exert pressure on faculty members to give participants and athletes special consideration.



- Work with teachers to help participants and athletes achieve at the highest level possible.

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#### To the Physical Plant:

- Keep practice areas and/or locker rooms in order. Examine and supervise locker rooms before and after practice and games, checking on general cleanliness of the facility.
- Use and store equipment properly. Instill in each player respect for equipment and school property, its care and proper use.
- Maintain security of all storage areas.
- Secure all doors, lights, windows, and locks before leaving the school building if custodians are not on duty.

#### Ethics:

- Follow all school and district policies. Any violation of the law, school board policy, school policy, or ethics by coaches will not be supported.
- Know and follow all state, district, and school athletic and extra-curricular rules and regulations as they pertain to eligibility and sports participation. There are more breaches of ethics and integrity done in the name of “helping” students than for any other reason.
- Teach and exhibit fair play, sportsmanship, and proper conduct on and off the field.
- Adhere to the established rules and standards of the game to be played.
- Hold participants and athletes accountable for their actions. **You are not doing them a favor by letting them “get away with things.” Remember, the Penn State findings!!!!**

## APPOINTMENT TO A SPONSORSHIP/COACHING POSITION

The success of our athletic and extra-curricular program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments, and there is no tenure as far as these positions are concerned. The Athletic and Extra-curricular Director and Principal will evaluate each coach annually. Satisfactory evaluations will be essential for continued employment in the coaching position for the next school year.

Any Macon County Board of Education staff member may apply, in the spring, for a sponsorship or coaching position for the following school year. Incumbent coaches with satisfactory evaluations will, usually, continue with their assignment. All vacancies and newly created coaching positions will be posted on the MCBOE website, local schools and in some cases state websites.

Candidates who are not teaching in the Macon County Public Schools must complete a professional employment application for the Macon County Schools. The Athletic and Extra-curricular Director and/or Principal will interview all candidates. Upon selection, the Athletic and Extra-curricular Director will recommend a candidate to the Superintendent of Schools for final approval.

The following criteria will be used for all interscholastic Athletic and Extra-curricular coaching assignments:

*Coaching credentials as required by the Coaches Education Program is mandatory:*

1. CPR/AED Certification (offered Locally / updated yearly)
2. NFHS Concussion Course (Online)
3. STAR Sportsmanship Training (Online)
4. Coaching Principles Course Year 1 (Online)
5. First Aid Course Year 2 (Online)

*(Band Directors; Choir Directors and other sponsors shall be required to meet CRP/AED Certification and a general first aid course.*

*It should be noted that the Macon County BOE will not permit application for Coaching Card until these courses are completed.)*

*Additionally Community Coaches and Sponsors will:*

1. Obtain TB Test
2. Register for a Background Check including Fingerprinting
3. Attend District Athletic and Extra-curricular Handbook Orientation and Clinic

## EVALUATION SYSTEM

The sole purpose of the evaluation system is to improve the quality of our athletic and extra-curricular program by recognizing and encouraging the use of successful practices and techniques. The Athletic and Extra-curricular Director and Principal will conduct a minimum of two evaluations during the school year for each coach. A conference will be held following each evaluation. Information contained in the evaluation will be based upon observations made at practices and contests during the athletic and extra-curricular season. Also the quality of compliance with the Macon County School District policies and procedures, and personal relations with participants and athletes, professional colleagues and parents will be evaluated.

At the end of the season a Comprehensive Review (components of the Comprehensive Review are below) will be completed with each coach, and the coach will be given the opportunity to comment or respond to any item in the Review. The original evaluations and Comprehensive Review will be kept on file in the Athletic and extra-curricular Director and Principal offices and copies will be distributed to each coach, and the Superintendent. Copies of the forms for the Evaluation System are included in Appendix A of this handbook.

### Comprehensive Review

- Two Observations
- Credentials
- Athletic and extra-curricular Department Compliance During the Year
- Incident Reports
- End of Season Report
- Assistant Coach/Sponsor Evaluations
- Assistant Coach Self-Evaluation
- Player /Participant Surveys
- Parent/Participant Surveys
- Budget/Account Review
- Summary Report
- Comprehensive Review Conference

## DUTIES AND RESPONSIBILITIES

- I. Pre-Season Responsibilities (as applicable to your program)
  - A. Planning- Plans should be meticulously developed before the season begins and should include:
    1. Checking eligibility requirements on each athlete in the program.
    2. Completing all necessary requirements for certifying athletic and extra-curricular eligibility with the AHSAA.
    3. Knowing what equipment and supplies are available and needed
    4. Notifying the Athletic and extra-curricular Director or Principal of any special or unique equipment needs
    5. Outline of try-out schedule and practice schedule (Schedules should be submitted to Athletic and extra-curricular Director and Principal
    6. Completion of game schedule (Schedules should be submitted to Athletic and extra-curricular  
And Principal
    7. Organizational meeting with assistant coaches/sponsors/boosters
    8. Establish criteria for awards
    9. Plan end of season gathering
    10. Familiarize yourself with the *AHSAA website and the Coaches Corner, and The Macon County Coaches and Extra Curricular Sponsors Handbook*
  - B. Meeting with Participants and Athletes- It is recommended that coaches conduct pre-season meetings with squad members and potential squad members to discuss try-outs, practice schedules, team and department rules, and other important matters. Meetings should be publicized on the school website and by posters and should be coordinated with other coaches. When a meeting is called, it should serve a purpose, be well planned and informative.
  - C. Selection of Student Managers- We encourage each team/program to appoint a student manager and/or officers. Student managers will be expected to be of high quality academically, behaviorally and ethically.
  - D. Facilities
    1. It is the Principal responsibility in conjunction with the Athletic and extra-curricular Director to coordinate and schedule the use of all physical education and athletic and extra-curricular facilities for practices, scrimmages and interscholastic athletic and extra-curricular events. All requests for use of facilities by coaches, as well as other organizations,

must be made through the Athletic and Extra-curricular Director or Principal.

