

# Cumberland County Schools

## Elementary/Middle School Athletics

Procedure Manual

Effective 8/1/2023

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## **FOREWORD**

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

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

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

## Goals and Objectives

- I. To provide a positive image of school athletics at Cumberland County Elementary Schools.
- II. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- III. To ensure growth and development that will raise the number of individual participants: that will give impetus to increasing attendance at each contest: that will enable a program of continuing upkeep and improvement of facilities.
- IV. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for the following:
  - A. Physical, mental, and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interest on activity programs for the student body, faculty, and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the student as an individual.
  - G. Provisions for worth use of leisure time in later life, either as a participant or spectator.
- V. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for the following:

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- F. Achievement of initial goals as set by the school in general and the students as an individual.
- G. Provisions for worth use of leisure time in later life, either as a participant or spectator.

V. To provide a superior program of student activities that include appropriate activities for every boy and girl.

VI. To provide an opportunity for a student to experience success in an activity he or she selects.

VII. To provide sufficient activities to have an outlet for a wide variety of students' interests and abilities.

VIII. To provide those students with activities which offer the greatest benefits for the greatest number of students.

IX. To create a desire to succeed and excel.

X. To practice self-discipline and emotional maturity in learning to make decisions under pressure.

XI. To be socially competent and operate within a set of rules, thus gaining a respect for authority and the rights of others.

XII. To develop an understanding of the value of activities in a balanced educational process.

## **Elementary/Countywide Head Coach Job Description**

Title: Elementary/Middle/County-wide Athletic Head Coach

### Qualifications:

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

### Reports to:

Principal/Athletic Director

### Job Goals:

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

### General:

1. The success of the athletic programs has a strong influence on the community's image of the entire system. The public exposure is considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.

2. The position includes other unusual aspects such as an extended time, risk injury factor and due process predicaments.
3. It is time to express the intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be left to the coach to exercise common sense and good judgment.

#### Duties and Responsibilities:

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

#### Responsibilities to Staff:

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

#### Administrative Duties:

1. Assists the principal in scheduling, providing transportation and requirements for tournaments and special sports events.
2. Assists the principal in preparing the facility schedule, adheres to facility schedule, and coordinates programs with maintenance and school employees.

3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the principal and recommends policy, method, or procedural changes.
6. Complete end-of-season obligations in order to consider their coaching assignments finalized.

#### Responsibilities to Students:

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

#### Finance and Equipment:

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

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

#### Public Relations:

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

#### Other:

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

### Annual Reviews:

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

### **Coaches' Code of Ethics**

1. The function of a coach is to properly educate students through participation in interscholastic competition.
2. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success.
3. The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete, and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
4. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with student athletes, officials, athletic directors, school administrators, parents, the media, and the public; the coach shall strive to set an example of the highest ethical and moral conduct.
5. The language used by the coach should be clean and appropriate at all times. Profanity in the presence of students is unacceptable. The coach should strive to keep an even temper and restrain from using tactics that are mean spirited towards players or parents.
6. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should authorize their use. Coaches shall not use tobacco products in front of students at any time.
7. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

8. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements; the coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.
9. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
10. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
11. Before and after contest, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
12. A coach shall not exert pressure on faculty members to give student athletes special consideration.
13. The coach should treat prospective players, team players, and their parents with fairness and dignity.
14. The winning coach should be considerate of the score with local teams. In football, when the school reaches a 28-point spread, the coach should consider all manner of options as to not run up the score on the opponent. In basketball, when the score reaches a 30-point spread the use of “full court press” should be avoided. “Running up the score” past a 30-point spread should be avoided.
15. While “in-person” scouting of other teams has always been a part of game preparation, coaches will refrain from filming/videoing opponents for the purposes of scouting and will refrain from making arrangements for others to do so for the same purpose. However, this does not disallow a mutually agreed upon film/video exchange.
16. The coach should avoid using negative motivational techniques.

