

# Carroll County Schools



## Athletic Handbook

2022 – 2023



The Athletic Leadership Handbook is intended to provide guidance and expectations to create alignment in processes and practices that support the district's vision of being a premier school system.

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## ATHLETIC DIRECTORS



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# CARROLL COUNTY SCHOOL DISTRICT

## Vision

Carroll County School will be recognized as a premier school district.

## Mission

Carroll County Schools will develop globally competitive college and career graduates.

## Purpose

Carroll County Schools is committed to positively changing the lives of students.

## Vision Commitments

Carroll County Schools will be recognized as a premier school system by sustaining the following commitments:

- Focusing on Learning
- Providing Premier Experiences
- Maximizing our Talents
- Serving our Communities
- Practicing Good Stewardship

## **CARROLL COUNTY EXTRACURRICULAR EXPECTATIONS**

The vision of Carroll County Schools is to be recognized as a premier school system. This vision encompasses extracurricular programs, thus, it is imperative that the district's extracurricular programs strive to be of the highest quality. Having high quality programs increases student engagement, improves school climate, and improves parent/community satisfaction. Additionally, the district has a commitment to community based schools which dictates that schools have quality extracurricular programs that create a sense of accomplishment and pride throughout the communities they serve.

### **Definitions:**

- For the purpose of this document extracurricular programs are defined as competitive athletics, cheerleading, and fine arts programs.
- For the purpose of this document, coaches are defined as competitive athletic coaches, cheerleading coaches, band directors, choral directors, and other program leaders.

### **Program Expectations:**

- We expect programs to positively change the lives of their students.
- We expect programs to work and play harder than our opponents.
- We expect programs to be better prepared than our opponents.
- We expect programs to be more fundamentally sound than our opponents.
- We expect programs to be more disciplined than our opponents.
- We expect programs to compete with more passion than our opponents.
- We expect programs to exhibit better sportsmanship than our opponents.
- We expect programs to compete for the top spots in their region/district/area each year.

### **Administrative Expectations:**

- We expect administrators to have high expectations for quality extracurricular programs.
- We expect principals to hire coaches, program leaders, and athletic directors who lead by example, build relationships, accept ownership and accountability, and embrace change to drive improvement.
- We expect administrators to ensure events are safe, well-supervised, and organized.
- We expect administrators to ensure coaches and directors adopt and meet the district's expectations for extracurricular programs.
- We expect administrators to evaluate programs each year for meeting district expectations, participation rate, and other targets established with the head coach or program leader.
- We expect administrators to ensure facilities, fields, and equipment are kept clean, attractive, and well maintained.
- We expect administrators to ensure programs follow all applicable governing policies and rules.
- We expect high school principals to ensure their head coaches or program leaders provide guidance for the philosophy, direction, and approach of middle school programs.
- We expect middle school principals to ensure their coaches are aligned to and support the high school programs philosophy, direction and approach. Additionally, we expect middle school principals to include the high school principal, high school head coach, or program leader in the process for hiring middle school head coaching positions.

- We expect school administrators to take steps each year to improve extracurricular facilities, equipment, and support.
- We expect administrators to find additional ways to help extracurricular programs succeed (i.e coaching assignments, teaching schedules, student scheduling (weight lifting) , fundraising, clerical support, AP assigned to support extracurricular programs, encouraging professional development, etc.).

