

# ATHLETICS DEPARTMENT HANDBOOK 2021 – 2022



# Table of Contents

<b>Policies &amp; Procedures</b> .....	<b>1</b>
Athletics Department Policy & Procedure Manual.....	2
Governance.....	2
Risk Management.....	3
<b>Athletic Directors</b> .....	<b>4</b>
Schedule of Meetings.....	5
Job Description.....	6
Procedures for Completing Forms.....	7
Athletic Personnel Assignments Form.....	9
Changes to Athletic Personnel Assignment Form.....	12
Community Coaches Assignments Form.....	13
Extended Season Pay.....	14
Extended Season Pay Form.....	15
<b>Business Managers</b> .....	<b>16</b>
Job Description.....	17
GoFan, Tickets, Passes and Admissions.....	18
Athletic Event Forms.....	20
Ticket Prices.....	22
Wages for Event Workers.....	23
<b>Coaches Information</b> .....	<b>24</b>
Coaching Qualifications.....	25
Code of Ethics.....	25
Guarding Against Negligence.....	26
Dress Code for Coaches.....	26
Complementary Guests for Coaches.....	26
Coaches/Students Relationships.....	27
Protocol for Resignation or Dismissal of Athletic Coaches.....	27
Coaching Employment Agreement.....	28
Employment Application for Athletics.....	29
Athletic Coaches Evaluation Instrument.....	30
Meal and Travel Reimbursements.....	32
Equipment Purchases and Inventories.....	33
Community Coaches.....	34
<b>Cheerleaders</b> .....	<b>36</b>
<b>Junior Varsity</b> .....	<b>41</b>
<b>Middle School League</b> .....	<b>43</b>
<b>Game Cancellations, Filming of Contests, Headphones</b> .....	<b>46</b>
<b>Eligibility</b> .....	<b>48</b>
Eligibility.....	49
Transfers.....	50
Migrant Students.....	51
Ineligibility.....	51
New School.....	51

# Table of Contents

Filing Eligibility Reports .....	52
<b>Athletic Academic Standards</b> .....	<b>55</b>
<b>Recruiting Policy</b> .....	<b>57</b>
<b>Sportsmanship</b> .....	<b>60</b>
<b>Sudden Cardiac Arrest Prevention</b> .....	<b>65</b>
Student/Parent Sudden Cardiac Arrest Awareness Form.....	68
<b>Catastrophic Injuries or Illnesses</b> .....	<b>70</b>
<b>Heat Safety</b> .....	<b>73</b>
Letter to Parents .....	74
Heat Safety Guidelines.....	75
By-Law 2.67 – Practice for Heat and Humidity .....	75
Acclimatization .....	76
Hydration.....	78
GHSA Heat Policy – Frequently Asked Questions .....	81
Additional Information for Heat Policy .....	82
Georgia High School Athletic Association Heat Index Measurement and Record Form .....	83
<b>Injury Management</b> .....	<b>84</b>
Guide to Examine An Unconscious Athlete.....	85
Emergency Medical Plan Form.....	88
Emergency Medical Plan.....	89
Designated Roles Form .....	90
Procedures for Calling 911 Form.....	91
Injury Report Form .....	92
<b>Booster Clubs</b> .....	<b>93</b>
<b>Fundraising</b> .....	<b>97</b>
<b>Chaperones &amp; Support Personnel</b> .....	<b>99</b>
<b>Appendices</b> .....	<b>101</b>
Contract for Parents and Student Athletes.....	102
Parent Permission Form.....	103
Student/Parent Concussion Awareness Form .....	104
Athlete Roster Form.....	105
Parent Insurance Policy Letter Form.....	106
Physical Evaluation History Form.....	107
Physical Examination Form .....	109
Medical Eligibility Form.....	110
Athletes With Disabilities Form.....	111
Emergency Medical Card Form .....	112

# **POLICIES & PROCEDURES**

## **RICHMOND COUNTY SCHOOL SYSTEM ATHLETICS DEPARTMENT POLICY & PROCEDURE MANUAL**

The Athletics Department of the Richmond County School System is responsible for the governance of all interscholastic athletic programs at all high schools and middle schools within the Richmond County School System. It is the responsibility of the Athletics Department to enforce all policies, rules and regulations in accordance with all guidelines defined by written policy through local, state, and federal agencies.

Through Title IX legislation of 1972, Richmond County School System is required to follow policies related to the equality of men and women in all athletic programs. The Georgia High School Association (GHSAA) is an independent agency that sets policies and guidelines for all of its members. Local policy is set by the Richmond County School System and is administered through the office of the county Athletics Director. Information about Title IX legislation may be found at [ed.gov/titleix](http://ed.gov/titleix). All coaches should become familiar with the Constitution and By-laws of the GHSAA which may be found at [www.ghsa.net](http://www.ghsa.net).

The purpose of this policy manual is to acquaint administrators, coaches, parents and students with local policy and guidelines. The intent is to ensure that we build civic-minded, well-rounded citizens through interscholastic activity and competition. Policy is subject to change; however, our intent is always the same. It is our goal to create the best possible athletic atmosphere through excellent coaching and adequate facilities. The safety of our athletes is our number one priority.

### **GOVERNANCE**

The Athletics Department of the Richmond County School System is under the direction of the office of the county Director of Athletics. The Director of Athletics is under the supervision of the Deputy Superintendent. The Superintendent assumes full responsibility for all department services, programs and policies.

Principals at each school are responsible for the hiring and dismissal of all coaches from their coaching duties. Coaches may be subject to dismissal or suspension from their duties at any time during their coaching tenure by the principal or Superintendent.

Each school maintains an athletic director who is under the supervision of the principals and the county Athletics Director. Their primary responsibility is to ensure that coaches adhere to all policies and procedures of the Richmond County School System and the GHSAA.

## **RISK MANAGEMENT**

Risk Management is the process of attempting to reduce and/or avoid situations that may result in injury or legal damages to the organization or its clients. The organization reduces its risks through education, compliance, and a safe environment for its workforce and clients.

### **SAFETY**

#### **FACILITIES**

- A. Check facilities daily prior to activity.
- B. Each school should develop a plan that would include the maintenance and development of facilities.

#### **EQUIPMENT**

- A. Selection of equipment should meet required standards.
- B. All helmets must have the NOCASE approved sticker.
- C. All football helmets must be reconditioned yearly by a qualified inspector or agency.
- D. Athletes should be taught how to inspect their own equipment and surroundings for possible safety hazards.

### **EDUCATION**

#### **SUPERVISION**

- A. Coaches should never leave athletes without proper supervision.
- B. Coaches should never entrust the supervision of athletes to unqualified individuals.
- C. A coach's supervision begins when the athlete enters the activity area and ends when the athlete has left the activity area with a parent or guardian or voluntarily at the request of a parent or legal guardian.

#### **INSTRUCTION**

- A. Quality instruction must be provided in order to avoid situations that put athletes at unwarranted risks.
- B. Coaches must coach within the rules of the game and require athletes to play within the rules.
- C. Coaches must make sure that all parental, medical and insurance forms have been properly completed by students, parents and medical personnel.
- D. Coaches must always conduct themselves in a professional manner when dealing with parents, co-workers, administrators, fans and students.

#### **CARE OF INJURIES**

- A. Athletes must be conditioned to the level that they need in order to engage in the activity safely.
- B. Extreme caution must be taken during the hot months to avoid heat related injury.
- C. Special care must be given to open wounds immediately.
- D. Always adhere to the "blood rule".
- E. When an athletic trainer is available, coaches should always respect their advice on the proper care of an injury.
- F. No student shall be allowed to participate in any physical activity without a physical by a physician or physician assistant. The GHSA required form must be used.
- G. All Richmond County certified coaching staff must be certified in CPR/First Aid and AED training every two years as required by the American Red Cross.

# **ATHLETIC DIRECTORS**

## 2021 / 2022 ATHLETIC DIRECTORS MEETINGS

*High schools will meet at 1:45 PM*

*Middle schools will meet at 4:15 PM*

September 2, 2021
October 7, 2021
November 4, 2021
December 2, 2021
January 6, 2022
February 3, 2022
March 3, 2022
<i>April – NO MEETING</i>
May 5, 2022



## **ATHLETIC DIRECTOR JOB DESCRIPTION:**

1. Coordinate all the athletic programs in the school.
2. Make recommendations to school principal concerning the coaching staff and their coaching assignments.
3. Send a copy of the Request for Transportation for each team *to the Athletic Department prior* to the beginning of each sport season. Forms may be found on the Athletics Department webpage. Send completed forms to the Athletic Department bookkeeper.
4. Hold monthly meetings with ALL members of the coaching staff to discuss county and school policies concerning the athletic program and items discussed in the monthly AD meetings. Sign-in sheets are required for all meetings and copies must be sent to the county Athletic Department within seven (7) days of the meeting.
5. Coordinate with the County Athletic Department for the purchase of athletic equipment and supplies.
6. Purchases for athletic equipment and uniforms will be placed by the county Athletics Department. **ALL** purchases must be made according to Richmond County School System's Purchasing Policy. Ensure that coaches do not make purchases outside of the RCSS procurement program. ***THE ATHLETIC DEPARTMENT WILL NOT BE RESPONSIBLE FOR FUNDING PURCHASES THAT ARE NOT SENT THROUGH THE PROPER APPROVALS.***
7. Upon delivery of athletic orders, immediately verify that items are correct and the totals received are accurate. Send signed packing slips to the County Athletic Department Bookkeeper. Notify the County Athletic Department immediately of any discrepancies.
8. Maintain an inventory of all athletic uniforms and equipment. Inventories are to be turned into the County Athletics Department by May 5<sup>th</sup> each year.
9. Send coaching assignments to the Administrative Assistant of the County Athletics Department *by the second week of school*. **Forms are to be typed.** Forms may be found on the County Athletics Department webpage.
10. Attend athletic games and practice sessions in an effort to evaluate coaching staff. Report findings to the school's principal at the end of each sport season or at the end of the school year.
11. Approve all schedules. Schedules are to be presented to the school's principal and the County Athletic Director.
12. **HIGH SCHOOL ATHLETIC DIRECTORS ONLY.** Ensure that the proper forms are submitted to GHSA and the Director of Athletics at the prescribed time.
13. Assist the school's principal in evaluating and filling vacancies on the athletic staff. Evaluations should be completed at the end of each season. Copies are to be sent to the County Athletics Department.
14. Determine that all practice and play areas are safe and in good condition.
15. Confirm that all students who participate in any interscholastic competition meet GSHA Constitutional Guidelines and State Policy IDE Guidelines.
16. Strive to make your athletic programs the best!

## **PROCEDURES FOR COMPLETING THE FOLLOWING FORMS:**

- 1. ATHLETIC PERSONNEL ASSIGNMENTS**
- 2. CHANGES TO ATHLETIC PERSONNEL ASSIGNMENTS**
- 3. ATHLETIC PERSONNEL ASSIGNMENTS FOR COMMUNITY COACHES**

- **ALL forms are to be TYPED. Do not submit handwritten forms.**
- Supplement compensation is determined by the sport coached.
- **COACHES WHO COMPLETE 100% OF THEIR COACHING OBLIGATIONS WILL RECEIVE THE TOTAL SUPPLEMENT.**
- **COACHES WHO DECIDE NOT TO COACH AFTER SEPTEMBER 1<sup>ST</sup> AND PRIOR TO THE BEGINNING OF YOUR SEASON, MUST RETURN ALL SUPPLEMENTS RECEIVED.**
- Contact numbers need to be included on forms. Do not list the school's phone number as the contact numbers.
- Supplements CANNOT be split between employees. Only one employee is allowed a supplements per position.
- Do not include individuals on the Athletic Personnel Assignment form that are NOT board employees.
- Coaches are not allowed to coach two sports during the same season.  
EXAMPLE: A coach cannot coach golf and track.
- A CHANGES TO ATHLETIC PERSONNEL ASSIGNMENTS form must be completed anytime changes to a coaching position occur, such as a new coach being added to a position and/or a coach being removed from a position. Circle the correct option on the form. Be sure to include the supplement amount that is due.
- Use the following to determine the amount of supplement due a coach that begins or ends duties after September:
  - Total Supplement ÷ Number of days in the season = Daily rate X Number of days coached = Amount due
  - EXAMPLE: Football Supplement = \$10,000  
Days in the season = 99 (July 25 – November 3)  
Coach worked 80 days  
 **$\$10,000 \div 99 = \$101.01 \times 80 = \$8,080.80$**   
**\$8,080.80 is the amount the coach will earn for working 80 days.**

*The Payroll Department no longer makes deductions in increment payments. If a coach decides not to fulfill their coaching obligations, any supplement paid will be deducted in full.*

- Community coaches are to be submitted on the Athletic Personnel Assignments for Community Coaches form. **Retired RCSS employees are to be listed as a community coach if they are not working for RCSS in any other capacity.**

ATHLETIC PERSONNEL ASSIGNMENTS, CHANGES TO ATHLETIC PERSONNEL ASSIGNMENTS and ATHLETIC PERSONNEL ASSIGNMENTS FOR COMMUNITY COACHES forms are to be sent to Mrs. Renee Clayton in the County Athletics Department.

## ATHLETIC PERSONNEL ASSIGNMENTS

All athletic personnel must complete and sign a Richmond County School System Employment Agreement. Copies will be filed at the school and in the office of the County Director of Athletics. All Head Coaches must have a valid teaching certificate and be employed by the Richmond County School System.