2. Update all emergency plans and prepare Emergency Folder.
3. The head coach will arrange to have all fields and facilities prepared for practices, scrimmages and games through the coaching staff and the maintenance staff. Coaches are responsible for securing the services of a student manager(s) to aid in running a contest and setting up a field or court for play.
4. The Principal in cooperation with the Athletic and extra-Curricular Director will arrange for supervisors, scoreboard operators, ticket takers and ambulance/doctor coverage as needed.
5. A *Home Athletic Event Form* must be completed for every home contest.

E. Transportation

Submit Transportation Request Form for all away events.

## II. In-Season Responsibilities

- A. Athletic and Extra-curricular Code of Behavior- Each coach is responsible for seeing that the Athletic and Extra-curricular Code of Behavior is fully, explained (not just merely distributed) and properly signed by each athlete and their parents. Signed copies from all squad members should be kept on file with the coach.
- B. Supervision of Squads
  1. It is the responsibility of each coach to supervise his/her squad members. This responsibility begins when participants and athletes enter the locker rooms or practice designated facility and ends when participants and athletes leave the facilities or are picked up by their ride. Upon being excused from practice and after games, students should be directed to quickly change, shower, and leave the locker rooms or designated areas.
  2. The coach or sponsor shall be the last person to leave the locker room/ designated area. Upon leaving the areas should be checked, loose equipment picked up, lights put out, and windows and doors secured. All storage areas should be checked and locked.
  3. Coaches and sponsors should make sure that their participants and athletes have been taken by the bus, been picked up by their parents, or have left the athletic and extra-curricular facilities in their vehicles.
- C. Physical Examination (Eligibility)- Before an athlete can participate on an interscholastic athletic and extra-curricular team, he/she must have completed an approved medical examination by a medical doctor as outlined by the AHSAA.

- D. Rosters- Completed rosters must be turned in to the Athletic and Extra-curricular Director and Principal one week after the first practice.
- E. Equipment- Coaches and sponsors are responsible to issue, inspect, and secure the equipment on a regular basis.
- F. Reminder: Coaches and sponsors are still the first responder in accidents or injuries. Only send your athlete to a trainer for injuries that require more significant attention. Determine if further help is needed. Keep parents abreast.
- G. Lost, Stolen or Misused Equipment- Lost, stolen, or misused equipment should be reported to the Athletic and Extra-curricular Director and Principal. Participants and athletes will be expected to make restitution. If the obligation has not been cleared within a reasonable period of time they should not be permitted to continue athletic and Extra-curricular competition. Participants and athletes should be reminded that the acceptance of responsibility for equipment is an important part of becoming a member of an athletic and extra-curricular team.
- H. Early Dismissal- At times, it will be necessary to request that a squad and its coaches be excused from school to travel to an away contest in order to meet an early scheduled starting time. An alphabetized list of squad members should be submitted to the Athletic and Extra-curricular Director and Principal as soon as possible so that permission can be obtained and teachers notified of the early dismissal.
- I. Teaching Obligations- Coaches and sponsors who have teaching positions must meet their obligations before assuming coaching duties at the end of the school day. **Coaches and sponsors** shall attend scheduled faculty and department meetings except on days when contests are scheduled.
- J. Public Relations
  - 1. Each coach of a varsity team will be responsible for notifying news media of the results of all contests. Scores should be called into the Tuskegee News, Auburn-Opelika News, and Montgomery Advertiser. They should also be reported to the AHSAA website. Coaches should also highlight outstanding performances, school records that were broken, and unusual occurrences of a positive nature.

2. Sponsors and coaches should submit articles and photographs as well as send information to Mr. Wilbur Robinson for the district's website and the district's FACEBOOK page.
3. Sponsors and coaches are encouraged to pursue ways in which to publicize their teams and recognize the achievement of their team members. The most common vehicles to accomplish this are:
  - a. Daily school announcements that report game results, highlight outstanding performances, and publicize future contests.
  - b. Posting to the school website.
  - c. Local newspapers.
  - d. School newspapers
4. Contact the yearbook staff for team pictures.
5. Sponsors and coaches should be prepared for interviews conducted by members of the press. Often times, the press asks for comments regarding opposing teams, coaches, and players following hectic games. Be professional and discreet in your dealings with reporters.

K. Awards- All coaches must submit An End of the Year Banquet Form to the Athletic and Extra-curricular Director and Principal final rosters for certificates and individual award winners at least 2 weeks prior to the banquet. All dates must be coordinated with the district's calendar so that Board Members, the Superintendent, and other community members can attend and avoid scheduled conflicts (see Dr. Venesia McClaney).

L. General

1. Be present at least 15 minutes before the time you scheduled group members is to be present.
2. Organize each practice schedule.
3. Keep accurate participation records.
4. Plan a culminating dinner/banquet for the purpose of distributing all awards and celebrating the season. Parents should be invited to this event and the Athletic and Extra-curricular Director, Principal, Board Members and Superintendent.
5. In the event of inclement weather, notify the Athletic and Extra-curricular Director/Principal as well as the Superintendent of changes or cancellations.
6. If events are scheduled on a day when school is not in session, coaches are responsible for obtaining the names and phone numbers of the officials and opposing coaches/sponsors before the weekend or vacation.

In the event of inclement weather, it will be the coach's responsibility to cancel a scheduled home game and notify the appropriate individuals.

7. All game officials will be assigned by the appropriate association. Regardless of an official's ability, it shall be the coach's responsibility to treat him/her with respect and to demand similar respect from the players. When coaches confer with officials, the exchange should be under control and within professional bounds. Requests to refuse officials will be honored only in extreme circumstances. Such requests must be made in writing to the Athletic and Extra-curricular Director and Principal and must detail the specific shortcomings of the official's performance or fully explain any problems or unusual circumstances that were encountered. Based on discussion with the official in question and Association Director, the Athletic and Extra-curricular Director and Principal will decide to accept or deny the request.
8. Any informational letter that is sent home to squad members should be forwarded to the Athletic and Extra-curricular Director and Principal.
9. Inform the Athletic and Extra-curricular Director and Principal of any fund raising activities. All school board policies must be followed for fund raising activities. Approval from the **Superintendent** must be in hand before fundraising activities can begin.