### **Program Building Expectations:**

- We expect a consistent philosophy and approach throughout feeder programs. The head coach or program leader at the high school level will drive this effort.
- We expect programs to conduct high quality, rigorous, off season efforts. We believe this is where championships are won. (i.e. weight & conditioning program, position camps and individual player skill development efforts, etc.)
- We expect coaches, program leaders and athletic directors to exhibit professionalism in the way 1) they look; 2) communicate; 3) treat people; and 4) treat information.
- We expect coaches, program leaders and athletic directors to work hard, invest the time needed to ensure the program meets expectations, be organized, create structures & processes to give our students the best chance for success, communicate effectively, and work to improve their professional knowledge/practice.
- We expect athletic directors to assist the principal with athletic administrative tasks, ensure all programs are meeting the district's expectations, ensure a focus on improvement for all programs as well as facilities and be a visible leader in the school/community.
- We expect each school cluster to have a common extracurricular participant code of conduct.
- We expect coaches, program leaders and students to look and act in a way that reflects positively on the school and district.
- We expect coaches and program leaders to have structures and processes in place to ensure their program is well managed and organized.
- We expect coaches and program leaders to keep facilities, fields and equipment clean, attractive, and well maintained.
- We expect Middle Schools to:
  - Coordinate philosophy and approach with high school program expectations.
  - Offer weight training coordinated with high school expectations.
  - Ensure coaches work with varsity coaches to improve skills and alignment.
  - MS administrators should assist high schools with major home events.
  - Work with high schools to create student transition events each spring.
- We expect high schools to conduct a student leadership program each year and have students do service projects each year.
- We expect summer camps to be of high quality.
- We expect feeder programs to have the opportunity to play a game each year at the high school site.
- We expect athletic directors, head coaches and program leaders to work closely with parent groups to coordinate support, efforts and resources to align with the needs of their programs.
- We expect coaches to work with recreation departments by holding coaching clinics for recreation coaches, attending recreation events to show interest in upcoming students/parents and other steps needed to connect this group to the school program.
- We expect programs to display evidence of past success of teams/individuals to honor their accomplishments and motivate current student participants.

**Branding Expectations:**

- We expect consistent use of district approved colors, mascots, and logos throughout feeder programs (We do not hire coaches, program leaders, athletic directors or principals to change colors, mascots, or logos.)
- We expect high school students to be visible in feeder schools (i.e. load cars in the morning, read to students, visit classrooms, eat lunch with students, etc.).
- We expect high schools to give key stakeholders spirit attire each year (i.e. feeder school administrators, board member(s), cluster advocate, mayor, and commissioner).
- We expect high schools to hold a cluster tailgate party before a home football game each year.
- We expect schools to honor the past while creating the future (i.e. Hall of Fames, Wall of Fames, record boards, championship banners, championship pictures, team reunions, bringing former players back to speak, etc.).

**Community & Stakeholder Engagement:**

- We expect high schools to create an exciting and positive game day experience/atmosphere.
- We expect administrators, coaches and program leaders to know, respect and honor the traditions of the school/community.
- We expect high schools to host elementary, middle school, and/or recreation nights.
- We expect high schools to be inviting to class reunions by helping to make them special events for former students (act like you are glad they are there).
- We expect schools to look for ways to recognize those who once attended or who currently support the school. When someone does something special, recognize and thank them.
- We expect programs to hold parent workdays to help with preparing fields/facilities/equipment for the upcoming season (i.e. weed eating, cutting, blowing, painting, repairing items, renovation of locker areas, renovation of equipment, etc.).
- We expect coaches to engage in public relations activities such as attending recreation events, speaking to civic groups and reaching out to key stakeholders in the community.
- We expect schools to do outreach with the community in an ongoing manner. Ensure coordination of efforts to show appreciation and obtain support, resources and money.

**Communication Expectations:**

- We expect each program to have a parent meeting prior to the start of the season.
- We expect programs to have defined on-going communication with parents during the season.
- We expect banquets or end of the year team gatherings to be of high quality.
- We expect middle schools, 9th grade teams, JV teams and non-major sports to provide a short summary, including scores, to Times-Georgian after every win.
- We suggest programs find a parent/teacher to serve as a PR liaison to the newspaper, and provide Facebook posts, website updates, and parent contacts.
- We expect schools to provide information and pictures to the district for a press release for any region/district championship or runner-up.
- We expect schools and programs to thank parents, community members, and other stakeholders who support your programs.



### **District Coordination Expectations:**

- The Director of School Supports will support all extracurricular programs to ensure alignment K-12.
- GHSA and Middle School eligibility questions and other such questions are to be coordinated through the Director of School Supports.
- Facility/field improvements/upgrades or issues should be communicated with the Director of School Support and coordinated through the district Director of Maintenance and/or Assistant Superintendent for Administrative Services.
- The district will develop and share an Interscholastic Activities handbook each year. School administrators are expected to ensure that all coaches and sponsors get a copy and are updated on any changes/additions.
- The district will hold a yearly meeting with athletic directors, fine arts directors, and principals to discuss extracurricular issues.

### **ATHLETIC GAME DAY EXPERIENCE**

Providing Premier Game Day Experiences is a key commitment for Carroll County Schools. To ensure success with this commitment the following planning process for ensuring the high-quality events and activities is expected.