**DO NOT LIST COMMUNITY COACHES/VOLUNTEER COACHES ON THIS FORM.**

**Supplements CANNOT be split between employees. Only ONE employee will be allowed a supplement per position.**

SCHOOL: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

### FALL SPORTS

COACH'S NAME	EMPLOYEE NUMBER	SPORT & POSITION	SUPPLEMENT AMOUNT	CELL NUMBER
		Head Varsity Football	\$10,000.00	
		Football Coordinator	\$4,500.00	
		Football Coordinator	\$4,500.00	
		Assistant Football	\$3,500.00	
		Assistant Football	\$3,500.00	
		Assistant Football	\$2,200.00	
		Head Junior Varsity	\$3,000.00	
		Assistant Junior Varsity	\$2,200.00	
		Head Middle School Football	\$3,000.00	
		Assistant Middle School Football	\$1,750.00	
		Head Cross Country	\$1,200.00	
		Head Softball	\$3,500.00	
		Head Junior Varsity Softball	\$1,500.00	
		Head Middle School Softball	\$1,350.00	
		Head Volleyball	\$2,000.00	
		Head Varsity Cheerleading	\$1,800.00	
		Head Junior Varsity Cheerleading	\$1,250.00	
		Competition Cheerleading	\$825.00	
		Head Middle School Cheerleading	\$1,250.00	

**Athletic Director's Initials \_\_\_\_\_ ; Principal's Initials \_\_\_\_\_ ; System AD's Initials \_\_\_\_\_**

**ATHLETIC PERSONNEL ASSIGNMENTS**

SCHOOL: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

**DO NOT LIST COMMUNITY COACHES/VOLUNTEER COACHES ON THIS FORM.**

**Supplements CANNOT be split between employees. Only ONE employee will be allowed a supplement per position.**

**WINTER SPORTS**

<b>COACH'S NAME</b>	<b>EMPLOYEE NUMBER</b>	<b>SPORT &amp; POSITION</b>	<b>SUPPLEMENT AMOUNT</b>	<b>CELL NUMBER</b>
		Head Boys Basketball	\$6,000.00	
		Assistant Boys Basketball	\$2,250.00	
		Head Boys JV Basketball	\$2,750.00	
		Head Girls Basketball	\$6,000.00	
		Assistant Girls Basketball	\$2,250.00	
		Head Girls JV Basketball	\$2,750.00	
		Head Boys Middle School Basketball	\$2,000.00	
		Head Girls Middle School Basketball	\$2,000.00	
		Head Wrestling	\$2,000.00	
		Head Swimming	\$1,000.00	
		Head Rifle	\$1,000.00	

**Athletic Director's Initials \_\_\_\_\_; Principal's Initials \_\_\_\_\_; System AD's Initials \_\_\_\_\_**

## ATHLETIC PERSONNEL ASSIGNMENTS

SCHOOL: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

**DO NOT LIST COMMUNITY COACHES/VOLUNTEER COACHES ON THIS FORM.**

**Supplements CANNOT be split between employees. Only ONE employee will be allowed a supplement per position.**

### SPRING SPORTS

COACH'S NAME	EMPLOYEE NUMBER	SPORT & POSITION	SUPPLEMENT AMOUNT	CELL NUMBER
		Head Varsity Boys Track	\$1,850.00	
		Assistant Varsity Boys Track	\$1,200.00	
		Head Varsity Girls Track	\$1,850.00	
		Assistant Varsity Girls Track	\$1,200.00	
		Middle School Boys Track	\$1,000.00	
		Middle School Girls Track	\$1,000.00	
		Head Boys Soccer	\$2,000.00	
		Head Girls Soccer	\$2,000.00	
		Head Varsity Tennis	\$1,200.00	
		Head Varsity Golf	\$1,200.00	
		Head Middle School Golf	\$900.00	
		Head Varsity Baseball	\$3,500.00	
		Head JV Baseball	\$1,500.00	
		Head Middle School Baseball	\$1,350.00	
COACH'S NAME	EMPLOYEE NUMBER	SPORT & POSITION	SUPPLEMENT AMOUNT	CELL NUMBER
		Athletic Director	\$2,500.00 (HS) \$1,000.00 (MS)	
		Business Manager	\$1,500.00 (HS) \$1,000.00 (MS)	

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Athletic Director)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(System Athletic Director)



**CHANGES TO  
ATHLETIC PERSONNEL ASSIGNMENTS**  
(Use a new form for each sport – DO NOT COMBINE SPORTS)

Date: \_\_\_\_\_

All athletic personnel must complete and sign a Richmond County School System Employment Agreement. Copies will be filed at the school and in the office of the County Director of Athletics. All Head Coaches must have a valid teaching certificate and be employed by the Richmond County School System.

Please indicate if they are a retired employee of RCSS

SCHOOL: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

Please indicate the amount of supplement that is due each employee. The amount may not exceed the approved position salary as posted on the Athletic Personnel Assignments form.

ADD / REMOVE <i>CIRCLE ONE</i>	COACH'S NAME AND CONTACT NUMBER	EMPLOYEE NUMBER	COMMUNITY COACH <i>CIRCLE ONE</i>	SPORT & POSITION HELD	SUPPLEMENT AMOUNT DUE	START DATE – END DATE or DID NOT COACH
ADD / REMOVE			YES NO			
ADD / REMOVE			YES NO			
ADD / REMOVE			YES NO			
ADD / REMOVE			YES NO			

Submitted by: \_\_\_\_\_  
(School Athletic Director)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(System Athletic Director)

Date: \_\_\_\_\_



**COMMUNITY COACHES ASSIGNMENTS**  
**ATHLETICS DEPARTMENT**

**SCHOOL:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

**COMMUNITY & VOLUNTEER COACHES ONLY**

COACH'S NAME	EMPLOYEE # OR NEW COACHES (ONLY) SSN	ADDRESS / ZIP CODE PHONE NUMBER	SPORT & POSITION	SUPPLEMENT AMOUNT	EMPLOYEE Yes/No
					Yes
					Yes
					Yes
					Yes
					Yes
					No

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(School Athletic Director)

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Principal)

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(System Athletic Director)

**Date Received by Athletics Department:** \_\_\_\_\_



**EXTENDED SEASON PAY FOR COACHES**

<b>POSITION</b>	<b>ADDITIONAL PAY</b>	<b>MAXIMUM ALLOWED</b>
Football Varsity Head Coach	425	<b>2,125</b>
Football Varsity Assistant Coach	220	<b>1,080</b>
Football Head JV Coach	220	<b>440</b>
Football Assistant JV Coach	165	<b>330</b>
Middle School Head Football Coach	165	<b>330</b>
Middle School Assistant Football Coach	100	<b>200</b>
Basketball Varsity Girls/Boys Coach	230	<b>1,150</b>
Basketball Assistant Girls/Boys Coach	125	<b>625</b>
Basketball JV Girls/Boys Coach	125	<b>250</b>
Middle School Basketball Coach Girls/Boys	100	<b>200</b>
Boys/Girls Track & Cross Country	180	<b>180</b>
Boys/Girls Track Sectional	180	<b>180</b>
Softball Varsity Coach	220	<b>720</b>
Softball JV Coach	125	<b>250</b>
Middle School Softball	100	<b>200</b>
Baseball Varsity Coach	220	<b>1,100</b>
Baseball JV Coach	125	<b>250</b>
Middle School Baseball	100	<b>200</b>
Cheerleading Varsity Football	50	<b>250</b>
Cheerleading Varsity Basketball	50	<b>200</b>
Cheerleading JV and Middle School	50	<b>100</b>
<b>Golf – High School Only</b>	100	<b>100</b>
Tennis	100	<b>500</b>
Volleyball	180	<b>720</b>
Wrestling	110	<b>220</b>
Soccer Boy/Girls	110	<b>550</b>
Swimming	100	<b>100</b>
Business Manager	60 per sport	
Band Director	212 – Football ONLY	

**Extended season pay begins after the region tournament.**

**For middle schools and junior varsity teams, the extended season begins for all teams that make the final four.**



# **BUSINESS MANAGERS**

## **BUSINESS MANAGERS**

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Business Managers for the Athletics Department are responsible for the oversight of tickets and event personnel at county athletic events. Business Managers ensure that workers are in place at events for coverage of doors/gates, operating game clocks and maintaining scorebooks for basketball games, and for announcers at football games. The number of workers each school will use for varsity and JV basketball and football needs to be approved through the County Athletics Department. The allowable number of workers per event for the other sports are listed on the WAGES FOR EVENT WORKERS form. Any additional workers over the allowable amount must be approved by the Director of Athletics.

Business Managers are responsible for submitting required event reports in a timely manner. Payroll forms for event workers and pass gate forms for events should be turned in within three (3) business days of the event. Forms may be emailed to the Athletics Department bookkeeper.

Forms can be found on the Athletic Department page of the Richmond County School System website under the Forms tab. You must be logged in to access the forms.

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**ONE OF THE MOST IMPORTANT PARTS OF THE  
TRAINING IS HONESTY AND INTEGRITY.**

The Richmond County School System Athletics Department will use GoFan for athletic ticket sales for middle school and high school events beginning with the 2021/2022 school year. Tickets may be purchased on-line at [GoFan.co](http://GoFan.co).



Business managers and/or gate workers will be responsible for validating tickets at the gates. Patrons will present their mobile devices indicating ticket purchases. Gate workers will validate the purchase by selecting the 'green' validate option. Do not allow admission for anyone that presents a device in which the validate option has already been selected.

There will not be any cash transactions at the gates. GoFan reports total tickets sales to the Athletics Department.

Business Managers will be responsible for turning in Pass Gate forms. Pass Gate forms will be turned in for GHSA passes and for Board Employees for each game/event. Use the correct form for each.

Individuals working games that are Board employees are to be submitted on the Athletic Event Payroll and Financial Report form. All information requested on the form needs to be completed. Forms should not be submitted for pay without employee ID numbers. Pay for board employees will be processed with the county payroll according to the payroll schedule established by the Payroll Department.

Any individuals that work athletic events that are not Richmond County School System employees must complete a W-9 form. Pay cannot be processed until the W-9 is completed and returned to the Athletics Department.

Game workers that are **non-board employees** are to be submitted on the Athletic Event Payroll (Non-Board Employees) form. Checks will be issued through the Accounts Payable Department. Accounting generally issues checks weekly. Forms must be turned in on Mondays by 10:00 am in order to be included on the weekly check processing. Non-board employees may complete an Automated Clearing House (ACH) Request form to have payments sent direct deposit. Otherwise, checks will be sent via mail.

- *When there is only one ticket seller, the seller **must be** a Board employee.*

ALL forms mentioned above are to be turned into the Athletics Department bookkeeper (Annette Godwin).

**\*\*Schools are not allowed to sell athletic packages that include special seating, parking or any other item(s) that could be deemed as preferential treatment for any patron attending an athletic event.**

## **PASSES AND ADMISSION**

- Individuals that are using passes MUST be accompanied by their “+1” person when entering the gate. A late arrival will not be accepted.
- GHSA passes can only be used by the individual issued the pass.
- County season passes may only be used by the individual issued the pass.
- Employees (only) are allowed free admission at their schools “home” games. Employees must present their badge at the gate.
- Copies of the RCSS passes ARE NOT to be accepted. An original pass must be presented.
- Coaches are allowed guests to attend events at no charge. A list of the coach’s guest MUST BE APPROVED BY THE COUNTY DIRECTOR OF ATHLETICS. Changes to the lists can only be made by principals and assistant principals.
  - ❖ Varsity football is allowed twelve (12) guests per game - this is the TOTAL allowance not per coach
  - ❖ Varsity basketball is allowed eight (8) guests per game – 4 guests for the girls’ coaches and 4 guests for the boys’ coaches. This is the TOTAL allowance not per coach
  - ❖ Middle school football is allowed six (6) guests per game. This is the TOTAL allowance not per coach
  - ❖ Middle school basketball is allowed six (6) guests per game – 3 guests for the girls’ coaches and 3 guests for the boys’ coaches. This is the TOTAL allowance not per coach
  - ❖ ***THIS ONLY APPLIES FOR THE HOME TEAMS!***
- Bands are only allowed eight (8) chaperones at no charge.
- Concession workers are only allowed five (5) at no charge.

\*A list of chaperones and workers must be provided for those that will be entering each game.

## **ADMISSION FOR PLAYOFF GAMES:**

- Faculty and staff are NOT allowed free admission to playoff games.
- Only GHSA passes may be accepted for free admission. The GHSA Official Passes allow only one person to be admitted with the pass – the official named on the card.



# ATHLETIC EVENT PAYROLL

## (Non-Board Employees)

DATE: \_\_\_\_\_

SPORT: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_

\_\_\_\_\_ VS \_\_\_\_\_  
 (Home Team) (Visiting Team)

EMPLOYEE NAME (PRINTED)	POSITION WORKED	SIGNATURE	AMOUNT DUE

BUSINESS MANAGER OR ATHLETIC DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_



## 2021 – 2022 TICKET PRICES

SPORT	TICKET PRICES ARE THE SAME FOR ALL PATRONS <i>No Charge for children 5 and under</i>
<b>Varsity</b>	
FOOTBALL	<b>\$7.00</b>
BASKETBALL	<b>\$6.00</b>
BASEBALL	<b>\$5.00</b>
SOFTBALL	<b>\$5.00</b>
SOCCER	<b>\$5.00</b>
WRESTLING	<b>\$5.00</b>
VOLLEYBALL	<b>\$5.00</b>
TRACK	<b>\$5.00</b>
<b>Junior Varsity</b>	
<i>**If a Junior Varsity game is followed by a varsity game, patrons must pay VARSITY ticket prices**</i>	
FOOTBALL	<b>\$5.00</b>
BASKETBALL	<b>\$5.00</b>
<b>Middle School</b>	
FOOTBALL	<b>\$5.00</b>
BASKETBALL	<b>\$5.00</b>

*\*Schools are not allowed to use unauthorized tickets at any RCSS athletic event. Tickets are sold online at [GoFan.co](http://GoFan.co).*

Employee badges cannot be used to enter play-off and championship games.