### III. Post-Season Responsibilities

- A. Equipment/Uniform Return- Coaches and sponsors must supervise the return of all issued equipment and uniforms and submit, in writing the names of those participants and athletes who failed to return one or more equipment/uniform items on the appropriate form. Each coach and sponsor must also complete the Inventory of Equipment Form and return it to the Athletic and Extra-curricular Director and Principal.
- B. Each Coach will complete an End of Season Report and submit it to the Athletic and Extra-curricular Director and Principal within one week of the end of the season. This report should list records, season highlights, captains, squad members, award winners, and any other items of interest or importance. (This form can be found in Appendix B of this handbook.)
- C. Budget/Purchasing- All supplies and equipment for all phases of the interscholastic athletic and extra-curricular program will be budgeted and purchased through the Principal in accordance with district policy. At the conclusion of each season, coaches should submit an Equipment Requisition Form to the Principal for any major purchases needed for the program. The coach, Athletic and Extra-curricular Director and Principal will discuss equipment needs and prepare budget requests.



Items requested will be given priority as they pertain to safety, need and cost.  
(Appendix B)

- D. End of Season Review- At the completion of their season, coaches should schedule a Comprehensive Review with the Athletic and Extra-curricular Director and Principal to review the season, discuss budget requests and plan for changes to the program. Formal evaluations will be discussed with the coach during the Comprehensive Review.
- E. Complete an End of the Year Academic Progress Report on each athlete in your program.

## MACON COUNTY PUBLIC SCHOOLS

### PROGRAM CHECKLIST

#### I. Pre-Season

- \_\_\_ Pre-season meeting for planning and preparation
- \_\_\_ Pre-season meeting with students to explain Athletic and Extra-curricular Code of Behavior, tryouts, practice schedule, etc.
- \_\_\_ Physicals – students must have physical clearance prior to participating in first practice
- \_\_\_ Check inventory and equipment
- \_\_\_ Check schedules and complete if necessary
- \_\_\_ Check, develop and maintain Emergency Plans
- \_\_\_ Attend rules clinic offered by the AHSAA (if applicable)
- \_\_\_ Secure necessary keys
- \_\_\_ Pick up and read Handbook-sign acknowledgement form and return to Athletic and extra-curricular Director or personnel assigned by the Superintendent (see Memorandum page 6 of this document)
- \_\_\_ Pick up copies of AHSSAA/Interscholastic Handbook from the Athletic and extra-curricular Director or personnel assigned by the Superintendent (see Memorandum page 6 of this document)
- \_\_\_ Familiarize yourself with the AHSAA website
- \_\_\_ Check grade eligibility for all student participants and athletes
- \_\_\_ Make sure all paper work is in order for each athlete (Physical, Birth Certificate, Athletic Participation Clearance, Athletic and extra-curricular s Participation Consent, Emergency Medical Authorization, STARS Code of Behavior, Outside Participation and Fifty Percent Rule and Acknowledgement)

#### II. In-Season

- \_\_\_ Physicals – add any new students
- \_\_\_ STARS for all new participants and athletes
- \_\_\_ Team Roster turned into Athletic and extra-curricular Director and Principal 1 week after first practice
- \_\_\_ Submit Schedule (all levels) to Superintendent , Athletic and extra-curricular Director and Principal (see Memorandum page 6 of this document)
- \_\_\_ Submit all Athletic and extra-curricular Transportation Request Forms
- \_\_\_ Complete Home Athletic and extra-curricular Event Form for all home contests
- \_\_\_ Group attendance – keep daily records
- \_\_\_ Issue and record equipment and uniforms issued
- \_\_\_ Complete an Accident Report for any student injured in practice or a game

- \_\_\_ Keep Athletic and extra-curricular Director and Principal (see Memorandum page 6 of this document) informed of any concerns or unusual circumstances
- \_\_\_ Submit game results by phone or email the evening of each contest to the Athletic and extra-Curricular Director, Principal, Local Newspaper and the AHSAA website.
- \_\_\_ Update athletic and extra-curricular website through local school webmaster regularly
- \_\_\_ Complete Academic Progress Reports on all participants and athletes
- \_\_\_ Attend all in season required meetings

### III. Post-Season

- \_\_\_ Uniforms collected
- \_\_\_ Equipment turned in
- \_\_\_ End of season reports to the Athletic and Extra-curricular Director and Principal
- \_\_\_ End of the Year Banquet Form to the Athletic and Extra-curricular Director and Principal no later two weeks before banquet
- \_\_\_ Submit Season Review Form to Athletic and extra-curricular Director and Principal
- \_\_\_ Schedule end of season meeting with the Athletic and extra-curricular Director and Principal for a Comprehensive Review
- \_\_\_ Submit all equipment orders on required forms
- \_\_\_ Submit letter of coaching intent at the conclusion of the season
- \_\_\_ Collect and record all uniforms and equipment. Submit all paperwork to Athletic and Extra-curricular Director and Principal
- \_\_\_ Attend all end of season coaching meetings
- \_\_\_ Organize and attend an end of season banquet for team, distribute team awards
- \_\_\_ Complete an evaluation of each assistant coach and discuss with the coach
- \_\_\_ Complete End of the Year Academic Progress Report for each athlete (Complete all necessary follow up)
- \_\_\_ Make sure all participants and athletes that need summer school are registered and attending

## EMERGENCY PLANS

All head coaches and sponsors must update Emergency Plans each year. An Emergency Folder must be in the possession of the head coach and sponsor at all times. The forms will be distributed to you. All emergency plans must be completed by August 27, 2012 and maintained throughout the year.

Emergency Folders should contain the following:

- Emergency Plan
- Athletic and Extra-curricular Parent Contact Form
- Pertinent Medical Conditions Form

It should be noted that head coaches must complete Emergency Plans for each venue utilized by their particular program for practice and games.