- **Plan** the event with appropriate personnel
- **Brief** the event with personnel to be involved
- **Execute** the event in a manner that monitors implementation of the plan
- **Debrief** the event with the personnel involved to discuss what went well and what could be improved

To assist in this process; each program is responsible for creating their game day script. The game day script needs to include; but not limited to:

- Music playlist approved by athletic director
- Welcome (home fans, visiting team and fans)
- GHSA Sportsmanship announced
- Informational items for fans
- National Anthem
- Starters announced
- Recognition of sponsors
- Other recognitions (Cluster schools, parent night, alumni, etc.)
- End of event announcements - Thank you!

### **ATHLETE/PARENT/COACH COMMUNICATION PROCESS**

It is our expectation that communication will be encouraged and maintained between and among parents, student athletes and coaches. Parents are entitled to answers to legitimate questions regarding their child's performance and/or status. We understand during the season, concerns may arise. Our philosophy in the CCSS is that we are student athlete advocates. The following communication process will be used:

- Player meets with the coach to discuss concerns/issues, if unresolved...
- Player, parent meets with the coach for further discussions, if unresolved...

- Player, parent, and the coach meet with the Athletic Director for further discussion, if unresolved...
- Player, parent, coach and Athletic Director meet with the Principal.

## **PUBLIC RELATIONS**

Effective public relations are the lifeblood of any public organization. To that end, coaches and school leaders are expected to actively seek out opportunities to share positive information about their school and teams. Published information distributed via the system website, newspaper publications, social media mediums and press releases should be used to support teams' public relations efforts. Please have someone take photos and share personal and team wins of your school's news and events post. Each school should work with the District Director of Partnerships and Communication to push out news and highlights.

### **Social Media**

Social Media can be a powerful communication tool to help share the district's premier brand. We ask you to use social media responsibly and to maintain a positive connotation with all posts connected to your program.

### **School Website**

It is vital to make sure that your schedules, events, and activities are current on your school website. Parents and community members rely on this information to attend events.

### **Program Points**

Preparing for these opportunities should be intentional and premier. Please be sure to prepare an "elevator speech" that includes the following key message points:

- School Vision/Mission and Core Values
- Program Vision/Mission and Core Values
- Key Program Highlights/Traditions

### **District Public Relations**

All first and second place individual and team wins/awards should be shared promptly with the district office for board recognition. Please submit the following information to [charity.aaron@carrollcountyschools.com](mailto:charity.aaron@carrollcountyschools.com), [ben.chambers@carrollcountyschools.com](mailto:ben.chambers@carrollcountyschools.com), [Kelley.west@carrollcountyschools.com](mailto:Kelley.west@carrollcountyschools.com), and [micah.maner@carrollcountyschools.com](mailto:micah.maner@carrollcountyschools.com).

## **COMMUNITY/BUSINESS PARTNERSHIPS**

### **Partners in Education:**

Each program is expected to actively solicit community/business partnerships for the purpose of leveraging outside support, resources and skills and to improve opportunities for the student-athlete in your programs. Community/Business Partners should be kept abreast of results of their involvement with program partners. Each school should create and post a display listing the program's partners on social media and the school website. The Director of Communication and Partnerships is available to support teams in these efforts.

## COMMUNITY OUTREACH

An expectation for all Carroll County Extracurricular programs to be an Ambassador for our district, your school and program. It is expected for each of our programs to conduct service projects to give back to our communities. This is an opportunity to give back to our communities but also a learning opportunity for our student-athletes in giving back. There are a variety of opportunities for you to connect and build relationships, including but not limited to:

- Parent Meetings
- Civic Clubs and Non-profit Organizations
- Community Festivities
- Chamber of Commerce Events
- Networking Activities
- Community Partnerships/Fundraising Initiatives
- District and School Events

## COMMUNICATION GUIDELINES

Communication to everyone involved with your program is imperative to providing premier experiences. The following is a Communication Checklist to serve as the minimum requirement for each event. We recognize that you will have additional items to include that are unique to your individual program.