## 2021 – 2022 WAGES FOR EVENT WORKERS

SPORT	POSITION	WAGE
<b>FOOTBALL</b>	Announcers	<b>\$25.00</b> Varsity games only
<b>The pay schedule includes Business Managers</b>	Tickets and Scoreboard	<b>\$50.00</b> Varsity games – Board employee <b>\$25.00</b> JV & Middle Schools – Board employee <b>\$40.00</b> Varsity games – Non-Board employee <b>\$20.00</b> JV & Middle Schools – Non-Board employee
<b>VOLLEYBALL</b>	Tickets <i>One worker only</i>	<b>\$25.00 Varsity only</b> - Two schools – Board employee (more than 2 schools = \$12.50 per school) <b>\$20.00</b> Two schools – Non-Board employee (more than 2 schools = \$10 per school) <b>ONE WORKER ONLY</b>
<b>BASKETBALL</b>	Scoreboard, Clock, Tickets, Announcers	<b>\$12.50</b> per game – Board employee <b>\$10.00</b> per game – Non-Board employee <b>State Play-off Games</b> <b>\$25.00</b> Board employee <b>\$20.00</b> Non-Board employee
<b>WRESTLING</b>	Tickets <i>One worker for regular matches</i>  <i>Two workers for tournaments</i>	<b>\$12.50</b> per match – Board employee <b>\$10.00</b> per match – Non-Board employee  <b>Tournaments:</b> <b>\$50.00</b> per day for Board employee <b>\$40.00</b> per day for Non-Board employee
<b>BASEBALL SOCCER SOFTBALL</b>	Tickets <i>One worker only</i>	<b>\$25.00</b> per game – Board employee <b>\$20.00</b> per game – Non-Board employee <b>ONE WORKER ONLY</b>
<b>TRACK</b>	Tickets <i>UP TO 2 WORKERS for regular meets</i>	<b>\$25.00</b> per meet – Board employee <b>\$20.00</b> per meet – Non-Board employee <b>All County &amp; Garden City Track Meets:</b> <b>\$50.00</b> per day for Board employee <b>\$40.00</b> per day for Non-Board employee
	Three Chain and Down Box Officials	<b>\$20.00 VARSITY ONLY</b> <b>\$10.00 MIDDLE &amp; JV</b> <ul style="list-style-type: none"> <li>• Middle Schools – home team provides chain crew</li> <li>• Chain crew for varsity games MUST BE 18 years of age or older</li> </ul>
<b>OFFICIALS</b>	<b>The County Director of Athletics is responsible for processing payments for official fees.</b>	
➤ <b>CUSTODIANS ARE TO TURN THEIR TIME INTO THE SCHOOL BOOKKEEPER FOR PROCESSING</b>		

❖ *The number of workers for football and basketball games must be justified through the Athletic Department – prior to games.*

**\*\*When there is only one ticket seller, the seller must be a Board employee.\*\***

# COACHES INFORMATION

# COACHES

## **QUALIFICATIONS:**

A coach must be a professional teacher meeting the teaching requirements and be employed by only one Board of Education.

### EXCEPTIONS:

- a) When all boards of education, principals, etc. sign a consent form giving permission to coach at another school
- b) Employed 20 hours or more per week and must hold a teaching or leadership certificate
- c) Be a student intern in a practice teaching situation under the guidance of a college or university teaching program
- d) Be a retired teacher working less than 40 hours per week in a supervisory position
- e) Be a certified teacher on official leave

## **COACHES CODE OF ETHICS**

*The Georgia High School Association recognizes its responsibility with respect to the promotion of honesty, truthfulness, and accuracy in recordkeeping and reporting. Therefore, the professional personnel of the member schools are charged with upholding the Code of Ethics adopted by the Professional Standards Commission as accepted and approved by the State Board of Education.*

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give students special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### **GUARDING AGAINST NEGLIGENCE**

Many times problems that arise are due more because of inactions rather than actions.

The following will help guard against problems produced by dereliction of duty:

- Failing to supervise an activity
- Negligently entrusting a supervisory duty to an underqualified individual
- Failing to teach proper skills
- Failing to provide and maintain a safe coaching and playing environment
- Failing to inspect, repair, or recondition equipment properly
- Failing to teach athletes to inspect their own equipment for defects or repairs
- Failing to create and set policies and procedures for an activity
- Failing to adopt safety standards of pertinent superior administration organization
- Failing to match or equate athletes based on size
- Failing to warn of inherent dangers of activities
- Failing to assess an injury or incapacity in an athlete

-Source: Nevada Activities Bulletin, December, 1993

### **DRESS CODE FOR COACHES**

Coaches should dress appropriately at all games. Hats are not to be worn in the building. Jeans, baggy pants and t-shirts are not considered appropriate dress.

### **COMPLIMENTARY GUESTS**

Coaches must have an approved game admittance form for anyone that is to enter any athletic event at no charge. The form is to be submitted to the Athletics Department by Wednesday of each week for football games and by Monday of each week for basketball games. When submitting requests for basketball games, submit for the whole week of games not one game at a time. Guests will not be admitted without a charge if requests are not submitted on time.

***THIS ONLY APPLIES FOR THE HOME TEAM.***

- Twelve (12) guests are allowed for varsity football games.
- Eight (8) guests are allowed for varsity basketball games – 4 for the girls’ teams and 4 for the boys’ teams.
- Six (6) guests are allowed for middle school football games
- Six (6) guests are allowed for middle school basketball games – 3 for the girls’ teams and 3 for the boys’ teams.

## **STUDENTS/ATHLETES AND COACHES RELATIONSHIPS**

Coaches need to be sure that students/athletes understand and respect decisions made in regards to players and the team.

It is the responsibility of each coach to ensure that relationships with students/athletes remain on a professional level. Coaches should avoid being alone with a student/athlete at any time. Be mindful of any contact with students/athletes; the contact must be appropriate.

If a student/athlete displays any type of inappropriate behavior, physically or verbally, it should be reported IMMEDIATELY. It is important that such incidents are reported in a timely manner.

## **RESIGNATION OR DISMISSAL OF ATHLETIC COACHES PROCEDURES**

1. Principals are to notify Human Resources and the County Director of Athletics of any resignations or dismissals immediately.
2. School level athletic directors are to request an inventory of all equipment, uniforms and associated items. Any items that need to be ordered or reconditioned should be discussed. A walk-through is to be completed within ten (10) days of a coaches' dismissal or resignation. ***Inventory copies are to be sent to the County Athletics Department.***
3. Keys should be returned to the school level athletic director as soon as all coaching duties have been completed/terminated.
4. All financial obligations are to be cleared with the school bookkeeper and the school level athletic director.
5. All athletic uniforms and equipment are to be properly stored in a secured area.
6. Coaches should be advised that the willful distribution and/or destruction of equipment, uniforms, and/or damage to school property will result in financial consequences and notification to GHSA.
7. Coaches are to adhere to all other contractual guidelines, responsibilities and professionalism as established by the Richmond County School System Employee Handbook.
8. The administration and school level athletic director are to inform the players, staff and community of any changes in coaching personnel.

## COACHING EMPLOYMENT AGREEMENT

As a coach with the Richmond County School System, I promise to abide by the following rules as set forth by the Richmond County Board of Education. I understand that failing to abide by these rules may result in a reprimand, suspension or termination of my duties as a coach in the Richmond County School System. I also understand that my supplement may be withheld or withdrawn as a result of not completing my obligations as a coach in the Richmond County School System.

- Rule 1: I promise to treat each athlete, opposing coaches, officials, fellow coaching staff and Administrators with respect and dignity.
- Rule 2: I will not use or direct profanity or any other degrading language or behavior at athletes, parents, officials or Administrative staff.
- Rule 3: I will never knowingly leave students who have been placed under my supervision unattended or unsupervised unless with another qualified staff member.
- Rule 4: I will openly communicate my goals and objectives with athletes, parents and Administrators.
- Rule 5: I will conduct my practices so that all athletes will have the opportunity to demonstrate their skills and abilities.
- Rule 6: I will cooperate with Administrators and other officials in the enforcement of rules and regulations as set forth by local, state and federal boards and agencies.
- Rule 7: I will complete all assignments, transportation requests, state and local forms and other important documentation on or before the due date.
- Rule 8: I will adhere to and abide by all professional standards as provided in the Richmond County Board of Education Teacher Handbook and the Professional Standards Commission of the State of Georgia.
- Rule 9: I will protect the health and safety of all athletes by providing clean and safe equipment and a safe environment for which to practice and compete.
- Rule 10: I promise to be honest and fair to every child who becomes a part of my athletic program.

Coach's Name (Please Print) \_\_\_\_\_ Coach's Signature \_\_\_\_\_

School \_\_\_\_\_ Coaching Assignment \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**Employment Application for Athletics**



**Personal**

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Position applied for \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Birth Place \_\_\_\_\_ High School Attended \_\_\_\_\_

Sports played in High School \_\_\_\_\_

College Attended \_\_\_\_\_ City, State \_\_\_\_\_

**Coaching Information**

If you presently have a coaching responsibility at a Richmond County school, please complete the information below.

Name of School \_\_\_\_\_

Coaching position(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Number of years \_\_\_\_\_

Please check sports that you are knowledgeable about and can coach.

Football\_\_\_\_; Basketball\_\_\_\_; Baseball\_\_\_\_; Track\_\_\_\_; Tennis\_\_\_\_; Golf \_\_\_\_; Swimming \_\_\_\_;

Wrestling\_\_\_\_; Soccer\_\_\_\_; Volleyball\_\_\_\_; Cross Country\_\_\_\_; Cheerleading\_\_\_\_; Softball \_\_\_\_;

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district athletics or RCSS athletics? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

\_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Athletic Coaches Evaluation Instrument

Employee Name		Employee Number	
School Year		Position (Sport)	
School		Evaluator	

The coach's evaluation instrument is used to evaluate coaches for their performance in the areas of coaching knowledge, accountability, work ethic, communication skills, working relationship with others, team management and win-loss record.

### EXPLANATION OF RATING SCALE

- **Exemplary:** The coach's performance goes beyond the normal level of proficiency exceeding the overall levels of expectations and work requirements. **(Score – 4)**
- **Proficient:** The coach performs at a consistent level in accordance with the job's requirements and performances. The performance may occasionally exceed job requirements. **(Score – 3)**
- **Needs Development:** The coach is not performing to the standards and requirements of the job. The coach may need assistance in executing the proficiencies required by the position. **(Score – 2)**
- **Ineffective:** The coach lacks the ability to perform at any standard level needed to be successful at his or her duties and assignment. The coach consistently performs below the minimum job requirements. **(Score – 1)**

**DIRECTIONS:** Assess each performance factor separately using the rating chart listed below.

**Exemplary = 4 pts      Proficient = 3 pts      Needs Development = 2      Ineffective = 1**

	Items	AD-Rating	Principal-Rating	Value
1	Knowledgeable of the sport, duties and responsibilities			
2	Assume responsibility for the actions of players, fans and parents			
3	Takes time and effort needed for practice, academics ( <u>study hall</u> ), and game preparation			
4	Communicates with players, officials, fans and parents			
5	Works well with administration, other coaches and co-workers			
6	Manages time between classroom duties and coaching responsibilities			
7	Understands and can interpret the rules of GHSA Constitution and its Bylaws			
8	Attends coaches' meetings as scheduled			
9	Submits schedules and eligibility forms in a timely manner			
*	<b>Total Score</b>			
	Exemplary			72
	Proficient			54 - 71
	Needs Development			36 - 53
	Ineffective			18 - 35

Employee Information

Employee Name		Employee Number	
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**TO THE COACH**

Please sign on the line provided below to indicate that you have had the opportunity to review and discuss *the Athletic Coaches Evaluation Instrument*. You may provide comments in the space provided and attach copies for further review for the Principal and Director of Athletics.

Coach's signature: \_\_\_\_\_ Date \_\_\_\_\_

**Employee's Comments (optional):**

**Athletic Director and/or Principal Comments (optional):**

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Name (TYPE or PRINT) \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Name (TYPE or PRINT) \_\_\_\_\_

## MEAL AND TRAVEL REIMBURSEMENTS

Requests for funds for travel expenses are submitted through the school bookkeepers. Upon return from trips, **original receipts** must be turned into the school bookkeeper.

School bookkeepers should submit requests for travel reimbursements within two weeks after the event. Requests are submitted in ESM using the School /Athletic Reimbursement vendor option. With each request for reimbursement, the date and destination of the trip must be included along with the number of athletes and coaches that are included on the request.

- *Requests not submitted within two weeks of the event will not be covered by the Athletics Department.*
- *Requests sent without the proper information will be returned and given one week for corrections. If not returned within one week, the Athletics Department will not cover travel expenses.*

### MEAL AND TRAVEL REIMBURSEMENT RATES:

- \$6/athlete & event coach for trips over 50 miles
- \$15/day for all-day (8 hours or more) and overnight events
- Purchases from Wal-Mart, Dollar General, Walgreens, grocery stores, etc. **MUST BE PRE-APPROVED** by the County Athletic Director. An e-mail needs to be sent requesting the approval. A copy of the e-mail with the County Director of Athletics' approval must be sent with the request for reimbursement.

**Overnight trips must be pre-approved** and must be for distances over 150 miles. If leaving after lunch, the rate for the day of departure = \$6/athlete & coach.

*Athletics will only cover regular season, region tournaments and play-off games governed by GHSA. Expenses for any invitational or tournament are the responsibility of each school. This includes transportation, food, hotels, etc.*

The Athletics Department **will not cover** hotel and meal expenses for JV teams (to include cheerleaders).

Hydration tests for wrestlers are to be conducted at Doctor's Hospital and to be completed in two (2) days. Schools will have to cover the costs for any charges over those two (2) days.

*Expenses for summer camps are not covered by the Athletic Department for any sport. However, expenses are covered for summer league activities within the Richmond County School System.*

I have read and understand the rules as stated.