## FINES AND SUSPENSIONS

The Macon County Board of Education expects all coaches to conduct themselves in a professional and controlled manner. Verbal or physical abuse of an official, opposing coach, parent or player will not be tolerated. The Macon County Board of Education or any local school will not pay any fines for ejections, suspensions or individual rule violations. All fines levied by the AHSAA for an ejection will be paid **by the coach or player ejected**. Under no circumstance will school funds, to include fundraisers, individual athletic and extra-curricular accounts, or any other local school account be utilized to pay for fines levied by the AHSAA for ejections. **Additionally, parents, players or coaches will not take up monies to help pay for a players or coaches ejection.** This will be viewed as supporting the coach's or player's actions. We will not in any way support the ejection of a player or coach. There are other ways to deal with difficult situations. **DO NOT GET EJECTED**. Coaches and players will not be allowed to participate until all fines are paid in full.

It is the responsibility of the head coach to go over this information with their assistants and their players.

## FIRST AID PROCEDURES

First aid is the immediate and temporary care given to an injured or ill athlete until the services of a physician or emergency medical technician can be obtained. To this end and in order to protect participants and athletes from further injury, the following steps should be followed:

1. Stop play/participation immediately at the first indication of possible injury or illness.
2. Look for obvious signs of injury or illness.
3. Listen to the athlete's/participant's description of the complaint
4. Apply appropriate first aid techniques according to your training.

Coaches are expected to have a fully stocked first aid kit with them during all practices and games. A first aid kit and supplies for re-stocking should be obtained from athletic and extra-curricular trainer and should be checked daily to ensure that it is fully stocked.

Ice or cold packs are first aid treatments for almost all injuries and should be available at all home and away games as well as practices. Ice must be available at each practice and game.

Drinking water should be available at all practices and games. Coolers should be rinsed out after every use and allowed to dry. Under no circumstances should water be left in coolers overnight or should coolers be used for any other purpose.

## PROCEDURES TO FOLLOW IN CASE OF INJURY OR ILLNESS

1. Render appropriate first aid.
2. Coaches/sponsors should have in their possession at all times, a listing of participants and athletes' home and emergency telephone numbers.
3. If, in your judgment, the injury requires immediate medical attention, an ambulance should be called.
4. Parent(s)/guardian(s) should be contacted and instructed to either meet their child at school or at the hospital emergency room. Students may only be released to the care of an adult who is listed as an emergency contact or to the care of a responsible adult designated by the parent(s).
5. If a parent/guardian or emergency contact cannot be reached, the coach must accompany the athlete to the hospital and remain with the athlete until a family member arrives.
6. If the injury occurs during an AWAY contest and a parent is not available an assistant coach/sponsor must accompany the athlete to the hospital. If there is not an assistant coach available, a **certified** employee of the Macon County Schools may accompany the athlete to the hospital. District Resource Officers, bus drivers, and security guards **are not** certified employees. If no certified employee is available the contest will be stopped and the head coach will accompany the athlete to the hospital. The team will go to the hospital under the supervision of the bus driver and await further instruction from the head coach.
7. The Superintendent, Athletic and Extra-curricular Director and Principal should be contacted promptly. An Accident Report must be completed upon return to the school and sent to the Superintendent, Athletic and Extra-curricular Director and Principal.
9. The Superintendent, Athletic and Extra-curricular Director and Principal must be updated on the athlete's condition.

In addition, injured students shall not be allowed to practice or play in a contest following an injury until they have a written medical release.

## INFECTION CONTROL

The Macon County Schools Athletic and Extra-curricular Department recognizes the importance of providing an environment that enhances the health and safety of coaches and participants and athletes. In order to reduce the risk of exposure to communicable diseases the Department has adopted the use of universal precautions. When properly implemented, universal precautions will reduce the risk of transmission of diseases such as colds, flu, hepatitis, and HIV, which are transmitted through contact with the body fluids (blood, mucus, saliva, etc.) of others.

It shall be the Superintendent or her designee's responsibility to:

1. Provide in-service training on universal precautions.
2. Make infection control supplies available to coaches and sponsors.

It shall be the coaches'/sponsors' responsibility to become familiar with and use universal precautions when rendering first aid and attending to the needs of their participants and athletes. Infection control supplies are available from the system nurse, and first aid kits should be replenished regularly.

Prior to participating in practice/competition, participants and athletes must cover any open wound. In the event an athlete begins to bleed during practice/competition, he/she must be removed from play and cannot return until the bleeding is stopped and the wound is covered. When blood spills onto a uniform, the athlete must leave the contest and cannot return until the uniform (jersey and/or shorts) is changed. Therefore, coaches must carry an extra uniform with them at all home and away contests.

The following is information obtained from the AHSAA as well as other sources and should be used as guidance when dealing with infection control:

**(Revised August, 2005)** □

While the risk for blood-borne infectious diseases, such as HIV/Hepatitis B, remains low in sports, proper precautions are needed to reduce the risk of spreading diseases. Along with these issues are skin infections that occur due to skin contact with competitors and equipment.

### **Universal Hygiene Protocol for All Sports**

- Shower immediately after all competition and practice
- Wash all workout clothing after practice
- Wash personal gear, such as knee pads, periodically



- Don't share towels or personal hygiene products with others
- Refrain from cosmetic shaving

### **Infectious Skin Diseases**

Means of reducing the potential exposure to these agents include:

- Notify guardian, trainer and coach of any lesion before competition or practice. Athlete must have a health-care provider evaluate lesion before returning to competition.
- If an outbreak occurs on a team, especially in a contact sport, consider evaluating other team members for potential spread of the infectious agent.
- Follow NFHS guidelines on “time until return to competition.” Allowance of participation with a covered lesion can occur if approved by health-care provider and in accordance with NFHS guidelines.

### **Blood-Borne Infectious Diseases**

Means of reducing the potential exposure to these agents include:

- Bleeding must be stopped immediately and all wounds covered. All blood-soaked clothing must be removed before continuing competition or practice. Contaminated clothing must be cleaned before using again.
- Trainers or caregivers need to wear gloves and take other precautions to prevent blood-splash from contaminating themselves or others.
- Immediately wash contaminated skin or mucous membranes with soap and water.
- Clean all contaminated surfaces and equipment with disinfectant before returning to competition. Be sure to use gloves with cleaning.
- Any blood exposure or bites to the skin that break the surface must be reported and evaluated by a medical provider immediately.