### **Prior to the Start of the Season:**

- Complete the Pre-Season Checklist with Athletic Director
- Complete Pre-Season Evaluation
- Determine special events on schedule (alumni, cluster, youth, etc)
- Create premier schedules
- Premier Parent Meeting
- Publish schedules on school calendar and school website
- Create event informational letter for opposing schools

### **During the season:**

- Complete Game Day Checklist before each game
- Complete the Facilities Checklist weekly and on game day
- Send Informational letter to opposing schools
- Post weekly schedules
- Post results after each game
- Report results to media
- Send quality photos (1MB or larger file size) to district office at [ccs.photos@carrollcountyschools.com](mailto:ccs.photos@carrollcountyschools.com) and to school Webmaster, along with a minimum of 3 sentences about the event
- Report any 1<sup>st</sup> or 2<sup>nd</sup> place finishes to CCSS Communications Department

### **After the season:**

- Complete your Postseason Checklist with Athletic Director
- Complete your Post-Evaluation with Athletic Director
- Host a premier awards night

For questions regarding any of the information contained in this handbook, please contact:

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**Charity Aaron, Director of Partnerships and Communication/Director of the Performing Arts Center**

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770.834.5300

**Ben Chambers, Communications Specialist**

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770.834.5300

### **BUDGET PLANNING**

All coaches should work with their Athletic Director to create a budget for their program prior to each season. Budgets must reflect an alignment with district, school and program needs. As a part of each team's budgets, coaches are expected to include facility improvements each year. Budgets must be approved by the Principal before final submission.

### **ATTENDANCE (Student)**

Students will be permitted to participate in conditioning, tryouts, and games or practice extracurricular activities only if they have been in attendance at least one-half the day. Exceptions can be approved by the principal.

### **ACADEMIC PROGRESS**

Extracurricular activities must not interfere with the regular school day. Exceptions must have administrative approval. Advisors should monitor academic progress and encourage all students participating in performance activities to give proper emphasis to scholastic achievement.

### **AWARDS**

Administration and coaches will determine award and lettering requirements. The procedure for lettering and other awards for each interscholastic activity is submitted to the local school administration in writing for approval before the beginning of the school year. After approval, the lettering procedure is made clear to all participants before the season starts. Refer to the GHSA Constitution and By-laws for further guidelines on awards (1.90-1.94).

## **BOOSTER CLUBS**

Booster organizations are an important part of the athletic and extracurricular programs in the Carroll County School System. Booster organizations play an important role in supporting, encouraging, and enhancing our programs. The following regulations and guidelines are for the establishment and operation of all booster organizations that support our schools:

- The principal of each school must approve all booster organizations at his/her school.
- The principal of each school must review the standard operation procedures of the booster organization each year.
- All booster organizations shall have on file with the school principal the following:
  - A constitution and by-laws which must include a statement of the purpose and objectives of the organization
  - Officer election process
  - Process for becoming a member
  - Published meeting schedule
  - Method for calling special meetings
  - Method by which funds are appropriated
  - Submit copy of annual budget to principal prior to adoption of the budget by membership
  - Financial records must be audited or reviewed at the end of each school year and a copy on file with the principal
  - No booster organization may require or mandate that students participate in a fundraising which the boosters plan
  - All fundraisers shall be approved two months in advance by the Carroll County Board of Education

While the Carroll County Board of Education recognizes that academic and athletic booster organizations and other parent organizations have significant autonomy, the Board also holds organizations accountable to all applicable laws and to follow all acceptable accounting procedures. Whole school system employees are encouraged to participate in booster organizations, they may not act as an agent of the school or system to assume debt or other liability for the school or school system.

The school and school system assume no accountability or liability for booster organization funds. The board of education may suspend or terminate any booster organization for inappropriate conduct or activity. Booster organizations may not engage in activities on behalf of a school without the expressed permission of the principal or superintendent.

Under no circumstances shall booster organization funds be co-mingled in any account with the school activity funds or school system funds. Booster organizations may donate funds to a school or school system. When these funds are deposited in a school or system account, the booster organization relinquishes all control over these funds. Booster organizations exist only to support the school and its program. All booster organizations should be aware of and abide by the Georgia High School Association (GHSA) rules governing gifts/awards to students. Advisors of each individual activity are encouraged to attend Booster Organization meetings.

Principals shall ensure booster organizations adhere to the Code of Ethics in regard to providing bonuses or gifts to advisors or staff. Booster organizations must abide by all

guidelines, rules and policies set forth by the Carroll County Board of Education, State Board of Education, Georgia High School Association and all local, state and federal laws.

### **CONCUSSION POLICY**

In accordance with the Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician., such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

- No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- Any athletes diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at [www.nfhslearn.com](http://www.nfhslearn.com) at least every two years.
- Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.
- Each school must distribute to every athlete and his/her partner/guardian an information sheet that includes: dangers of concussion injuries, the signs/symptoms of concussion, and the concussion management protocol outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete and a copy kept on file at the school.