\_\_\_\_\_  
School Principal (printed)

\_\_\_\_\_  
School Principal (signature)

\_\_\_\_\_  
Athletic Director (printed)

\_\_\_\_\_  
Athletic Director (signature)

\_\_\_\_\_  
School Bookkeeper (printed)

\_\_\_\_\_  
School Bookkeeper (signature)

**EQUIPMENT PURCHASES AND INVENTORIES**

Each year the Athletics Department covers the costs of uniform purchases for specified sports. Forms will be sent for the items allowed to be purchased and must be returned as specified in order to be included. Late forms will not be considered.

For all other sports, forms will be sent for items to be purchased by the Athletics Department. Again, forms must be returned by the specified date in order to be included.

Schools are responsible for maintaining uniform and equipment inventories. Lost items are to be replaced at the expense of the school. **Inventory listings are to be submitted to the Athletics Department by May 5<sup>th</sup> of each school year.**

Richmond County School System  
**ATHLETICS PROPERTY INVENTORY**

School: \_\_\_\_\_ Sport: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Item Description	Color(s)	# of Units	# of New Units Purchased this fiscal year	Total Units

*If any items were discarded during the year, please be sure to list those items and the quantity discarded.*

I do solemnly swear that the information given in this report is correct to the best of my knowledge and belief.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# COMMUNITY COACHES

Member schools may employ non-professionals as assistant coaches. These individuals are called “Community or Lay Coaches”.

It is a violation for anyone to be working with student athletes without first going through the certification process. ALL prospective community coaches are required to submit to background checks and to be fingerprinted along with mandated reporter training, this includes law enforcement and military personnel. A fee that is required for this process. **Approved community coaches at the high school level must successfully complete community coach classes offered by GHSA and obtain Lay Coach Certification.** Middle school level community coaches must complete the Richmond County Volunteers Program. Retired Richmond County School System employees will be treated as a new community coach if they do not maintain certification. If certification is maintained, the background check process will not be necessary.

Following is the required order for new community coach candidates:

1. Interested individuals should contact the school in which they would like to help coach OR schools contact individuals that they would like to assist with coaching.
2. PRINCIPALS OR ATHLETIC DIRECTORS are to send the name and email address of the potential candidate to the Administrative Assistant, Renee Clayton – indicate if this will be a paid position.
3. Once the Administrative Assistant receives the name of the potential coach, the following items will be emailed to the potential coach and the Athletic Director:
  - Employment application
  - GCIC background check form
4. When the completed forms are received, the GCIC will be submitted to School Safety for processing. This process may take up to 10 days. When the results are received, the school Athletic Director will be notified and if the GCIC background check clears, an appointment will be scheduled for fingerprinting. ***A fee of \$43.25 is required. Payment may be made with a debit/credit card or with a money order.*** The potential coach will also need to complete the Mandated Reporter Training and print the certificate of completion.
5. Candidates will report to the Central Office at the scheduled appointment time to be fingerprinted: **Richmond County Board of Education**  
Henry Jackson, Employment Specialist  
864 Board Street, Augusta, GA 30901

Submit the signed copy of the certificate of completion from the Mandated Reporter Training to the Fingerprint Specialist.

6. At the middle school level, once the GCIC/fingerprinting is cleared and the mandated reporter training has been completed, coaches are approved.

At the high school level, once cleared, coaches will be responsible for paying the required fee for GHSA classes. Payment is to be submitted to the school.

**\*\*Schools cannot pay for the GHSA classes.\*\***

### **Existing and New Community Coaches**

- A. **Effective immediately**, GCIC background check will be required each school term for all non-board community coaches.
- B. All paid community coaches are required to sign the “non-eligible for benefits form” for Human Resources.

# CHEERLEADERS

# CHEERLEADING

It is the responsibility of all cheerleading coaches in Georgia to review the Georgia High School Association (GHSA) Constitution and By-Laws. Guidelines for coaching and the eligibility to coach on the high school level in Georgia are located in the GHSA Constitution and By-Laws, in addition to the eligibility requirements for individual athletes to participate.

The NFHS rules are for ALL cheerleading teams, not just competition cheerleading. All cheerleading coaches should also read and review the National Federation Spirit Rules Book for rules that apply to basketball and football cheerleading. Fines may be enforced for rules that are not followed.

All cheerleaders (competitive and non-competitive) must be eligible according to academic standard and the transfer rule and must be declared eligible by the GHSA office on the proper eligibility forms. Middle school cheerleaders must abide by the same rules and regulations as varsity and JV cheerleaders. Non-students are not allowed to be part of a sideline cheerleading group either as a mascot or “junior cheerleader”. Younger kids that attended summer clinics or middle school cheerleaders may perform during pre-game or at half-time.

A letter must be sent to the parent(s) or guardian(s) of each student trying out for cheerleading. The letter is to include pertinent information such as academic requirements, game and practice expectations, uniform purchasing requirements, attitude, conduct and leadership expectations. The letter is also to include the rules and regulations that will be enforced.

All cheerleaders must have a physical exam on file in the school office before trying out, practicing, or performing.

All students must try out each year. Cheerleader tryouts are to be held each spring to determine the squad’s composition. The selection of cheerleaders shall be the responsibility of the cheerleader coach.

Junior and senior varsity squads may have a maximum of 16 members. For squads larger than 16, it will be the school’s responsibility to cover those expenses. Middle schools may have a maximum of 12 members.

Cheerleading practice cannot begin prior to the date allowed by GHSA. However, students may attend a summer camp or program in June, July and/or August. Middle schools may not practice prior to the first day of school.

Students selected for cheerleading must abide by the following requirements:

1. Must not smoke, drink or use drugs. Any student violating this rule will be dismissed from the squad
2. Must abide by the school’s rules and regulations
3. Must not be tardy to practice, wear improper dress or use abusive language
4. Must attend all games and practices, except when excused or due to illness or academic activities.

Depending upon the severity of the rule violation mentioned in 2, 3 and 4 above, the severity of the punishment may range from a minor punishment, such as not being allowed to cheer for a game to dismissal from the squad. The cheerleading sponsor will determine the consequences for rule violations. Any dismissal from the squad must be approved by the principal.



At basketball games, support/spirit squads may perform stunts and/or tumbling that are allowed by NFHS Spirit rules without mats. NOTE: National Federation rules dealing with safety are to be followed in any cheerleading practice or performance.

No “stomping” of any kind is allowed in the stands or seating area of the gymnasium. Stomping is restricted to the floor of the gymnasium.

### **APPAREL:**

Spirit cheerleaders must be dressed uniformly. Teams should not mix junior varsity and varsity uniforms on the sidelines.

Cheerleading apparel is restricted as follows:

- Female cheerleaders (spirit and competition) must wear a uniform that fully covers the athlete’s entire torso. The required skirt or dress should cover briefs, bloomers or any spandex material.
- Male uniforms for competition cheerleading will be uniform pants and a top which counterparts those worn by the female teammates. Spirit male cheerleaders may include shorts in place of pants. Tank tops are not permitted.
- All athletes/cheerleaders must wear the same uniform when performing at a game or competition.
- When standing at attention, a cheerleader’s apparel must cover the midriff.
- Sequins, rhinestones and glitter are not allowed on uniforms. New uniform designs are to be cleared before purchases are made. Contact the GHSA office with any questions.
- Piercings, jewelry and glitter are prohibited by the NFHS and the GHSA. This rule applies to all cheerleaders in all situations in Georgia. Note: It is not sufficient to place a band-aid over a piercing to disguise the presence of a piercing, earring, etc. A religious medal without a chain is allowed and must be taped and worn under the uniform. A medical-alert medal must be taped and may be visible.
- Fingernails, including artificial nails, must be kept short, near the end of the fingers.
- Hair must be worn in a manner that is appropriate for the activity involved. Hair devices and accessories must be secure.
- Head coverings worn for religious reasons so as not to expose ones uncovered head may be worn and must be attached in such a way that it is unlikely to come off during performance. It must be made of non-abrasive, soft materials; must fit securely and not pose a danger to any other participant.

### **SPORTSMANSHIP**

Displays of unsportsmanlike conduct directed toward opposing teams or game officials will not be tolerated and may result in expulsion from the game. It is the responsibility of the cheerleading coach to ensure that his/her school’s cheerleaders adhere to and practice the following guidelines which promote good sportsmanship and proper behavior. Cheerleading coaches should share the following guidelines with cheerleaders, parents, and fans so as to promote positive cheerleading.

- Taunting is defined as to degrade in a sarcastic, insulting or jeering manner; to mock for the purpose of embarrassing an opponent. Taunting, and similar acts are an example of poor sportsmanship. The GHSA Constitution and By-Laws state: “It shall be the responsibility of a member school to use every means at its disposal to impress upon faculty, students, team members, coaches and spectators the values of sportsmanship in preparation for the

management of interscholastic contest. Contest officials have the authority to have any and all individuals removed from the confines of the contest whose behavior has become a distraction and/or a hindrance to the administration of the event. This may include, but is not limited to, verbal and visual gestures.” (GHSA Constitution and By-Laws, Sec 2.70) NFHS 2-2-1.

- Spirit teams should cheer in a positive manner in support of their team, not “against” or “at” the opposing team or opposing cheerleaders in an aggressive manner. (Examples: “Miss it, miss it?” or “Oh yea, you walked, you walked...”)
- Cheers which solicit an aggressive response are inappropriate. (Example: “We got spirit, how about you?”, “Air Ball, Air Ball”, “Tick Tock, look at the clock!”)
- It is strongly recommended that basketball cheerleaders be positioned at opposite ends of the gym to eliminate face-to-face cheering and to avoid the perception of one squad cheering “against” the other.
- Cheerleaders should not point to, laugh at, or cheer “at” the opposing team, cheerleaders or fans, but instead, should lead their fans in cheers of support for their own team.
- When cheering at basketball games, when a free throw is in progress, cheerleaders should be quiet – no cheering, no stomping and not kicking the bleachers in an attempt to distract the player of an opposing team.
- Cheerleaders should neither draw attention to the mistakes of individual players nor attempt to intimidate players or fans of the opposing team through words, actions, or cheers.
- Cheerleaders should behave in a respectful and quiet manner with regard to any injured player.
- Obnoxious behavior should not be encouraged or permitted under the guise of supporting one’s team.
- Opposing players, coaches, administrators, officials and fans should be treated with the utmost respect by cheerleaders. At no time shall a cheerleader approach an opposing coach, game officials, administrator or player in order to criticize. Cheerleaders, as representatives of their team, should not use social media to degrade or criticize opposing players, cheerleaders, coaches or fans after the game.
- Cheerleaders should work to shift negative crowd attention caused by a disturbance in a positive manner, thus allowing a school administrator or security personnel to address the issue.
- Every cheer team has the right to a safe environment in which to cheer without harassment from opposing fans. Cheerleaders should have a designated place to sit/stand during games.
- It is strongly recommended that cheer coaches be prepared to greet visiting cheer coaches and teams with a handout of the GHSA and NFHS rules and guidelines, in addition to specific rules enacted by their region.

***Sportsmanship statement from the NFHS Spirit Rules Book:***

“Sportsmanship is a commitment to ethics and integrity. It is a promise to uphold the dignity of the sport of cheerleading and to honor the coaching position. As a team and as a coach we are striving for the highest ethical and moral conduct by our team and our fans.”

## ADDITIONAL RULES

1. Cheerleaders are not allowed to be part of the traditional handshaking ceremony after football and basketball games.
2. The throwing of souvenirs or any other item into the stands is prohibited. It is also suggested that cheerleaders not be allowed into the stands to hand out any items.
3. No artificial noise-makers (including megaphones, air horns, vuvuzelas, or thunder sticks) are allowed in gyms during basketball games. Noisemakers are subject to confiscation by school officials or game security. Megaphones are not allowed. (GHSB Constitution and By-Laws, page 50)
4. A run-through sign may not be held by cheerleaders in a stunt.
5. Cheerleader coaches will be responsible for half-time entertainment. This not a requirement but encouraged.
6. Cheerleaders at basketball games shall be restricted from the area at the end of the court during the time a game is in progress unless they have more than eight (8) feet from the boundary of the court. This includes the "L-shape" with part of them on the sideline and part of them on the baseline. The host school is responsible for enforcing this rule. (\*Richmond County does not have a school with more than 8 feet from the boundary)
7. All cheers and dances are to be performed with dignity and professionalism. Cheers and chants with suggestive words and/or motions are not allowed.
8. The host school is responsible for the seating arrangement for cheerleaders. Cheerleaders should always be seated near an exit on an end of the gym. Sitting across from each other is accepted when it becomes a safety issue.
9. Cheerleading uniforms should only be worn to games. They should not be worn to any function outside of RCSS.

*Always be courteous and available for guests at all times.*

## STOMPING IS NOT ALLOWED.

The following announcement is to be read prior to each game concerning stomping.

### **ANNOUNCEMENT:**

THE GEORGIA HIGH SCHOOL ASSOCIATION STATES IN ITS CONSTITUTION (PAGE 53, SECTION 4F) THAT:

***"NO STOMPING OF ANY KIND IS ALLOWED IN THE STANDS OR SEATING AREA OF THE GYMNASIUM. STOMPING IS RESTRICTED TO THE GYM FLOOR OF THE GYMNASIUM."***

WE ASK THAT YOU PLEASE ABIDE BY THE RULE AND DO NOT STOMP IN THE STANDS. TEAMS THAT VIOLATE THE RULE WILL BE REPORTED TO THE GEORGIA HIGH SCHOOL ASSOCIATION BY OUR COUNTY DIRECTOR OF ATHLETICS. THANK YOU FOR YOUR IMMEDIATE ATTENTION TO THE REQUEST.