Further information can be obtained through the National Federation of State High School Associations.

## UNIVERSAL PRECAUTIONS GENERAL PROCEDURES

1. Avoid contact with body fluids.
2. Encourage participants and athletes to clean their own injury or secretions whenever possible.
3. Use a protective barrier (e.g. disposable gloves, paper towels, gauze, and tissue) when making contact with body fluids during care, treatment, and cleaning procedures.
4. Use disposable items to handle body fluids.
5. Dispose of all contaminated materials in plastic bags.
6. Plastic bags should be disposed of in trash containers.

### MRSA

What is MRSA?

Methicillin-resistant *Staphylococcus aureus* (MRSA) is a strain of *S. aureus* that is resistant to methicillin, an antibiotic in the same class as penicillin. MRSA is traditionally seen in people recently hospitalized or who have been treated at a health facility, such as a dialysis center.

What is CA-MRSA?

Community-associated MRSA (CA-MRSA) infections are considered to be community-associated because they occur in people who have not been hospitalized nor had a medical procedure, such as dialysis or surgery, within the past year.

CA-MRSA infections have been documented among participants and athletes, prisoners, military recruits, day care attendees, injection drug users, and others who live in crowded settings or routinely share contaminated items.

### WHAT DOES A CA-MRSA SKIN INFECTION LOOK LIKE?

A skin infection with CA-MRSA can begin as a reddened area on the skin, or resemble a pimple that can develop into a skin abscess or boil causing fever, pus, swelling or pain.

CA-MRSA skin infections can be treated by a health care professional by incising, draining, and locally caring for the wound. Antibiotics may be administered as necessary. These infections can progress to a more serious and difficult-to-treat stage if not treated properly and promptly.

It is also possible for a pre-existing cut, turf burn or other irritated area on the skin to develop an infection with CA-MRSA if the area is not kept clean and dry.

How is CR-MRSA spread?

CA-MRSA is spread through person-to-person contact or contact with contaminated items such as towels, razors, uniforms and athletic and extra-curricular equipment. Poor hygiene practices help facilitate the spread of the bacteria.

How can CA-MRSA skin infections be prevented on MY Team?

Both the National Collegiate Athletic and extra-curricular Association (NCAA) and the Centers for Disease Control and Prevention (CDC) have identified CA-MRSA as a potential problem among participants and athletes. The NCAA recommends practicing good personal hygiene and avoiding contact with infected areas to prevent the transmission of CA-MRSA.

### **Role of Head Coach/Sponsor**

- Ensure availability of adequate soap and hot water
- Establish routine cleaning schedules for shared equipment, such as towels, uniforms, helmets, athletic and extra-curricular equipment and mats.
- If a player has a wound that cannot be covered adequately, consider excluding the player from practice or competitions until the wound can be covered or has completely healed.

### **Wound Care**

- Cuts or other abrasions on the skin should be washed with soap and water and covered with dry, sterile bandages.
- Keep all wounds covered. A clean dressing should be applied every day until healed.
- All wounds should be cared for while wearing disposable gloves.
- Soiled dressings should be handled with gloves and disposed of after handling.
- Wash hands frequently before and after exposure to contaminated persons and equipment.

### **Prevention Strategies**

- Coaches and trainers should always use disposable gloves when attending to an athlete's wounds. Before and after performing care, hands should be washed with soap and water or alcohol-based hand sanitizers.
- Assess skin regularly for any lesions. Refer participants and athletes with wounds to appropriate health care personnel and assure little to no contact to other players.
- Learn to recognize wounds that could be potentially infectious.
- Launder personal items, such as towels, and clean sports equipment frequently, ideally after each use.
- Encourage school nurse/trainer participation at the beginning of every season to teach players how to recognize skin infections.
- If an infection is identified, involve appropriate personnel, such as the school nurse, administration and parents to take proper precautions in avoiding the spreading of the infection.
- Report any clusters of participants and athletes with skin infections to your local health department.

## Concussion Policy

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

**Therefore, the Macon County Board of Education expects students, parents, teachers, coaches, and administrators to adhere to the AHSAA Concussion Policy:**

Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from the contest and shall not return that day. Following the day the concussive symptoms occur, the student-athlete may return to practice or play only after a medical release has been issued by a medical doctor.

Any health care professional or AHSAA certified coach may identify concussive signs, symptoms or behaviors of a student athlete during any type of athletic and extra-curricular activity. Once concussive signs are identified, ***only a medical doctor*** can clear an athlete/participant to return to play. Any school in violation of the AHSAA policy application of the National Federation rule will be subject to sanctions.

- Any athlete/participant, even suspected of suffering a concussion, should be removed from the game or practice immediately.
- No athlete may return to activity on the same day he/she sustained an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear.
- The athlete may return the following day or anytime thereafter **with written clearance from a medical doctor.**
- Close observation of the athlete should continue for several hours. You should also inform your child's coach/sponsor if you think that your child may have a concussion.
- Remember it's better to miss one game than miss the whole season.
- And when in doubt, the athlete sits out.

**All students and parents must sign the AHSAA Concussion Information Form each school year. These forms should be kept on file in the Principal's office.**

## ELECTRICAL STORMS

In the event we experience thunderstorms, coaches/sponsors must take immediate action to provide for the safety of their participants and athletes. **If lightning is observed anywhere in the sky, all activity must stop immediately.** All team/group members must be escorted into the building, or in the event you are away, onto the team bus or into a building. Visiting team members, band members, cheerleaders, coaches and officials must also be invited into the school building.

Once the storm has passed the area, **activity can resume only if the sky is clear of dark clouds and no lightning has been observed anywhere in the sky for a minimum of twenty (20) minutes.** Coaches must exercise good judgment; it should be on the conservative side. If your team is engaged in an official contest in which officials have been assigned, the decision as to if and when to resume the contest must conform to the above guidelines. If you feel the thunderstorm has not completely left our area, under no circumstances should you resume the contest.