## **Student Code of Conduct**

The athletic experience in Cumberland County Schools develops the whole person by emphasizing development of the student athlete's body, mind, and spirit through emphasis on the following:

**Discipline:** Placing team before self and future accomplishments ahead of current comforts.

**Vision:** Helping the student athlete understand and embrace what can be accomplished with the combination of individual effort, teamwork, and a winning attitude.

**Passion:** Unleashing each student athlete's personal drive for excellence by creating a positive environment where working hard, both individually and together, is fun.

**Conscience:** Conducting all elements of the athletic experience in an ethical and uplifting manner with emphasis on 1.) two-way respect between coaches and student athletics, and 2.) outstanding sportsmanship at all times.

Athletics provides a living laboratory of learning where coaches consistently model and teach the students **Integrity, Honesty, Respect, Responsibility, and Excellence.**

This code is to be used for all sports in Cumberland County Schools. **In addition, each head coach will have specific rules that he/she expects to be followed by the player and parents.** Each player will receive a packet from your sport's head coach which will outline the following points: parent/player meetings, overall coaching philosophy, criteria for making the team (if applicable), practice and game schedules and expectations about practice, player behavior, sportsmanship, conditioning, and safety.

### **Student Code of Conduct:**

Along with the team training rules, players should be made aware that during their athletic participation, they represent the entire Cumberland County Schools community (past and present). Anything that would tarnish the reputation

of the community (for example, poor sportsmanship, inappropriate appearance, etc.) is unacceptable).

I realize that it is a privilege to participate in athletic activities in Cumberland County Schools. Accordingly, I accept and will live by the following athletic code:

1. I will work diligently during the season of the sport to improve my skills and to be an asset to my team.
2. I will conduct myself in such a manner as to bring respect to my school, and I understand that my behavior is a reflection upon my team, my coach, my school, and me.
3. I understand that I have made a commitment to my team and that I will be at every practice and competition during the season, unless excused for illness, injury or an unavoidable personal/family matter.
4. I will organize my time so that my academic responsibilities do not conflict with practices or games. I understand that my team commitment does not excuse me from maintaining academic excellence.
5. I am aware that smoking, drinking, and the use of illegal drugs or performance enhancing drugs are not only harmful to my body and a serious violation of Cumberland County Board of Education Policies, but such actions are also illegal and are destructive decisions.
6. I will be personally responsible for all school athletic equipment checked out to me, and will return it in good condition immediately following the last contest, or I will pay for the replacement of the gear.
7. I understand that the coach has the sole responsibility to decide who will play in a game, match, or contest.

## **Parent/Guardian Code of Conduct**

1. Refrain from coaching my child or other players during games and practices.
2. Never question, discuss, confront coaches at the athletics venues. Further, I will respect the authority of the coach and will abide by his/her policies and procedures of parent/player meetings
3. Any grievance a parent may have is to be directed to the school principal and/or athletic director and will abide by the policies and procedures for meetings set by the principal. If a meeting is requested my student athlete may be required to attend with me.
4. Parents/guardians and their guests will be positive role models for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, or event.
5. Parents/guardians and their guests will not engage in any kind of unsportsmanlike conduct toward any official, coach, player, parent, or game administrator.
6. Understand that parents/guardians have a commitment to the other players' parents and treat others with respect and fulfill any obligation such as fundraising, concession/gate duty, or financial obligations for equipment/travel.
7. It is incumbent upon parents/guardians to be knowledgeable of all the rules and regulations of my child's sport(s) and that a complete set of these rules and regulations can be at [NFHS.com](http://NFHS.com), [TSSAA.org](http://TSSAA.org), and/or in the Cumberland County Schools Elementary Athletic Manual.
8. Understand that the coach has the sole responsibility to decide who will play in a game, match, or contest.