SCOTT MCCLINTOCK  
DIRECTOR OF ATHLETICS  
RICHMOND COUNTY SCHOOL SYSTEM

# JUNIOR VARSITY

## **JUNIOR VARSITY GUIDELINES**

The following rules apply to junior varsity sports:

1. Any student may play junior varsity sports.
2. Junior varsity begins as soon as the varsity teams play their first game.
3. Junior varsity teams should practice separately from the varsity teams.
4. It is advised for players to be declared either varsity or junior varsity and not rotated between the two teams. However, this is not mandatory. Each will have to determine what is best for his/her own situation. Keep in mind that each sport has specific limitations concerning the number of games that can be played in a sport season.
5. The head varsity coach is to determine the type of offense and defense to be used by the junior varsity.
6. Applicable GHSA and State Department of Education rules will apply to the junior varsity players (except migrant rule).
7. Participants must not have reached their 17<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.
8. Participants must be on track for graduation.
9. Junior varsity athletes must adhere to the GHSA policy regarding academic requirements for athletic participation.

NOTE: Guideline violations could result in the forfeiture of a game(s).

### **Junior Varsity Football, Basketball, Softball & Baseball**

All sports will employ a one league format. The top four teams will compete for the championship following the Round-Robin Schedule.

Standings will be determined by the percentage of wins. In case of a tie between teams, standings will be determined as follows:

1. Record between tied teams
2. Overall record
3. Sudden death from the end of the schedule to the beginning
4. Coin toss

Ties in the junior varsity football games are not played out except during playoff games. Ties during the regular season will count as one half win and one half loss.

\*In the event of a three-way tie, one team is eliminated by either two of the three from the above list, revert back to #1.

Baseball and softball playoffs will be at the highest seeded teams. Date(s) of contest(s) are subject to availability of field(s).

### **JV/VARSITY BASKETBALL PLAYERS**

- Freshman players are unlimited to six (6) quarter per calendar day.
- Sophomores and juniors are limited to the 25 games schedule between JV and varsity.
- Seniors are restricted from JV play.

# MIDDLE SCHOOL LEAGUE

# MIDDLE SCHOOL LEAGUE ORGANIZATION

## ELIGIBILITY

Grades 6 - 8 are eligible for middle school sports. Students that fail and successfully complete summer school will be eligible for the incoming school year. Participants must pass a minimum of 5 (five) subjects for the first semester to be eligible for the remainder of the basketball season and all spring sports. At the end of the school year, participants must pass a minimum of 5 (five) subjects for the second semester to be eligible for all fall sports and cheerleading.

### Guidelines:

- Students have three (3) years of eligibility for participation. A non-participatory year counts as one year.
- Students must not have reached their 16<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.

Baseball, basketball and softball teams will play a Round-Robin Schedule. At the end of the schedule, the four highest seeded teams will play each other in a tournament. All tournament guidelines and procedures are subject to change.

Standings will be determined as follows:

1. League win-loss percentage
2. Record between tied teams
3. Overall record, including games not designated as league games
4. Sudden death from the end of the schedule to the beginning (exclusive to open dates)
5. Coin toss
6. If there is a 3-way tie and one is eliminated, reapply #2

\*Ties count as one-half win and one-half loss.

Football competitions will be divided between two leagues:

<b>LEAGUE "A"</b>	<b>LEAGUE "B"</b>
Belair	Glenn Hills
Hornsby	Hephzibah
Langford	Richmond Hill
Murphey	Pine Hill
Tutt	Spirit Creek

The winners of each league and the second place team will compete in a four-team tournament to determine the middle school championship. Playoff participants will be determined by the procedure mentioned above. (The middle school will employ the GHSA procedure for breaking ties in football playoffs only.)

Playoff sites will be at the home of the highest seeded team competing in all sports: 4 vs 1; 3 vs 2. The basketball tournament will be at the home of the #1 seeded girls' team on the first night and the home of the highest seeded girls' team remaining in the tournament on the second night.

In football, #2 will play #1 across. For the finals, the highest seeded team will host. If both were seeded the same, a coin toss will determine the host unless one team has defeated the other during either league or non-league play.

## **SUBSTITUTIONS**

There is not a substitution rule.

## **RULES FOR MIDDLE SCHOOL GOLF**

### Play Rules:

1. Follow course rules for ground rules.
2. Play 6 holes.
3. There will be a girls' team and a boys' team. However, if the school is unable to field a girls' team, girls may join the boy's team.
4. Pick up after double bogey.
5. For scoring, use the top four scores for boys and the top two scores for girls. At least four players for boys and at least two players for girls are needed for a full team.



**GAME  
CANCELLATIONS**

**FILMING OF  
CONTESTS**

**HEADPHONES**

## **GAME CANCELLATIONS**

No game should be cancelled for any reason other than inclement weather. In such cases, the host team should confer with his/her athletic director. Then the visiting team should be contacted. The home team will determine if fields are suitable for play. Should a game be cancelled for any other reason, written approval for the game cancellation **MUST COME FROM THE PRINCIPAL**.

Fines may be issued for games that are not properly cancelled. Coaches will be responsible for any fines issued. The Athletics Department does not pay any fines. GHSA withholds school passes for any outstanding fines.

In the event of a rain-out, the home team coach is responsible for cancelling officials and for notifying the Athletics Department, determining make-up dates, notifying the association's booking secretary with the new dates and times.

## **FILMING CONTESTS**

School representatives **ARE NOT** allowed to film a contest in which his/her school is not a participant.

## **HEADPHONES**

Middle school football coaches are not allowed to use headphones.

# ELIGIBILITY

## **ELIGIBILITY**

**To be eligible to participate and/or try-out** for a sport or activity, a student must be enrolled full time in grades 9 – 12 inclusive at the school seeking eligibility for that student. A student must not have reached his 19<sup>th</sup> birthday prior to May 1<sup>st</sup>, preceding his/her year of participation. Students who are enrolled in a magnet school may not participate in sports at their zoned school or any other school.

Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office and after the students have met the standards of: academic requirements, age, semesters in high school, residence in the school's service area, transfer rules.

Note: Students establishing eligibility as entering 9<sup>th</sup> graders are automatically eligible for the first semester unless over age.

### **Local guidelines are listed below:**

#### **Magnet and Choice School Eligibility**

**Students attending a magnet school may not play for their zoned schools.** Magnet schools, schools with magnet programs, and schools that offer choice are included in the special programs and schools. They are not granted eligibility for interscholastic athletic participation at the varsity level. Students considered "migrant students" must sit out at the varsity level for one year unless one of the following is considered:

- a. Student's parent(s) make a bona fide move into that school's zone.
- b. Parent obtains a change in parental custody through a superior court order signed by the judge.
- c. Student is granted eligibility through the hardship committee of the GHSA. (excludes middle school students)
- d. The student is transferring from a non-member private school. A student has a one-time option for transfer.
- e. A student has a parent who is a certified employee at the school, and the child wishes to attend the same school where the parent works. The parent MUST be a certified professional.
- f. All students entering the 6<sup>th</sup> or 9<sup>th</sup> grades for the first time are eligible for all practices and contests under the GHSA and Richmond County School System.

\*The rules above also apply to all in-county transfers from one school zone to another zone.

*The same policy will be followed for middle school students who take advantage of choice.*

Students are not eligible for practice or athletic contests until all of the following requirements have been met:

1. Student's name has been submitted to the GHSA office and has been declared eligible by GHSA officials. (excludes middle school students)
2. Must have physical using the GHSA form signed by a medical doctor or physician's assistant.
3. Must have completed parent permission form that's dated and signed by the parent or legal guardian.
4. Must have insurance or purchase the insurance offered by the Richmond County School System.
5. Must be declared academically eligible by school administrators.

**A senior** legitimately attending School A who moves during the school year to the attendance zone of School B may continue to attend and graduate from School A provided that he/she furnishes his/her own transportation. If he/she elects to continue at School A, however, he/she is ineligible to participate in any athletic or other interscholastic activity. Should he/she elect to enroll in School B, for which the new residence is zoned, the senior shall be eligible to participate in athletic or other interscholastic activities.

**A student other than a senior** legitimately attending School A who moves during a semester to the attendance zone of School B may continue to attend School A for the remainder of the semester only if he/she provides his/her own transportation. If he/she elects to continue at School A for the remainder of the semester, however, he/she is ineligible to participate in any athletic or interscholastic activity. Should he/she elect to enroll in School B, for which his/her new residence is zoned, he/she shall be eligible to participate in athletic or other interscholastic activities. In any event, he/she must attend School B in the new resident zone at the beginning of the subsequent semester.

### **TRANSFERS**

**A transfer student** who has established eligibility at a former school in grades 9 – 12 shall be **immediately eligible** at the new school **if**:

- a. The student moved simultaneously with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school. This is known as a “**bona fide move**”.
  - 1) The student may choose the public or private school serving that area.
  - 2) It must be apparent that the parent(s) or the persons residing with the student and the student have relinquished the residence in the former service area and have occupied a residence in the new service area.
  - 3) The following factors, although not conclusive, may be evidence of relinquishment of the former residence: Selling the residence and vacating it; OR vacating the residence and listing it for sale at a fair market value; OR vacating the residence and leasing it to another (other than a relative) at fair market value; OR abandoning the residence and shutting off the unnecessary utilities. NOTE: When a family claims multiple residences, the residence for which they apply for a homestead exemption will be declared the primary residence provided the family spends the majority of their time at this residence.
  - 4) The bona fide move is validated when the student’s family maintains the new residence for at least one calendar year. A return to the previous service area within that year renders the student to be a migrant student. All hardship appeal processes are available.
- b. The Student was enrolled in a **private school or a magnet school** and has a bona fide move from one public school service area to another public school service area. A student in this situation may attend either the public school or a private school serving his area of residence. NOTE: Students who have a bona fide move within a service area that has multiple private schools must file a hardship to seek eligibility if they wish to enroll in a different private school.
- c. The student was enrolled in a **non-member private school** in Georgia and, without a bona fide move, transferred to a GHSA member school that serves his area of residence as long as:
  - 1) It is the initial move of the student from a non-member school to a member school serving his area of residence, AND
  - 2) The student was enrolled at the high school serving his area of residence in grades 9 – 12 before attending the non-member school, OR
  - 3) The student has not yet established eligibility at grades 9 – 12 at a member school serving his area of residence.
  - 4) A student who transfers from a GHSA member school to an independent school entering the GHSA in the next school year must be enrolled at the entering independent school by January 31<sup>st</sup> of the year preceding their becoming a GHSA member school in order to be eligible.NOTE: Rules about joint custody transfers have control over the one-time transfer restriction in this by-law.
- d. The student transfers from a non-member home school and the receiving school grants credit so that the student has accumulated sufficient units. At the time such credit is given, the student must also have

passed a minimum of at least 2.5 units the previous semester. The student becomes eligible when credit is awarded officially.

- e. The student is involved in a **foreign exchange program** that is approved and published on the “Advisory List of International Educational Travel and Exchange Programs” published by the Council on Standards for International Educational Travel (CSIET). This list is found on the GHSA web site.
- f. If one of his/her parents or the custodial parent is a certified teacher or administrator teaching at the receiving school. This opportunity is available one time only at any given school. (NOTE: Rules about joint custody transfers overrule the one-time transfer restriction in this by-law.)
- g. The student has a family related circumstance which shall constitute a waiver of the “bona fide move” rule.

For a full list of rules for transfer students, refer to GHSA By-Law 1.62 on the Georgia High School Association website. [www.ghsa.net](http://www.ghsa.net)

### **MIGRANT STUDENTS**

A “**migrant student**” is a student who transfers into a GHSA school without a bona fide move or without one of the exceptions listed in by-law 1.62. The student may practice or compete at the sub-varsity level, but may not compete at the varsity level for one calendar year from the date of his entry into the new school.

### **INELIGIBILITY**

1. A student who is not eligible because of GHSA rules at the former school, and then transfers to a new school, cannot regain eligibility by the transfer. Ineligible students cannot gain eligibility by being adjudicated to YDC and subsequently returning to their resident school with earned credit.
2. A student who is not eligible at one school because of **suspension or expulsion** and then transfers to a member school cannot regain eligibility by such a transfer, for the length of the suspension or one calendar year, whichever is less.

### **NEW SCHOOL**

When a student enters a new school, officials at that school may ask for proof that the residence is located in the new school’s service area. Possible sources of evidence could be one of the following:

1. Electric or gas bill showing the family’s name and the new address.  
NOTE Telephone records are not acceptable.
2. U.S. Post Office change of address form
3. Sales agreement or lease agreement for the mortgage holder or landlord
4. Voter registration record or government issued identification record
5. An on-site visit by a school administrator, resource officer, visiting teacher, school social worker, etc., may be made at a time when residents would be expected to be at home.

## GEORGIA HIGH SCHOOL ASSOCIATION FILING ELIGIBILITY REPORTS

### **GENERAL INFORMATION:**

1. Begin by thoroughly reading the Georgia High School Association By-Laws, especially focusing on By-Laws 1.10 – 1.73 and By-Laws 2.30 – 2.41.
2. GHSA Eligibility Form A and form B, instructions, and other eligibility forms are provided to all member schools on the GHSA website.
3. The reports submitted to the State Office become permanent records. Care should be taken to have the information fully correct and complete. An error could seriously affect the eligibility of a student, and could lead to a penalty being imposed against the school.
4. Online submission certifies that all data is correct and accurate.
5. Boys and girls may be listed on the same **Form A** and more than one activity may be listed on the same **Form A**.
6. Once a student has been certified eligible in a given school year, it is not necessary to re-file that student in subsequent activities unless region rules specify differently. The GHSA office maintains that once a student has been reported and declared eligible for the school year, no further report is necessary for that student during the school year UNLESS his/her eligibility has been interrupted. It is not necessary to submit a **Form B** for a previously-cleared transfer student. Transfer students are never listed on **Form A**.
7. Eligibility reports are required for all contestants prior to the calendar date for the first possible **practice** in any activity. (EXCEPTION: Eligibility reports for Literary, One-Act Play and Riflery competitions are due twenty (20) calendar days before the first contest.)