\*All coaches/sponsors must have with them and maintain emergency plan for their practice and game venue.

## SCHEDULING PRACTICES AND GAMES

1. Each coach/sponsor shall be responsible for planning and conducting practices on a regularly scheduled basis. Practices should be limited to a reasonable amount of time each day.
2. On days when ACT, SAT, and PSAT tests are administered, consideration should be given to scheduling practices so that conflicts do not arise with the test times.
3. The Head Coach/sponsor will be responsible for the scheduling of all interscholastic athletic and extra-curricular contests.
  - All Region/Area contests will be scheduled by the Region/Area and AHSAA.
4. All contests rescheduled for weather are the responsibility of Head Coach/sponsor and must be in compliance with all AHSAA regulations and the Macon County Board of Education policies. (Please note no competition will be scheduled on Sunday. This is a violation of the AHSAA rules and regulations.)
5. Coaches/sponsors should be conscience of the schedules of their participants and athletes and reasonable prior notice should be given when changes are made to the practice schedules or additional practices are scheduled.
6. Careful consideration should be given to scheduling competitions during the AHSGE/End-of-the-Course testing. Every effort should be made during this week for participants and athletes to be home by 9:00pm each night before testing.

## CANCELLATIONS

1. All cancellations due to weather or any other unforeseen circumstances will be made by the Head Coach/sponsor after consultation with the Athletic and extra-curricular Director and Principal. When the Athletic and Extra-curricular Director or Principal is not available, the coach, in consultation with a building the assistant principal, will be responsible for cancellations.
2. The Head Coach will reschedule all canceled contests.
3. The Head Coach will be responsible for notifying participants and athletes of any changes in the schedule.
4. Cancellations on school days for whatever reason will be made between 1:00 and 2:00 p.m. There may be exceptions to this time frame especially during playoffs.
5. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.

## MULTIPLE SPORT COOPERATION

**It is the belief of the Macon County Athletic and Extra-curricular Department that participants and athletes should participate in multiple sports.** This takes a harmonious spirit and cooperative attitude on the part of all coaches and sponsors from all programs. Think, Bo Jackson, not Terrell Owens!

We encourage this and expect coaches to work together to ensure these opportunities are available to our participants and athletes. Conflicts may arise with scheduling; however, at no point will we force an athlete to choose between sports/programs. It is the responsibility of head coaches/sponsors to work together to allow multisport participation. If conflicts cannot be resolved between head coaches, then the Athletic and Extra-curricular Director and Principal will hear the details from both head coaches/sponsors and render a solution. At no time will an athlete be punished for participating in another sport/program. Head coaches are expected to support the athlete's pursuit of multisport participation and be flexible. Think Tri-athlete!

Summer schedules will be submitted to the Athletic and Extra-curricular Director and Principal. All conflicts will be work out between sports prior to the end of the school year. Submitted schedules and adjustments made with the Athletic and Extra-curricular Director and Principal must be followed to ensure cooperation between sports. Adjustments to the submitted summer schedule should be discussed with the Athletic and Extra-curricular Director and Principal with the understanding that the adjustment cannot put undue stress on other sports. Altering the submitted schedule should be kept to minimum.



## OUTSIDE PARTICIPATION AND FIFTY PERCENT RULE for COMPETITIVE SPORTS

The Outside Participation Rule is a rule that is difficult to monitor and is more in the control of the athlete's parent than the athlete's coach. For this reason all parents must sign an Acknowledgement Form signifying their understanding of the Outside Participation Rule as well as the Fifty Percent Rule. Violation of this rule will render the athlete ineligible to participate in athletic and extra-curricular s in Macon County until the ASHAA renders the athlete eligible to participate. Additionally, the athlete will not be able to participate in athletic and extra-curricular s until they have paid any and all fines levied on the school by the AHSAA for the violation. It should be noted that no school funds to include fundraisers, individual athletic and extra-curricular accounts, or any other local school account may be used to pay any fine levied on any school in the Macon County Schools by the AHSAA for rule violation involving individual misconduct or rule violation.

**OUTSIDE PARTICIPATION RULE.** A student who is a member of any school athletic program (grades 7-12) may not participate (includes practice) on a non-school team in the same sport during the school season of that sport. A student who is a member of any high school athletic program may not participate in an outside sport activity in the same sport during the school season of that sport.

**Note:** Olympic Development programs are exempted from the Outside Participation Rule. One evaluation per month has been approved by the AHSAA.

**Note:** Private individual instruction is not considered an outside sports activity.

A student who violates this rule becomes ineligible to compete on that school team or in that school sports activity for the remainder of that school season. Any student who participates on an outside team after the school sport season begins is ineligible to join that school team for the remainder of that season.

A team's season begins the day of that team's first contest and ends when that team's season has been completed. An ineligible student cannot participate with an outside team after the school team's season starts and then join the school team upon becoming eligible.

**(A) Independent Rule:** A student who is a member of any school track, cross country or wrestling team may participate as an independent in two outside activities during the season of a sport with the permission of the school principal. The schedule of the school team, including its championship play, takes precedent over any outside participation of an individual. (Tennis, golf and swimming are not limited to the number of outside events.)

**(B) Fifty Percent Rule:** Participation (including practice) during the school year on a non-school team outside the school season by students that will play the following season on the same high school varsity or junior varsity/B-team (grades 7-12) is limited to 50 percent of the number of players required to play the game (i.e., three in basketball, six in soccer, five in baseball, etc.).

**Note:** In each sport, only the specified number of students participating on a non-school team during the school year may be placed on the same high school team roster the following season. Those students cannot be interchanged on the school team roster. A freshman team at a high school is considered a junior high team just like a 9th grade team at a junior high school.

This rule does not apply to seniors who have completed their high school eligibility in that sport or to middle and junior high school students who will not play on a high school team the following season.

**(Example No. 1** – If four students play on the same non-school basketball team outside the season, only three of them would be eligible for the same high school basketball team the following basketball season.)