### **CODE OF CONDUCT (Students)**

- Participants representing the Carroll County School System in interscholastic activities are expected to conform to certain standards. Each participant is expected to be an example of excellent conduct, high standards.
- Participants representing the Carroll County School System in interscholastic activities are expected to conform to certain standards. Each participant in interscholastic activities is expected to be an example of excellent conduct, high standards of personal appearance, and good citizenship. When a student does not meet the required standards, proper discipline measures will be enforced. Advisors will communicate expectations of behavior, academic progress, sportsmanship and consequences for not meeting the expectations to all participants and their parents prior to season starting.

- Students removed, suspended, or dismissed from interscholastic activities because of violations of Carroll County Discipline Code, and/or Local, State, or Federal Laws will not regain eligibility by transferring to another Carroll County School. Likewise, the Carroll County School System will honor other school systems suspension or dismissal of students from interscholastic activities which transfer to the Carroll County School System. Concerns related to these types of actions may be specifically addressed to the principal/designee.
- When it is necessary to take disciplinary action that is severe in nature, such as a lengthy suspension or expulsion of a participant, the principal must be consulted to assure that he/she could support the recommended action, which may be taken.
- Externally suspended students and students in alternative school for disciplinary reasons may not condition, tryout, practice, or participate in extracurricular activities.
- The Carroll County discipline policy must be followed at all times when participating in extracurricular activities.

### **COACHES EDUCATION REQUIREMENTS (GHSA) AND LAY COACHES**

GHSA requires that an athletic coach be a professional teacher meeting the teaching requirements and be employed by only the board of education or similar governing authority, regardless of whether or not they are paid for their services. (Note: exception when all boards of education or similar governing authorities and all principal/headmasters involved sign a consent form on an annual basis, he or she may coach at another school system), and be employed for 20 more hours per week on a regular basis in a professional, contracted position and hold a teaching certificate or leadership certificate, issued by the State of Georgia or be assigned as a student intern in a practice teaching situation under the guidance of a college or university teacher training program; or be a retired teacher teaching or supervision less than one-half time (forty hours considered full time).

#### **Procedures for Approval of Community Coaches:**

- Community coaches must be at least 21 years of age.
- The community coach must be recommended by the head coach of the athletic team to the school principal.
- The principal of the school must recommend the community coach to the Carroll County Schools' Department of Human Resources after contacting three phone references.
- The principal will need to complete the Frontline process for the community coach to get fingerprinted and a criminal background check.
- The principal and/or athletic director must provide proof that the community/lay coach has completed all of the GHSA requirements. (Including the GHSA Coaches Education Training and Testing Program.)

- The principal must submit a complete recommendation to the Carroll County Schools' Department of Human Resources.
- Principals will submit a list of all community coaches to Human Resources no later than the first of August of each school year. If a change is made during the school year, the principal is responsible for informing Human Resources so that the list may be kept up to date.
- The position of the community coach shall be a temporary position and must be submitted annually to Human Resources.
- The community coach shall serve at the discretion of the head coach, the principal of the school, and the local school district, any of which may terminate the services of the community coach at any time for any reason.
- A community coach may not assume coaching duties until meeting all conditions listed in this section along with meeting all guidelines for community coaches established by GHSA.
- A community coach cannot be a head varsity coach and must work under the direct supervision of a certified professional teacher.
- Community coaches must abide by policies, rules, regulations, procedures and guidelines of the Carroll County Board of Education, local school, and GHSA.
- All community coaches must attend a regular GHSA rules clinic in the sport(s) they coach as required of others on the staff. Failure to adhere to this policy will result in the school receiving a fine from GHSA.
- Community coaches may not coach out of season with any community team that has one or more students from the GHSA member school, including 8th graders, at which that person coaches on that team.

### **COMPLIMENTARY PASSES**

- Carroll County ID Badges bearing the employee's photograph are issued to each individual county employee and serve as extra-curricular passes as permitted.
- Use of the extra-curricular passes shall be limited to regularly scheduled school activities. Employee ID passes shall not cover admission to events held as one-time fundraisers or GHSA sanctioned playoff games, tournaments, or other events scheduled beyond the regular season.
- The ID passes may be used only by the employee. If the employee is not present, the county pass may not be used.
- The employee is entitled to have one visitor enter the contest with them at no charge. Misuse of the pass will result in the confiscation of the pass and possible disciplinary action against the employee.