### **COMPLETING FORM A – CERTIFICATE OF ELIGIBILITY (Non-Transfer Students):**

1. All non-transfer students will be filed online on the GHSA MIS web site.
2. **NAME:** List students in alphabetical order by date of entry – ninth grade (9-10-11-12). Give the full name with the last name listed first.
3. **DATE OF BIRTH:** Give the month, day and year of the student's birth. A student whose 19<sup>th</sup> birthday was prior to May 1<sup>st</sup> of the preceding school year is over age and not eligible to participate. You will be assisting the student if you require a birth certificate to be presented to you for verification of age.
4. **DATE STUDENT ENTERED 9<sup>TH</sup> GRADE:** Complete the month, day and year the student entered the first 9<sup>th</sup> grade class at any school. This is not necessarily the date the student first entered your school. A student will not be eligible for participation for more than eight (8) semesters from the date the student entered ninth grade.
5. **TOTAL UNITS EARNED PREVIOUS SEMESTER:** Show the number of units the student earned the previous semester. In order to be eligible (beginning with the second semester of 9<sup>th</sup> grade), the student must have passed 2.5 units or their equivalent the semester immediately preceding participation. Place an "E" in the Units Earned column and Total Units Accumulated column for entering ninth grade students.

6. **TOTAL UNITS ACCUMULATED:** Show the total number of units the student has accumulated thus far in his/her high school career. To be eligible, the student must accumulate units that count toward graduation as follows:

<b>END OF FIRST YEAR:</b>	<b>5 Units</b>
<b>END OF SECOND YEAR:</b>	<b>11 Units</b>
<b>END OF THIRD YEAR:</b>	<b>17 Units</b>

Students who lose eligibility for not meeting the unit requirements at the beginning of the year may regain eligibility during the school year by accumulating the units required at the end of a semester and by passing the required number of subjects the previous semester. **REMINDER: Eligibility is lost or regained on the first day of the new semester.**

7. **ELIGIBILITY STATUS:** This column is for GHSA use only.

**COMPLETING FORM B – CERTIFICATE OF ELIGIBILITY – TRANSFER STUDENTS:**

1. **TRANSFER STUDENTS:** FORM B MUST BE ENTERED ONLINE ON THE GHSA MIS WEB SITE. If a student has transferred to your school during the past twelve (12) months after entering 9<sup>th</sup> grade (and has not been cleared previously) complete and submit a **Form B** for that student. If the transfer student has been in your school one full calendar year, do not file a **Form B**. NOTE: Transfer students who do not meet eligibility guidelines for migrant students are eligible to participate at the sub-varsity level ONLY, provided they met academic standards.
2. **ACADEMIC DATA:** This is the same information that is required for non-transfer students on Form A.
3. **YEARS ATTENDED:** List all previous schools the student attended beginning with the 9<sup>th</sup> grade.
4. **ADDRESS [PRESENT/PREVIOUS]:** Give full street addresses and DO NOT use post office box numbers.
5. **LIVES WITH/LIVED WITH:** Use the full name(s) of the parents, step-parents, guardians, etc. With blended families it is sometimes confusing when complete names are not given.
6. **DATE STUDENT ENROLLED:** Be precise as to the date the student entered your school.
7. **EXCEPTIONS:** Certain situations allow a student to be eligible without a bona fide change of address. See By-Law 1.60.



## **FILING FOR HARDSHIP CONSIDERATION:**

All hardships must be entered online with supporting documents uploaded.

**Hardship Applications** may be filed by an administrator at a member school when a student does not meet the standards of eligibility outlined in By-Laws 1.50 (academic issues) and 1.60 (transfer issues).

- a) The GHSA Constitution (Art. IV; Sec. 5; Subsection B4) specifies that the hardship issues must be beyond the reasonable control of the persons involved.
- b) The process of appealing a decision of the Hardship Committee is outlined in the GHSA Constitution (Art. IV, Sec. 9, Subsection C & D)
- c) In order for a hardship appeal based on a financial hardship to be approved, the new school must provide proof that the family attempted to address the financial problem at the previous school, and that the need-based financial aid was non-existent or insufficient to resolve the problem. Increases in tuition or other costs at a private school do not create an automatic reason to grant the appeal, because such fee increases are considered foreseeable and not unavoidable. Documentation of the financial problem is required.

## **COMPLETING FORM C – CERTIFICATE OF ELIGIBILITY:**

1. **STUDENTS WITH INTERRUPTED ACADEMIC ELIGIBILITY:** Form C **must be entered online**. If the student is not eligible because he has an “Incomplete” in one or more classes, or if the student is in a Credit Recovery Program at the beginning of second semester, the student has 15 school days to become eligible. That student may not practice or compete in the interim. (see By-Law 1.58). Students who have had their academic progress interrupted need to be filed on a Form C, even if their eligibility form has been submitted previously. Be certain that the relevant portions of this form are filled out completely.
2. **FILING PROCEDURES:**
  - a. The upper half of Form C is to be completed just like Form A. The numbers in the “Units Earned Previous Semester” column and the “Total Units Accumulated” column should reflect the progress made in the 15-school day period.
  - b. The lower half of Form C is to be completed according to the particular issue for the student. One portion is completed if the student was making up “incompletes”, and the other is completed if the student was involved in a “Credit Recovery Program”.

If the course work is not made up in the allotted 15-school-day period for the second semester, the student is ineligible for that semester. The Principal still has the option of filing a “Hardship Application” if there are special circumstances that prevented the completion of the coursework in the 15-school-day period.

# **ATHLETIC ACADEMIC STANDARDS**

## **ATHLETIC ACADEMIC STANDARDS SUMMARY**

Below is an explanation of the new academic standards for student athletes.

According to GHSA guidelines, athletes must meet academic requirements twice a year. While our system uses the year grading system, we must adhere to GHSA policy. We qualify students for athletic participation in January and at the end of the school year. That is standard policy.

Listed below is the Richmond County School System Academic Standards Policy:

### **Football, Volleyball, Softball, Cheerleading and Cross Country Athletes**

All athletes who participate in one of the sports listed above are subject to the following academic standards:

1. Any athlete who has an “F” on the initial progress report should be placed on probation and placed in a tutorial or study hall session.
2. If the student has an “F” on the next progress report, the student is to be removed from the team but may continue in study hall or tutoring. If the student is passing all classes by the next report period, he/she may be placed back on the team.
3. Once the season has ended for any of these athletes, coaches should continue to monitor these students, encouraging them to pass all classes.

### **Basketball, Wrestling and Swimming Athletes**

1. Any student who did not play football, cross country, softball or volleyball will be evaluated after the second progress report has been issued. If they have at least one “F”, they will be placed on probation. All athletes will be evaluated after report cards are issued in January. At that point all students must pass five out-of-six or six out-of-seven classes to be eligible for the second semester of the school year.
2. Any student who played football, cross county, softball or volleyball must adhere to the same restrictions that began with the fall sport, e.g. (If a student played football and got an “F” the first report period, that student was placed on probation. If the student got an “F” on the second report period, that student is released from the team.) Students are able to regain eligibility after the first semester following semester guidelines. That includes having one “F”.

### **Basketball, Soccer, Baseball, Track & Field, Golf and Tennis Athletes**

1. All athletes who qualified for the second semester must follow the same guideline as football, softball, cross country and volleyball players.
2. Students must qualify at the end of the school year to be eligible for the fall of the next school year.

# RECRUITING POLICY

## RECRUITING / UNDUE INFLUENCE

### **As stated on page 22 of GHSA Constitution and By-Laws:**

Recruiting and undue influence is defined as the use of influence by any person connected directly or indirectly with a GHSA school to induce a student of any age **to transfer** from one school to another, or **to enter** the ninth grade at a member school for athletic or literary competition purposes, whether or not the school presently attended by the student is a member of the GHSA.

- a) The use of undue influence to secure OR retain a student for competitive purposes is prohibited, and shall lead to penalties being assessed against **either school**. NOTE: This violation may cause the student to forfeit eligibility for one year from the date of enrollment.
- b) Evidence of undue influence includes, but is not limited to:
  - (1) personal contact initiated by coaches, boosters, or other school personnel in an attempt to persuade transfer
  - (2) gifts of money, jobs, supplies, clothing or housing incentives
  - (3) free transportation
  - (4) free admission to contests
  - (5) an invitation to attend practices and/or games
  - (6) a social event (other than an official school-wide Open House program) specifically geared for prospective athletes
  - (7) free tuition beyond the allowable standards found in GHSA By-Law 1.82
  - (8) a coach asking a prospective student for contact information
- c) Complaints or reports of violations of this rule will be investigated and handled on a case-by-case basis. **If coaches** are found to be in violation of the recruiting rule, a copy of the investigation will be forwarded to the professional Standard Commission of the Department of Education.
- d) A school will be afforded an opportunity to demonstrate it could not reasonably be expected to be responsible for the actions of a booster who is found to have violated the recruiting/undue influence rules.

A student athlete transferring from one school to another shall be ruled ineligible for one year if it is proven that:

- a) The coach of the receiving school coached an out-of-school team or all-star team on which the athlete played prior to the transfer; OR
- b) The coach at the receiving school acted as a private athletic instructor for the transferring athlete, regardless of whether the coach was paid for his services and/or expertise; OR
- c) The student participated in a sports camp or clinic run by a member school and/or its coach(es).
- d) The player who played for a coach at one school (GHSA member or non-member) and subsequently followed that coach when he/she moved to a GHSA school or changed school within the GHSA membership. (This is not applicable to dependent children of the coach.)
- e) The situations cited in this by-law are considered to be violations even if a bona fide move has occurred, and the hardship appeal procedures are available for the demonstration that undue influence has not occurred.

A booster shall be considered to be an extension of the school and must abide by all rules applied to coaches and other school personnel. The following persons or groups may be considered boosters: members of the school's Booster Club; students; alumni; parents; guardians; or relatives of a student or former student; financial donors; donors of time and effort; personal trainers or coaches renting facilities.

**Richmond County School System policy:**

Under long-standing policies of the local Board of Education, the State Board of Education, and accrediting commissions, the principal of the school has been held ultimately responsible for adherence to policies and regulations for not only employees under their supervision, but also the supporting organizations, such as booster clubs, PTA's, etc. Therefore, the principal shall periodically review this prohibition of recruiting with employees under their supervision and with the executive boards and full membership of the supporting organizations. Such reviews shall be done at least annually. The principal shall confer with the Superintendent whenever it is deemed beneficial, but especially when there is reason to believe that evidence of recruiting exists.

Allegations of recruiting practices shall be submitted in writing to the Superintendent of Schools. The Superintendent shall refer such allegation to a committee for investigation. The committee shall be chaired by the central office supervisor heading the department of concern; that is, the Director of Athletics for athletics recruiting, the Coordinator of Music for band and other music recruiting. Other members of the committee shall consist of the principals of the high schools with the principal(s) of the school(s) involved in the allegation not taking part in the decision of the committee acting on the allegation. The committee will make recommendation to the Superintendent and the Board of Education.

# **SPORTSMANSHIP**

# **RICHMOND COUNTY SCHOOL SYSTEM**

## **SPORTSMANSHIP ANNOUNCEMENT**

*The following announcement is to be read as a public address announcement prior to the start of all athletic contests.*

“The Richmond County School System and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all RCSS sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted.

Thank you for your cooperation in the promotion of good sportsmanship at today’s event.”

Mr. Scott McClintock  
System Athletic Director



# ***GOOD SPORTS ARE WINNERS!***

## **SPORTSMANSHIP EXPECTATIONS**

### ***OF THE COACH.....***

- ❖ Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- ❖ Respect the integrity and personality of the individual athlete.
- ❖ Abide by and teach the rules of the game in letter and spirit.
- ❖ Set a good example for players and spectators to follow.
  - Please refrain from arguments in front of players and spectators.
  - No gestures which indicate an official or opposing coach does not know what he/she is doing or talking about.
  - No throwing of any object in disgust.
  - Shake hands with the officials and the opposing coaches before and after the contest in full view of the public.
- ❖ Respect the integrity and judgement of game officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgement, will make a positive impression of you and your team in the eyes of all people attending the event.
- ❖ Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
- ❖ Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the #1 priority.
- ❖ Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.

### ***OF THE STUDENT ATHLETE.....***

- ❖ Accept and understand the seriousness of your responsibility, and the privilege of representing the school and the community.
- ❖ Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- ❖ Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- ❖ Treat opponents the way you would like to be treated, as a guest or friend. *\*Who better than you can understand all the hard work and team effort that is required of your sport? \**
- ❖ Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- ❖ Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of you and your team in the eyes of the officials and all people attending the event.

### ***OF THE CHEERLEADERS.....***

- ❖ Try to understand the seriousness and responsibility of your role, and the privilege of representing the school and community.
- ❖ Learn the rules of the game thoroughly. This will assist you in a better understanding and appreciation of the game.

- ❖ Treat opposing cheerleaders the way you would like to be treated, as a guest or friend.
- ❖ Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- ❖ Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to your spectators.
- ❖ Select positive cheers which praise your team without antagonizing the opponents.
- ❖ Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- ❖ Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
- ❖ Give encouragement to injured players and recognition to outstanding performances for both teams.
- ❖ Respect the integrity and judgement of game officials. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of your team and the community in the eyes of the officials and all people attending the event.

***OF OTHER STUDENT GROUPS (PEP CLUBS, BAND, ETC.).....***

- ❖ Establish themselves as leaders in their conduct before, during and after contests and events. *ALWAYS PROVIDE POSITIVE SUPPORT.*
- ❖ Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization and involvement.
- ❖ Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
- ❖ Conduct themselves in an exemplary manner. *\*Remember, you represent your school both home and away.*
- ❖ Respect the integrity and judgement of game officials. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of your group, your team and the community in the eyes of all people attending the event.
- ❖ Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

***OF SPECTATORS.....***

- ❖ Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in a classroom.
- ❖ A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- ❖ Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- ❖ Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in our own home.
- ❖ Respect the integrity and judgement of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.
- ❖ Recognize and show appreciation for an outstanding play by either team.
- ❖ Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, and during games, and afterwards on or near the site of the event (i.e. tailgating).
- ❖ Use only those cheers that support and uplift the teams involved.
- ❖ Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.