**(Example No. 2** – If seven students play on the same non- school soccer team outside the season, only six of them would be eligible for the same high school soccer team the following soccer season.)

#### CONFLICTS WITH EXTRACURRICULAR ACTIVITIES

The Macon County Board of Education provides numerous opportunities for its students to participate in extracurricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not be allowed to sacrifice the quality of their academic program to participate in athletic and extra-curricular s.

The Athletic and extra-curricular Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students are cautioned not to overextend themselves. Participation on athletic and extra-curricular teams requires a demanding commitment of time to a rigorous schedule of practice and competition that in addition to weekdays includes, at the JV and Varsity levels, weekend, holiday and vacation days. Generally, middle school practices and contests are limited to weekdays when school is in session.

Parents and participants and athletes have a responsibility to notify a coach immediately whenever a conflict arises, and they should attempt to resolve the conflict. If it becomes apparent that conflicts will continue on a regular bases and a student cannot fulfill his/her obligation, he/she should withdraw from one of these activities.

## CHANGING SPORTS

Whenever students enlist in the athletic and extra-curricular program by joining or “trying-out” for a specific team, they assume a responsibility and commitment to that team and coach. Dropping out of a sport is discouraged. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. The dropping of a sport and subsequently transferring to another sport shall be in accordance with the following guidelines:

1. An athlete who is dismissed from a squad for disciplinary reasons (e.g. violation of the Athletic and Extra-curricular Code of Conduct, insubordination, excessive unexcused absences, social suspension, etc.) shall not be allowed to participate in another sport for the remainder of that sports season.
2. An athlete who wishes to leave a team and transfer to another while in season may only do so provided he/she leaves in good standing and receives approval from the head coach of the team from which he is transferring.
3. If an athlete does not leave a team in good standing or fails to receive approval from the head coach of the team he or she is leaving, then the athlete will not be permitted to participate in another sport until the conclusion of the season of the current sport, to include playoffs and championships of the team the athlete is leaving.

## PARENT PARTICIPATION

It will be the responsibility of each coach/sponsor to maintain a positive relationship and communication with parents, community, organizations and the media. When representing the Macon County Board of Education, coaches should use good judgment, refrain from using profanity or abusive language, and should not lose their temper. Parents are entitled to answers to legitimate questions, regarding their child's performance or status; however, coaches should not be subjected to verbal abuse. In the event that hostile feelings or arguments ensue, the meeting should be immediately terminated and another meeting scheduled with the Athletic and Extra-curricular Director and Principal.

There should be a clear line of communication between the Head Coach/Sponsor and the parents. Information regarding the team's events and results should be disseminated on a regular basis. There should be parent meetings scheduled when necessary to discuss major events or activities. The Head coach should make every effort to distribute information to parents. Email is a very effective way to communicate with parents. Please do not rely solely on handouts to your participants and athletes to communicate with your parents.

## TRANSPORTATION

1. The Head Coach/Sponsor must make all requests for transportation to the Transportation Director at the beginning of the school year. Each request should indicate exact trip location and time of departure.
2. Special transportation request can be arranged provided they are made at least three days in advance.
3. The Head Coach/Sponsor is required to have the following information on the trip and provide a copy of the information to the transportation secretary:
  - a. List of Participants and athletes and Coaches being transported.
  - b. Directions to the site.
4. Coaches/sponsors must inform their participants and athletes of transportation rules for bus trips, and strictly enforce them.
5. The Head Coach/sponsor is responsible for making hotel and meal arrangements for drivers on overnight trips.
6. Transportation Request must be submitted 10 working days prior to the trip except in the event of area, regional, or state competitions scheduled with less notice.
7. The cost of athletic and extra-curricular transportation is \$16.00 per hour for the driver plus \$1.20 per mile.
8. It is strongly encouraged that each program has at least one CDL licensed coach on their staff. It is recommended that all coaches obtain a CDL. Charge for mileage will be \$1.20 for programs that provide their own drivers
9. It is the coach's/sponsor's responsibility to ensure that his/her participants and athletes behave responsibly while on the bus. Participants and athletes should be reminded that as a team member, they are representing the Macon County Board of Education and any misconduct will negatively reflect on their team, coach and school.
10. It is recommended that band instruments are transported on in a vehicle other than a bus due to the nature of injury that could result if a bus accident were to occur.

11. A coach/sponsor must accompany his/her team on a bus. Only in emergencies will a team be allowed to travel on a bus without a coach/sponsor being present.
12. The following rules apply to all bus trips:
  - a. Participants and athletes shall clean off their cleats before boarding.
  - b. All trash, (paper, tape, wrapping, bandages, etc.) shall be picked up before getting off.
  - c. Heads, arms and hands shall remain inside the bus.
  - d. Participants and athletes shall remain seated, refrain from throwing objects, and keep their hand to themselves.
  - e. Emergency doors shall not be used as an exit, except in an emergency.
  - f. All equipment (ball bags, hurdles, water coolers, etc.) are to be placed so that all emergency exits are kept clear.
  - g. All team members shall return to the school or origin – no drop-offs will be allowed en-route.
13. **Students are not permitted to drive their automobiles to away contests**; however, under unusual circumstances, parents may be permitted to drive their children to or from contests with the permission of the Head Coach/sponsor. In those instances, parents should speak to the coach prior to the contest/event and complete a request on the Athletic and Extra-curricular or Extra Curricular Events Official Sign-Out Sheet Transportation.
14. The Head Coach/sponsor is required to have the following information on the trip and provide a copy of the information to the transportation secretary:
  - List of participants/ athletes and coaches/sponsors being transported.
  - Directions to the site.

## TRANSPORTING PARTICIPANTS AND ATHLETES

Coaches/sponsors should not put themselves in compromising positions by allowing a player, manager, or student of the opposite sex to wait in your office or classroom for transportation.