## **Coaches Area of Responsibility**

### **I. Teachers First**

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

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

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact, all the more closely the activity must be supervised. No student should supervise a drill
- C. You must be at least immediately accessible.
- D. Accessible to all aspects of practice or activity
- E. Systematic overseeing of practice or activity
  - 1. Systematic supervision
  - 2. Written itinerary
  - 3. Emergency policies
  - 4. Locker room rules/regulations posted

### **III. School Policy**

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

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

- A. Failure to supervise an activity
- B. Negligently entrusting a duty to an under qualified or unqualified individual.
- C. Failing to teach proper skills

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

**V. Duties of a Coach**

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

**VI. Coaching Techniques**

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions that are open to athletes' parents.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine, and

maintain good communication with parent, trainer, doctor, and parents.

- E. Construct a well-organized game plan.
- F. Do not deny athlete rest or water at any time
- G. Develop a sound system for equipment accountability, including seasonal inventory repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- H. Keep assistant coaches, student managers, and statisticians well informed as to what is expected.
- I. Corporate fully with maintenance staff, transportation people, and others similarly involved in the overall program.

## **VII. Publicity and Promotion**

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

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

- A. Follow system and state rules and regulations.
  - 1. Make sure every athlete and his/her parents understand all policies and issues unique to the season.
- B. Insist that athletes obey system and state policies.
- C. Complete forms on time and turn them into the office.
- D. Keep administration and the parents always informed.

- E. Cooperate with administration, other coaches, faculty members, and maintenance staff.
- F. Keep accurate records on all athletes.
- G. Keep athletes under control.
- H. Check the progress of athletes and help whenever possible.
- I. Work with, not against, the administration.

## **Additional Coaching Requirements by Sport**

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

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

## **Purchasing**

### **Procedures for Purchasing**

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

- A. The requesting coach must submit to the principal two bids or quote sheets listing the desired purchases of \$500 or more, three bids of \$1,000 or more. Should use local vendors or vendors closest to our area when possible. Must give detailed specifications or brand, color, size, stripes, numbers, etc.
- B. The principal will determine which supplier will receive the order based on budget, price, quality, and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind the product.
- C. The principal's office will initiate a purchase order to be signed by the principal to start the purchasing process. The coach and principal should sign the purchase order.
- D. The coach will notify the principal if the order is short or defective.

- E. Coaches or persons who purchase equipment without purchase order will be held responsible to personally pay for this equipment. No one can authorize a purchase without the principal's approval.
- F. Coaches are not to bill personal items to the school account with athletic suppliers.
- G. Coaches should submit a budget to the principal by the end of the season for the next season. Any amendments to the budget are discouraged.

## **Inventory/Care of Equipment**

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

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

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

## Practices and Games

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

- I. During each sport season, coaches shall submit to the assigned Athletic Director the following information:
  - A. Game and practice schedule during the season.
  - B. The complete schedule, including all practice dates and times should be submitted to building level principals, including summer schedules.
  - C. Required and voluntary practice must always have a Cumberland County BOE employee present unless the head coach is a registered level III volunteer.
  - D. This information shall be submitted to the D.O.S. through the principal or the System-wide Athletic Director and shall be approved by the System-wide Athletic Director.
- II. There is a parental expectation for open practice sessions. Closed practice sessions may occur after a parent meeting is held to explain the purpose, the need, and the number of closed practice sessions scheduled. This must have principal approval.
- III. Each elementary school participating in Middle School basketball must schedule and play every other participating elementary school in the county at least one time. The game scheduled by the assigned Athletic Directors determines tournament seed.
- IV. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, he/she must wait till the season is over to resume full participation in the off-season sport.

## Costs

- I. Profits from the varsity elementary basketball tournament shall be divided equally among participating schools.
- II. Admission charges for elementary sports shall be set by the Principal's Association and adjusted periodically. Middle & county-wide teams may adjust according to regional requirements.