- ❖ Be a positive behavior role model through your own actions and by censuring those around you at the event whose behavior is unbecoming.

#### ***OF SCHOOL ADMINISTRATORS.....***

- ❖ Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and the state association.
- ❖ Provide appropriate supervisory personnel for each interscholastic event.
- ❖ Support participants, coaches and fans who teach and display good sportsmanship.
- ❖ Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- ❖ Attend events whenever possible and function as a model of good sportsmanship.

#### ***ACCEPTABLE BEHAVIOR.....***

- ❖ Applause during introduction of players, coaches and officials.
- ❖ Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
- ❖ Accept all decisions of officials.
- ❖ Cheerleaders lead fans in positive yells in a positive manner.
- ❖ Handshakes between participants and coaches at end of contests, regardless of outcome.
- ❖ Treat competition as game, not a war.
- ❖ Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- ❖ Applause at end of contest for performances of all participants.
- ❖ Everyone showing concern for an injured player, regardless of team.
- ❖ Encourage surrounding people to display only sportsmanlike conduct.

#### ***UNACCEPTABLE BEHAVIOR.....***

- ❖ Yelling or waving arms during opponent's free throw attempt.
- ❖ Disrespectful or derogatory yells, chants, songs or gestures.
- ❖ Booing or heckling an official's decision.
- ❖ Criticizing officials in any way; displays of temper with an official's call.
- ❖ Yells that antagonize opponents.
- ❖ Refusing to shake hands or give recognition for good performances.
- ❖ Blaming loss of game on officials, coaches or participants.
- ❖ Laughing or name-calling to distract an opponent.
- ❖ Use of profanity or displays of anger that draw attention away from the game.
- ❖ Doing own yells instead of following lead of cheerleaders.



# **SUDDEN CARDIAC ARREST PREVENTION**

## **SUDDEN CARDIAC ARREST PREVENTION**

The Georgia Senate unanimously passed Senate Bill 60, also known as the Jeremy Nelson and Nick Blakely Sudden Cardiac Arrest Prevention Act.

The bill requires schools to hold two informational meetings with student-athletes' parents/guardians each year to discuss signs that indicate sudden cardiac arrest may be coming. Coaches must also complete training to recognize symptoms of cardiac arrest before they can coach an interscholastic athletic activity.

In accordance with Georgia law:

(1) Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes:

- The Early Warning Signs
- How to Recognize Sudden Cardiac Arrest
- Learn Hands-Only CPR

This sheet must be signed by the parent/guardian of each athlete, each athlete and a copy kept on file at the school.

(2) Each school must hold an information meeting twice per year regarding the symptoms and warning signs of sudden cardiac arrest. At such informational meetings, an information sheet on sudden cardiac arrest symptoms and warning signs shall be provided to each student's parent or guardian. In addition to students, parents or guardians, coaches and other school officials, such informational meetings may include physicians, pediatric cardiologists and athletic trainers.

# Prevent Sudden Cardiac Death

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## 3 Simple Steps to Protect Your Family

### 1: Learn the Early Warning Signs

If you or your child has had one or more of these signs, see your primary care physician:

- Fainting suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones
- Unusual chest pain or shortness of breath during exercise
- Family members who had sudden, unexplained and unexpected death before age 50
- Family members who have been diagnosed with a condition that can cause sudden cardiac death, such as hypertrophic cardiomyopathy (HCM) or Long QT syndrome
- A seizure suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones

### 2: Learn to Recognize Sudden Cardiac Arrest

If you see someone collapse, assume he has experienced sudden cardiac arrest and respond quickly. This victim will be unresponsive, gasping or not breathing normally, and may have some jerking (Seizure like activity). Send for help and start CPR. You cannot hurt him.

### 3: Learn Hands-Only CPR

Effective CPR saves lives by circulating blood to the brain and other vital organs until rescue teams arrive. It is one of the most important life skills you can learn – and it's easier than ever.

- Call 911 (or ask bystanders to call 911 and get an AED)
- Push hard and fast in the center of the chest. Kneel at the victim's side, place your hands on the lower half of the breastbone, one on top of the other, elbows straight and locked. Push down 2 inches, then up 2 inches, at a rate of 100 times/minute, to the beat of the song "Stayin' Alive."
- If an Automated External Defibrillator (AED) is available, open it and follow the voice prompts. It will lead you step-by-step through the process, and will never shock a victim that does not need a shock.

Project S.A.V.E. works to ensure that schools across Georgia are trained and prepared to handle a sudden cardiac arrest. Make sure that wherever your child plays, practices, or goes to school is heart-safe. Learn more at [choa.org/projectsave](http://choa.org/projectsave) or email [richard.lamphier@choa.org](mailto:richard.lamphier@choa.org).

Learn more about Hands-only CPR at [www.heart.org/hands-onlyCPR](http://www.heart.org/hands-onlyCPR)

# Georgia High School Association

## Student/Parent Sudden Cardiac Arrest Awareness Form

SCHOOL: \_\_\_\_\_

**1: Learn the Early Warning Signs**

If you or your child has had one or more of these signs, see your primary care physician:

- ✓ Fainting suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones
- ✓ Unusual chest pain or shortness of breath during exercise
- ✓ Family members who had sudden, unexplained and unexpected death before age 50
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**3: Learn Hands-Only CPR**

Effective CPR saves lives by circulating blood to the brain and other vital organs until rescue teams arrive. It is one of the most important life skills you can learn – and it’s easier than ever.

- ✓ Call 911 (or ask bystanders to call 911 and get an AED)
- ✓ Push hard and fast in the center of the chest. Kneel at the victim’s side, place your hands on the lower half of the breastbone, one on top of the other, elbows straight and locked. Push down 2 inches, then up 2 inches, at a rate of 100 times/minute, to the beat of the song “Stayin’ Alive.”
- ✓ If an Automated External Defibrillator (AED) is available, open it and follow the voice prompts. It will lead you step-by- step through the process, and will never shock a victim that does not need a shock.

***By signing this sudden cardiac arrest form, I give \_\_\_\_\_ High School permission to transfer this sudden cardiac arrest form to the other sports that my child may play. I am aware of the dangers of sudden cardiac arrest and this signed sudden cardiac arrest form will represent myself and my child during the 2021-2022 school year. This form will be stored with the athletic physical form and other accompanying forms required by the \_\_\_\_\_ School System.***

***I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.***

\_\_\_\_\_  
***Student Name (Printed)***

\_\_\_\_\_  
***Student Name (Signed)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Parent Name (Printed)***

\_\_\_\_\_  
***Parent Name (Signed)***

\_\_\_\_\_  
***Date***

(Revised: 3/21)





# **CATASTROPHIC INJURIES OR ILLNESSES**

## **CATASTROPHIC INJURIES AND ILLNESSES**

The National Center for Catastrophic Sport Injury Research (NCCSIR) is a research center that tracks severe sports injuries in the United States. NCCSIR is located at the University of North Carolina at Chapel Hill. It has tracked fatalities and catastrophic injuries for all sports in high schools, including cheerleading, across the nation since 1982.

Many important decisions such as rule changes, equipment changes, insurance changes, etc. are based on the data collected by NCCSIR. It is essential that any catastrophic injuries or illness be reported for these purposes.

### **Catastrophic athletic injuries, illnesses, and medical conditions are defined as:**

1. Fatalities
2. Permanent disability injuries
3. Serious injuries (fractured spine/neck or serious head injury) even though the athlete has full recovery
4. Temporary or transient paralysis (athlete has no movement for a short time but has a complete recovery)
5. Heat stroke or exertional sickling due to exercise
6. Sudden cardiac arrest or death in a student-athlete (even if not directly related to athletics)

The National Center for Catastrophic Sport Injury Research (NCCSIR) has developed a national site where anyone can report a catastrophic injury or illness event: **[sportinjuryreport.org](https://www.sportinjuryreport.org)**

Any fatality or catastrophic event occurring in any member school should be reported as follows:

1. *Notify NFHS and NCCSIR about the event.* Once notified, NFHS will email a notice of event and reporting packet to the State Association Executive Director.
2. *Contact school to complete an initial surveillance report at **[sportinjuryreport.org](https://www.sportinjuryreport.org)**.* The State Association Executive Director forwards the reporting packet to their member school
3. *Member school reports event and provides contact information for athlete and parent/guardian.* School representatives will be asked to complete a brief surveillance form about the event. The form will only take about 10 minutes to complete and may be completed online (<https://www.sportinjuryreport.org/>) or by phone (919) 843-8357. Schools are also asked to provide contact information for the athlete and their family to NCCSIR.

Once the surveillance report and contact information is received, NCCSIR will send the athlete and their parent/guardian information about the study and consent forms to provide additional details about the event. NCCSIR will contact the school for additional information if needed.

For questions about this project or about the NCCSIR, please contact Dr. Kristen Kucera, Director by email ([KKucera@email.unc.edu](mailto:KKucera@email.unc.edu)) or by phone (919) 843-8357.

# National Center for Catastrophic Sport Injury Research

The *mission* of the National Center for Catastrophic Sport Injury Research (NCCSIR) is to conduct surveillance of catastrophic injuries and illnesses related to participation in organized sports in the United States at the professional, collegiate, high school, and youth levels of play.



**National Center for  
Catastrophic Sport Injury Research**

The **goal** of the Center is to improve the prevention, evaluation, management, and rehabilitation of catastrophic sports-related injuries.

The most common types of fatal events are acute trauma to the head/neck/spine, exertional-related heat events, exertional-related cardiac events, and disruption of cardiac rhythm due to blunt chest impacts (commotio cordis).

National surveillance of catastrophic sports-related injuries conducted by the National Center for Catastrophic Sports Injury Research (NCCSIR) over the last thirty years has facilitated the introduction of numerous sports safety interventions.

## The Consortium for Catastrophic Injury Monitoring in Sport

Was created to develop a stronger national active surveillance program to improve reporting and monitoring of these catastrophic sports injuries.

The Consortium is a partnership between several different institutions and programs. It is divided into three research divisions corresponding to the major types of catastrophic injuries.

### Research Partners

- Datalys Center, Inc.—Christine Collins, PhD
- University of Colorado—Dawn Comstock, PhD
- Injury Prevention Research Center, UNC-Chapel Hill—Steve Marshall, PhD & Zachary Kerr, PhD, MPH
- University of Maryland—Dave Klossner, PhD, ATC
- Lebanon Valley College—Tom Dompier, PhD, ATC

### Funding Partners

- American Football Coaches Association (AFCA)
- American Medical Society for Sports Medicine (AMSSM)
- National Athletic Trainers' Association (NATA)
- National Collegiate Athletic Association (NCAA)
- National Federation of State High School Associations (NFHS)
- National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### To contact the NCCSIR:

**Director:** Kristen Kucera, PhD, MSPH, ATC

**Medical Director:** Robert Cantu, MD

**Research Asst:** Randi DeLong, MPH

**Email:**

nccsir@unc.edu

**Phone:** 919-843-8357

## Consortia Research Divisions

### Exertional Injuries - Douglas Casa, PhD, ATC

- Heat
- Sickling
- Asthma
- Diabetes



### Traumatic Injuries - Johna Register-Mihalik, PhD ATC & Kevin Guskiewicz, PhD ATC

- Head
- Spine
- Internal organ
- Lightning



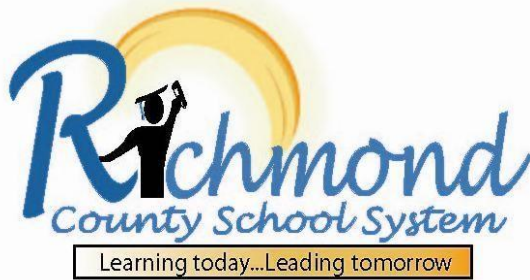
### Cardiac Injuries - Jonathan Drezner, MD

- Sudden cardiac arrest
- Sudden cardiac death



Report a catastrophic sport injury event at:  
<https://www.sportinjuryreport.org>

# HEAT SAFETY



Dear Parent,

The Executive Committee of the Georgia High School Association passed By-Law 2.67 establishing a policy that would modify practice schedules during times of extreme high temperatures and humidity. Every school must have a policy related to practice in extreme heat conditions, and a copy of the policy must be given to every athlete's parent(s). The parent must also sign the bottom of this letter stating that you have received a copy of Richmond County's Policy and Guidelines for Middle and High School Students to Prevent Heat Related Illnesses.

For several years, the Richmond County School System has had a policy related to practice during extreme heat. The guidelines within the Heat Safety section of the Athletics Handbook refer only to coaches when they are performing coaching duties. It does not cover nor is it intended to cover the duties of anyone during their role as a teacher. If at any time you feel that a coach is not abiding by our policy, please contact the school's Principal or you may call me at (706) 826-1126.

Thank you for your cooperation.

Sincerely,

Scott McClintock  
Director of Athletics  
Richmond County School System

I am the parent or legal guardian of \_\_\_\_\_, who is a student at \_\_\_\_\_ school.

I understand the Richmond County School System has developed a policy related to the Prevention of Heat Related Illnesses. This policy is in accordance with By-Law 2.67 of the Georgia High School Association, and that I have received a copy of that policy.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## HEAT SAFETY GUIDELINES

Exertional heat illness is a term commonly used to describe medical conditions including heat cramps, heat syncope, heat exhaustion, and heat stroke. These conditions most commonly occur in hot and humid environments. Additional conditions such as hyponatremia and exertional sickling (in individuals possessing the sickle cell trait) can also be included as conditions often related to exertional heat illnesses. Although these conditions most commonly occur while exercising in heat and humidity, they can also occur in the absence of these environmental factors. **Due to this fact there will always be some risk associated with participation in athletic activities.** However, the implementation of an effective set of guidelines for athletic participation in hot and humid environments can reduce this associated risk. Guidelines should include plans for education of conditions and implementing appropriate practice and competition modifications as well as providing hydration recommendations for coaches and athletes to follow.