**While coaches/sponsors often do the humanitarian thing of transporting players/participants home, this is strongly discouraged by the Macon County Board of Education. Also, do not transport participants and athletes, managers or students of the opposite sex home if there are no other passengers and in no case should students go your home unless there is an appropriate function that parents are fully knowledgeable of, and caution must still be exerted.**

It is encouraged that at all coaches utilize bus transportation when transporting participants and athletes. On occasion it is simply more efficient for a coach to transport students in their personal vehicle. If a coach transports an athlete, manager or students in his or her personal vehicle they must complete a Parental Consent for Transportation Form and it must be signed by the parent.

## SPRING/EVALUATION PERIODS

It is the responsibility of the Head Coach of each athletic and extra-curricular program to coordinate the evaluation period/spring training for each school in their program. The Head Coach must ensure that all AHSAA regulations are followed. The Head Coach must submit a Plan of Action for Spring Training or Evaluations to the Athletic and Extra-curricular Director and Principal at least three weeks prior to the start of the spring training or evaluation period.

**SECTION 15. EVALUATION PERIOD.** An Evaluation Period for all sports is permitted during the offseason. All sports except football may have a maximum five days in a consecutive 10-school day calendar period. Football is permitted a maximum 10 days in a consecutive 20-school day calendar period. The evaluations for spring sports must be held anytime during the first semester and the evaluations for all other sports during the second semester. All students may participate in the evaluations.

**Note:** Try-outs for any sport must be conducted only during designated practice periods for that sport.

**SECTION 16. SPRING EVALUATION PERIODS.** Spring Evaluation Periods (practices) for all sports except volleyball may be held anytime during the second semester. Volleyball evaluations must be conducted anytime between the end of basketball season and the end of school.

**Note:** A spring evaluation (practice) is any organized or supervised group practice with or without protective equipment. Individuals or small groups who are not organized or supervised may participate in activities such as passing, punting, shooting, dribbling, etc. Touch football in a physical education class is not a violation.

Spring practices shall be open to incoming students from feeder schools. If the feeder school students meet eligibility requirements, they may participate in a football jamboree or regulation game. Students must be enrolled in the school system in order to participate in practice, workouts or any athletic and extra-curricular functions of the school.

Sixth graders from a feeder school may participate in spring practice but are not eligible to participate in a game or jamboree. The catastrophic insurance program may cover these students and other students that are ineligible but allowed to practice if they are submitted to the State Office on a "try-out list". Students must be enrolled in the school or feeder school in order to practice and be covered by insurance.

A student may participate in only one spring practice period per sport per school year. A spring jamboree or regulation game is permitted only for football. A limited contest (with modified rules) is permitted, but one school may not participate in more than four 12-minute quarters. (Ex. If a school plays in a regulation game or jamboree in the fall, then the school may also play in either of the events in the spring of the same school year.)

Each 7-12 school is permitted to have separate 10-day spring football practice periods for its



high school and junior high/middle school team, and each team may have a jamboree or regulation game. A student may participate in only one jamboree or regulation game (high school or junior high/middle school). A ninth grade team is considered a junior high team.

A jamboree must include three or more teams with no one school playing more than four 12-minute quarters. All jamborees must be sanctioned.

## OVERNIGHT TRIPS

When organized properly, overnight athletic and extra-curricular trips can be a most worthwhile and memorable experience for participants and athletes and coaches. However, such trips require a great deal of advance planning and preparation to ensure success. Coaches/sponsors who embark upon such experiences are to be congratulated for their willingness to extend themselves and provide a valuable learning experience to their participants and athletes. Overnight trips should be planned so that the following guidelines are satisfied: (This includes overnight trips in the summer)

1. Permission for a proposed trip should be sought well in advance of the event. A written itinerary should be discussed with the Athletic and extra-curricular Director and Principal, who will, in turn, seek the approval of the Superintendent. In the event these games or events are to be played out-of-state, the Head Coach in coordination with the Athletic and Extra-curricular Director and Principal will request approval from AHSAA.
2. Unless unusual circumstances exist, trips shall not be planned for days on which school is in session.
3. A team meeting shall be held to explain the trip itinerary to participants and athletes and to discuss the rules of conduct that will guide student behavior while representing the Macon County Board of Education. It is recommended that this meeting be scheduled in the evening to include parents.
4. Signed parental consent must be obtained for each athlete. In addition, coaches must prepare a team roster that includes home phone numbers, emergency phone numbers, and a record of any unusual medical conditions (e.g. allergies, medication, prescriptions, diabetes, and so on). This information will be required in the event of accident or illness, which required medical attention while away from home.
5. Trip itineraries should be planned so as to keep the cost within reasonable limits. Plans for fund raising must conform to school policy. The financial obligations of participants and athletes must be clearly explained to them and their parents. In the event that the cost of the trip would impose financial hardship on one or more participants and athletes, the Athletic and Extra-curricular Director and Principal should be contacted in order to pursue alternative funding.
6. All overnight trips must also conform to the Board of Education policy on overnight trips.

### END OF THE YEAR BANQUET

Each Head Coach/Sponsor is required to provide a banquet or recognition program (for music programs, this may be a culminating concert) at the end of each season. The banquet should include parents. The expense for the banquet should be factored into the individual programs budget each year. There will no longer be multi-sport banquets offered by the Athletic and Extra-curricular Department fall, winter and spring.

The Head Coach/sponsor at the expense of the individual program can give out individual awards. Senior Plaques should be given to all seniors acknowledging years of play.

Each Head Coach/sponsor should submit an End of the Year Banquet Form to the Athletic and Extra-curricular Director and Principal in addition to making all facilities requests necessary.

## COMMUNITY SERVICE PROJECTS

It is the belief of the Athletic and Extra-curricular Department in the Macon County Schools that winning is important but becoming a solid productive citizen is more important. For this reason a Community Service Project will be required for each program in our Athletic and Extra-curricular Department each year. This project will be the responsibility of the Head Coach/sponsor and it is expected that all participants and athletes in the program will participate. The size and scope of this project will be at the discretion of the Head Coach/sponsor as well as the time and recipient of the project. The Head Coach in conjunction with his staff will propose the project to the Athletic and Extra-curricular Director and Principal on the Community Service Project Form. The Athletic and Extra-curricular Director and Principal will approve the project and forward this form to the Superintendent for final approval.



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