Current admission charges:

- A. Regular Season:
- B. Preschool children... Free  
Employee/Retired Employee... Free  
Students (K-12)... \$2.00  
Adults... \$5.00
- C. Admission charges for Tournament  
Preschool children... Free  
Employee/Retired Employee (w/pass card)... Free  
Students (K-12)... \$3.00  
Adults... \$5.00

**(Schools may offer Season Passes at a 20% discount)  
(Season passes are good for home games of the issuing school and do NOT include post-season or tournament contests).**

## Supervision, Disputes, and Penalties

1. The head coach is responsible for squad members during practices and athletic contests.
2. The building principal is responsible for the general supervision of his/her teams.
3. The system-wide athletic program shall be under the general supervision of the System-wide Athletic Director.
4. General disputes about the athletic program should be resolved by the System-Wide Athletic Director. If the dispute involves a referee (an official) in any way, the assigned Athletic Director and System-Wide Athletic

Director will file a report with the head assigning official associated with that sport.

5. If the individual would like to file a grievance of the assigned Athletic Director's decision, they must do so in writing within 7 calendar days to the System-Wide Athletic Director.
6. Penalties may be imposed. Any coach and/or principal who violates the rules herein or the Code of Ethics is subject to penalties that may include but not limited to reprimand, suspension from practices and/or games, revocation of coaching credentials and/or a personal fine not to exceed \$100 per infraction.

## **Summary of Responsibilities for Supplemental Pay for Certified and Non-Certified Employees**

The duties of the school employee/and or Level III volunteers include but are not limited to:

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

## **Procedures for Hiring Officials**

### **I. All Middle School contests between member schools shall use TMSAA officials.**

Additional county regulations:

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

### **II. Contracting of Officials**

The sole responsibility of assigning and contracting officials belongs to the assigned officer of the local official's association used and the assigned Athletic Director. Athletic Directors will use the Arbiter website when applicable.

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

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

Official's checklist:

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

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

## **Transportation Policies**

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

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

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

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

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

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

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

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

### **B. Breakdowns, delays, and accidents**

1. In the event of a breakdown or accident, the driver has been instructed in the

proper procedures to follow. Remember, while in transit, the driver is in charge.

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

### **C. Travel Release**

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

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

## **IV. Procedures Relative to the Use of School Buses**

### **A. Bus Guidelines**

1. The coach shall give to the driver a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required in the event of an accident and should be made available to law authorities.
2. A coach must accompany the bus when a sport is on the road.
3. A first aid kit must accompany all athletic trips and contain the "Emergency Medical Forms" for each athlete.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
5. All athletes should be instructed to be at the point of departure 15

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

## **B. Trip Cancellation**

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the transportation supervisor, coach, and the building principal. All parties concerned should be notified.

2. Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.

**V. The coach, athletic director and/or principal will organize overnight trips by submitting to the BOE for approval.**

## **Locker Room and Related Facilities**

### **1. Locker Room Responsibilities**

#### **A. Security**

1. Each coach is responsible for the actions of members of his/her squad for the time they report for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time the athletes are to report for practices, games, meets, home or away, and stays until the last athlete has left.
3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room is left as neat as possible.
4. Since many coaches will be using the locker room office area (coaches office), each coach must make an effort to keep this area as neat and clean as reasonably possible. The custodian will clean this area as scheduled.
5. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the principal.

#### **B. Control of keys**

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

## **II. Locker Room Procedures**

## **A. Athlete rules**

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

## **Athletic Injuries**

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

#### **A. Responsibilities**

1. The coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
2. No member of the coaching staff should overstep his/hers bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
3. It is the responsibility of the coach in charge of a team to have a complete list of emergency telephone numbers and pertinent student health information and a first aid kit at every practice and contest.
4. Encourage heavy fluid intake before, during, and after practice sessions.

#### **B. Emergency procedures**

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

## **II. Accident/Injury Report Procedures**

### **A. Reporting Procedures**

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

5. Coaches should follow up on all injuries by attempting to personally contact the parents.

## **B. Return to Participation**

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

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

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

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

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

- Ice-crushed
- Water-individual cups or containers
- Stretcher Air-Splints - both arms and legs

Spine Board - Particularly important in football games

### **Awards Banquets**

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