- The ID Badges are to be surrendered upon termination of employment.
- **Georgia High School Association Pass:** Only the bearer of this pass plus one will be admitted. A photo ID must be presented for state tournament level events. All GHSA pass bearers must sign on the GHSA Pass Gate Form.

### **DRUG TESTING**

Students who wish to participate in any interscholastic extracurricular activity or any student who applies for a parking permit and intends to park a vehicle on school grounds at any Carroll County School will be subject to a random drug screening. Each student will be required to complete and sign Consent for Drug Testing Form (Exhibit J) prior to participating in an interscholastic extracurricular activity. Any student with a “positive” drug screen will be required to complete the on-line Drug Awareness Course at their expense and provide proof of course completion to the building level administrator. Completion of this course is required prior to participation and after meeting requirements outlined in Board Administrative Rule JCABB-R(1).

### **ELIGIBILITY**

Each coach/advisor, when applicable, is responsible for familiarizing himself/herself with the state, county and GHSA eligibility requirements and assuring the local administration that there are no violations (refer to School Board Policy IDE (3)). To ensure that there are no violations, the principal and/or superintendent, at his/her discretion, may request additional documentation and/or evidence that all eligibility requirements have been met. Examples of documentation and/or evidence include but are not limited to the following: meetings with student and parents/ guardians, home visits to verify residency, copies of additional utility bills, real estate contracts and court papers dealing with divorce and guardianship.

#### **Forms needed on file before participation:**

[Physical Evaluation](#)

[Parental Consent](#)

[Concussion](#)

[Drug Testing Consent](#)

[Sudden Cardiac Arrest Awareness Form](#)

### **EMERGENCY EVACUATION PLAN**

Each high school and middle school will have an Emergency Evacuation Plan designed to give guidance to school administrators and others in preparing for any emergency that might arise at an athletic or other large group event. It is suggested that the school provide a physician and/or ambulance along with a certified trainer for each home football game. At a minimum, there must be a certified trainer on site.

## **FACILITIES EXPECTATIONS**

Facilities and grounds are the front porch for the public's perception of the school and district. Carroll County leaders/coaches are expected to continuously improve facilities and grounds. We need leaders with an entrepreneurial spirit to seek the resources and support to bring about needed upgrades and improvements. The Facilities and Maintenance Department will support the operations at every school facility. Needs in each school should be communicated to your Athletic Director. Any changes in the facilities for a school must be approved by the facilities and maintenance department director.

The head coaches are responsible for their program's facilities. Each athletic department will have a pre-season, in-season and postseason checklist to help with keeping our facilities at the premier standard. It is our athletic directors' responsibility to ensure all coaches are meeting these expectations throughout the year. We also encourage our coaches to work with the athletic director and principals to enhance the facility each off-season. All requests for facility usage outside of the school/program must go through the Athletic Director for approval.

## **FINANCIAL ACCOUNTING**

All funds collected from students should be properly receipted and turned in to the bookkeeper on a daily basis. All purchases to be paid by the school must have advance administrative approval on a Local School Purchase Order/Check Request Form. The school pays no bill unless purchases have prior approval by the appropriate administrator. Coaches are expected to keep a running account of expenditures and to refrain from making requests that would exceed the assigned allotment. All purchases shall be in accordance with the policies established by the Carroll County Board of Education and the laws of the State of Georgia.

## **FUNDRAISING**

The Principal shall approve all fundraising requests in advance. The Board of Education must also approve all fundraising requests 30 days prior to starting. Booster Club fundraising requests must follow the same process as the school.

## **GENDER EQUITY IN SPORTS**

The Carroll County School System does not discriminate on the basis of gender in its athletic programs. The Equity Coordinator for the Carroll County School System will handle all Gender Equity Complaints according to School Board Policy GAE (2). The State Board of Education has a mandated "School System Compliance on Gender Equity in Sports" report which is due to the State Department of Education each year. The report is for the past fiscal year. High school principals or their designee are responsible for completing and returning individual school reports to the office of the System Equity Coordinator annually.

## **PHYSICAL EXAMINATIONS**

All students in grades 6-12 who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. Physical exams are good for 12 months from the date of exam. Exams taken on or after April 1 in the preceding year will be good for the entire next GHSA school year. The exam must be conducted by a licensed medical physician, doctor of Osteopathic medicine, nurse practitioner or a physician's assistant. The exam must be signed by an MD or DO or by a physician assistant or an advanced practice nurse who has been delegated that task by an MD or DO.

## **SEASONAL CHECKLIST**

### **Pre-Season Checklist**

- o Pre-season Evaluation Conference with Athletic Director
- o Pre-season Assistant Coach Evaluation Conference with Head Coach
- o Complete schedule (include recognition nights)
- o Complete Game Day Checklist
- o Complete Rules Clinic Verification
- o Confirm Communication Plan
- o State Eligibility List completed
- o Physical, Consent Forms., Drug Test Consent, and Concussion forms complete
- o Financial Budget Allocated
- o Emergency Safety Plans (practice and game)
- o Complete Supervision Plan
- o Transportation request complete for season
- o Officials requested
- o Complete Preseason Facilities Checklist
- o Program Handbook approved by Athletic Director
- o Parent Meeting (include Athletic Director)
- o Conflict Resolution Plan
- o Complete visiting team informational sheet

### **In-Season Checklist**

- o Complete weekly Facilities Checklist
- o Complete Game Day Checklist
- o Brief on Game Day Scripts
- o Confirm officials each game
- o Confirm transportation each away game
- o Work the Communication Plan
- o Special recognitions (Cluster, Alumni, etc.)

### **Post-Season Checklist**

- o Post-Season Evaluation with Athletic Director
- o Complete Facilities Checklist
- o Thank boosters and stakeholders for support

- o Update school records
- o Plan for Premier banquet
- o Closeout financial budget
- o Complete inventory
- o Complete fundraiser request
- o Request out-of-season transportation request

### **SECURITY AND SUPERVISION**

The home school is responsible for providing administrative supervision for all extracurricular events. Principals shall ensure there is adequate security provided for each home event. This may include providing off-duty officers to work security for games or events that draw a large crowd. It is a great practice to use out-of-season coaches to assist in supervision at home events. A strong supervision plan and maintaining a safe environment is to ensure our stakeholders enjoy a premier game day experience.

### **TRAINERS (ATHLETIC TRAINERS)**

An athletic trainer is a person licensed by the Georgia Board of Athletic Trainers who, upon the advice and consent of a physician, carries out the practice of prevention, recognition, evaluation, management, disposition, treatment, or rehabilitation of athletic injuries. In carrying out these functions, the athletic trainer is authorized to use physical modalities, such as heat, light, sound, cold, electricity, or mechanical devices related to prevention, recognition, evaluation, management, disposition, rehabilitation, and treatment. Schools may also utilize a team doctor who is a licensed physician in the State of Georgia. Schools who contract with an outside source for certified athletic trainers must provide complete information for prior approval by the Board of Education. A contract for services must also be completed prior to any action.

### **TRANSPORTATION**

- Coaches will follow all guidelines and procedures set forth by the Transportation Department when acquiring buses for events.
- Coaches must maintain a list of all student-athletes being transported to and from each event all times.
- All transportation requests within the state of Georgia must be approved by the Principal. Out-of-state events or overnight trips must be approved by the Board of Education.
- If an event is canceled, the coach must notify the Principal and the Transportation Department ASAP.
- Coaches must not request certain bus drivers, this is the responsibility of the transportation department.
- Coaches must provide bus drivers meals when eating on trips. Coaches must also account for expenses for a room for bus drivers when staying overnight.
- Students are required to use school transportation when traveling to school sponsored extracurricular events. A parent/guardian may sign a release provided by the coach should

the parent request to transport their child at the conclusion of the event. No one may sign the release for a student except the specific student's parent/guardian.

## **WEATHER GUIDELINES**

All coaches must include the weather guidelines in their safety plans prior to starting their season. A scientifically approved instrument that measures the heat index must be utilized at each practice and game. In addition, the coach is required by the GHSA that a working lightning detector be on-site at all outdoor athletic games.

## **APPENDIX**

[Physical Evaluation Form](#)

[Parent Consent](#)

[Drug Test](#)

[Concussion](#)

[Sudden Cardiac Arrest Awareness](#)

[Game Day Checklist](#)

[Facilities Checklist](#)

[Pre-Season Checklist](#)

[Post-Season Checklist](#)

[Athletic Director Monthly Checklist](#)

[Job Descriptions](#)

[Job Evaluations](#)

[GHSA Quick Links](#)