### By-Law 2.67 – “Practice Policy for Heat and Humidity”

#### 2.67 Practice Policy for Heat and Humidity:

- (a) Schools must follow the statewide policy for conducting practices and voluntary conditioning workouts (this policy is year-round, including during the summer) in all sports during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to:
- (1) The scheduling of practices at various heat/humidity levels.
  - (2) The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels. (3) The heat/humidity levels that will result in practice being terminated.
- (b) A scientifically-approved instrument that measures the Wet Bulb Globe Temperature must be utilized at each practice to ensure that the written policy is being followed properly. WBGT readings should be taken every hour, beginning 30 minutes before the beginning of practice.

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#### WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES

Under 82.0 Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.

82.0 - 86.9 Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.

87.0 - 89.9 Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level **during** practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.

90.0 - 92.0 Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

Over 92.0 No outdoor workouts. Delay practice until a cooler WBGT level is reached.

- 
- (c) Practices are defined as: the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the practice or workout area until players leave that area. If a practice is interrupted for a weather-related reason, the “clock” on that practice will stop and will begin again when the practice resumes.
- (d) Conditioning activities include such things as weight training, wind-sprints, timed runs for distance, etc., and may be a part of the practice time or included in “voluntary workouts.”
- (e) A walk-through is not a part of the practice time regulation, and may last no longer than one hour. This activity may not include conditioning activities or contact drills. No protective equipment may be worn during a walk-through, and no full-speed drills may be held.
- (f) Rest breaks may not be combined with any other type of activity and players must be given unlimited

access to hydration. These breaks must be held in a “cool zone” where players are out of direct sunlight. (g) When the WBGT reading is over 86, ice towels and spray bottles filled with ice water should be available at the “cool zone” to aid the cooling process AND cold immersion tubs must be available for the benefit of any player showing early signs of heat illness. In the event of a serious EHI, the principle of “Cool First, Transport Second” should be utilized and implemented by the first medical provider onsite until cooling is completed (core temperature of 103 or less).

## ACCLIMATIZATION

Fall sports are often faced with extreme heat and humidity during pre-season and the regular season. This is especially true in the Southeastern United States. Couple this with the fact that many athletes will report for preseason activities having done little over the summer to prepare for the physical demands of their sport, and acclimatization becomes a significant factor in conducting a safe preseason. Acclimatization is a period of gradual introduction to conditioning and practicing in the heat and humidity with a gradual increase in the equipment worn during this time period. Research supports a period of 10 – 14 days for safe acclimatization. The following plan has been adapted from recommendations developed by a panel of experts and supported by the American College of Sports Medicine (ACSM), and the National Federation of State High School Associations (NFHS).

	Practices should never exceed six consecutive days.
	Single practice sessions should not exceed three hours total duration.
	Multiple practice sessions within one day should not exceed five hours total duration combined and should <u>not</u> be introduced in the first week.
<b>PRACTICE #1-3</b>	Single practice session Helmets only Duration not to exceed 3 hours No contact allowed
<b>PRACTICE #4-6</b>	Single practice session Shells only NO LIVE CONTACT Duration not to exceed 3 hours total
<b>PRACTICE #7</b>	Full pads Live contact introduced Practice duration not to exceed 3 hours total
<b>PRACTICE #8-13</b>	Multiple sessions allowed on a two-a-day, one-a-day alternating schedule Duration not to exceed 5 hours total – minimum 3 hours rest between sessions
	Scrimmages should not be scheduled before practice day 11

## DEFINITIONS:

1. **PRACTICE:** the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the field until they leave.
2. **WALK THROUGH:** this period of time shall last no more than one hour, is not considered to be a part of the practice time regulation, and may not involve conditioning or weight-room activities. Players may not wear protective equipment.



## Gatorade Heat Safety Package

1. The Four Downs of Heat Safety
2. Tips to Hydrate and Fuel for the Football Season
3. Preventing Heat-Related Illnesses

### The "4 Downs" of Heat Safety

Know the plays of heat safety

- 1** **Prevent** – Know how to avoid heat illness, identify the warning signs and treat the symptoms
- 2** **Prepare** – Acclimate to the heat and hydrate BEFORE you get to practice
- 3** **Proper Hydration** – Choose sports drinks to replace electrolytes, especially the sodium lost in sweat
- 4** **Plan** – Have an emergency plan and keep a cool pool nearby to immerse players suffering from heat stroke

*For more information,  
please consult [www.gssiweb.org](http://www.gssiweb.org)*

**KENDRICK FINCHER**  
MEMORIAL FOUNDATION

**GATORADE**  
SPORTS  
SCIENCE  
INSTITUTE



## **Tips to Hydrate and Fuel for the Football Season**

Football is a game of strength, speed and skill – all of which can be affected by what, when and how much an athlete eats and drinks. To stay safe on the field and ready to perform, athletes must approach staying properly fueled with the same level of intensity they bring to practice and competition. Hydration plays a vital role in helping athletes get the fuel they need to achieve peak performance. These tips will help keep athletes safe and in the game.

All athletes benefit from optimal hydration. This is not just a game day issue, but a daily priority. To prevent dehydration, especially in hot, humid conditions, athletes need to drink enough of the right fluids, including during physical activity.

Sports drinks give athletes fluid to rehydrate, carbohydrates to fuel muscles, and electrolytes like sodium to help maintain fluid balance and help prevent cramping. Sports drinks also taste good which encourages drinking to stay properly hydrated.

Coaches should weigh athletes before and after practices to determine individual fluid losses and monitor them to ensure they replace every pound lost with approximately 20 ounces of fluid.

Athletes should check the color of their urine. If it's pale like lemonade, that's a good sign of hydration. If it's dark like apple juice, they need more fluids

For more information, please visit **[www.gssiweb.org](http://www.gssiweb.org)**

## **Preventing Heat-Related Illnesses**

**Heat Illness, Warning Signs & Response** Heat-related illnesses are caused when an individual is subjected to extreme temperatures and humidity, and is unable to cool down. Dehydration also can be a factor. Dehydration makes it more difficult for your body to function properly and takes a toll on your performance.

The acute warning signs of heat illness can include nausea, headache, weakness, fainting, poor concentration, flushed skin, light headedness, loss of muscle coordination, fatigue, and vomiting. Coaches working with kids should know children may be less tolerant of heat stress than adults, and may be at greater risk for heat illness.

Some athletes may experience heat cramps. This type of cramp is the tightening and spasms experienced in muscle. It is often preceded by heavy sweating and large electrolyte losses. If an athlete is experiencing heat cramps, he or she should stop the activity, find a cool spot to gently stretch and massage the muscle, and drink appropriate fluids like sports drinks that contain important electrolytes including sodium.

Heat exhaustion is another type of heat illness. Conditions and signs of this problem can include profuse sweating, dehydration, fatigue, lightheadedness, rapid pulse, and low blood pressure. Body temperature may be slightly elevated. If heat exhaustion is suspected, the athlete should lie in a cool place with legs elevated, have cool, wet towels applied to the body, drink cool fluids, and have someone monitor their vital signs. With heat exhaustion, often the ill athlete feels better when he or she rests in a cool place and replenishes fluids by drinking cool liquids. Continue to monitor the athlete. If signs are present that the illness is severe or progressing, activate the emergency action plan and follow the emergency action steps, Check-Call-Care. Check the player for signs. Call 911 or the local emergency number immediately. Have someone administer your emergency care plan.

Heat stroke is the most serious heat-related illness. With heat stroke an athlete will have a high body temperature – 104° F or higher - and could have red, hot, dry or moist skin, vomit, be incoherent or lose consciousness, have shallow breathing and/or a weak pulse. He or she might experience mild shock, convulsions, or a coma, and can die from heat stroke. If he or she goes into respiratory or cardiac arrest, begin rescue breathing or CPR, as appropriate. Cool by any means possible, as quickly as possible. Place player in an ice bath, or apply ice bags to the body, or (if ice is not available) continually place very cold towels on the body of the player. While treating, call for emergency medical services (EMS) and continue cooling and monitoring the player while awaiting EMS.

**What Coaches Should Know** When players are practicing or competing, coaches should follow the following steps to help prevent heat-related illnesses:

- Allow 10-14 days for adjusting to warmer climate/temperatures
- Reduce intensity and/or length of training with high temperatures and/or humidity
- Schedule practice during cooler times of day
- Schedule and enforce frequent drink breaks and rest periods
- Remove pads and practice in T-shirts and shorts

Overexposure to high temperature and humidity can cause heat-related illnesses. The National Weather Service issues heat alerts when the daytime heat index (a combination of temperature and humidity) is 105° F or more, which can dramatically increase the risk of the most serious heat-related illnesses. At 80-105° F, fatigue and heat stroke are also possible with prolonged exposure. Athletes playing in the heat for long periods of time wearing protective padding are especially at risk.

Primary contributors to heat-related emergencies include:

Heat and high humidity

Extreme physical exertion

Layered or rubberized clothing

Inadequate fluid intake

Certain types of athletes might be at a higher risk for heat-related illness and should be monitored closely. These types of players include those with a prior history of heat illness, overweight or obese players, and those with a medical history of gastrointestinal, diabetic, kidney, or heart problems. They require special attention by coaches and quick action if any symptom of heat illness is noticed.

When necessary, coaches should instruct players to do the following:

Wear net-type jerseys

Wear T-shirts and shorts, not pads, as they acclimate to the heat

Remove helmets when not playing or scrimmaging

Avoid wearing sweatshirts and excess clothing

Change sweat-soaked clothing

Take frequent breaks and drink to match sweat losses

Without taking precautionary measures, a player might experience a heat-related illness. In some cases, they might be unaware he is experiencing this condition and continue practicing. Coaches should periodically check players during practice or workouts for symptoms related to heat exhaustion.

### **Hot Weather Safety Tips**

An important step in avoiding heat illness is adjusting practice or game length and intensity to the environmental conditions. Temperature and humidity combine to create conditions that can produce heat illness and dehydration.

An air temperature of 95 degrees Fahrenheit is high risk regardless of the humidity.

An air temperature of 85 degrees Fahrenheit and humidity of 60 percent or above.

An air temperature of 75 degrees Fahrenheit and humidity of 90 percent or above.

### **Hydration Guidelines**

- Flavored, cold, lightly salted, sports drinks improve voluntary fluid replacement by players, especially the younger athletes
- Ideally, a player should be fully hydrated before beginning practice or competition. Fluids lost through sweat and breathing should be replaced by fluid consumption including during workouts and games (physical activity).
- During activity, players should have unrestricted access to appropriate fluids. Thirst is not a good indicator of the need to hydrate.
- The best approach, particularly in hot environments, is to have players weigh in and out each day to help determine adequate fluid replacement needs. Following a competition or workout, the coach should have players weigh out and drink enough to match their weight loss. Remember 16 ounces is one pound. For each pound that the player did not replace, the player may need to consume 20-24 ounces to fully rehydrate for the next training session.
- Players should consume food and drinks that contain a liberal amount of salt. Sports drinks provide some benefit over water because they give athletes fluid to rehydrate, carbohydrates to fuel muscles, and important electrolytes like sodium to help maintain fluid balance.
- Ideally, a player should be fully hydrated before beginning practice or competition. Fluids lost through sweat and breathing should be replaced by fluid consumption

## **GHSA HEAT POLICY – FREQUENTLY ASKED QUESTIONS**

### **WHEN DOES THE HEAT POLICY STOP?**

Some aspects of the heat policy are always in effect regardless of the sport. The limitations in By-law 2.67 (Practice Policy for Heat and Humidity) are in effect anytime the Wet Bulb Globe Temperature (WBGT) reading registers in an elevated level. The limitation on activities that are on the published chart must be followed.

### **WHAT IS THE WBGT?**

The Wet Bulb Globe Temperature reading is a composite temperature used to estimate the effect of air temperature, humidity, and solar radiation on the human body. The reading is expressed in degrees, but should not be equated with degrees of air temperature. For example: A WBGT reading of 92 is somewhat comparable to a Heat Index reading of 104-105 degrees.

A Heat index reading merely reflects the combination of heat and humidity as “how hot it feels” on a person who is normally dressed and not involved in strenuous activity. Therefore, the Heat Index has little relevance to a football practice setting.

### **HOW FREQUENTLY SHOULD WBGT READINGS BE TAKEN IN PRACTICE?**

The reading should be taken every hour, beginning 30 minutes before the scheduled beginning of practice to determine what levels of activity are permissible – or if the practice will need to be postponed until the WBGT reading gets to an acceptable level. An early practice with temperatures increasing during the practice time may require several readings being taken. A late afternoon or evening practice with temperatures decreasing during the practice time should not require additional readings. The important thing is that the risks to the players are being monitored appropriately.

### **WHY DOES THE HEAT POLICY APPLY TO PRACTICES AND NOT TO GAMES?**

The researchers who conducted the 3-year study on heat illness agreed with the GHSA administrators that there are enough built-in opportunities for players to get rest and hydration breaks during the course of a game. Everyone on the team is not participating intensely at one time. Officials and coaches are available to monitor 22 players in a game setting, while coaches may have 100 or more players to monitor during a practice setting.

It is important to remember that scrimmages are practices and they do fall under the heat policy guidelines. These interscholastic contests often occur early in the acclimatization process and extra attention needs to be given to player well-being.

### **WHAT CONSTITUTES A “CONDITIONING ACTIVITY”?**

Conditioning activities involve weight-training, wind sprints, timed runs for distance and other such things. Whether these activities are done before or after a practice, they are considered to be a part of the practice and must be figured into the time restrictions. The heat policy should be in effect for “voluntary conditioning” programs since statistics at both high school and collegiate levels indicate that a large percentage of serious heat illness episodes occur during these activities.

### **WHAT ARE “WALK-THROUGHS”, WHEN MAY THEY BE HELD?**

Walk-throughs are not considered a part of a practice since they have so many limitations placed on them. A walk-through session may last no longer than one hour. During a walk-through period, players may not wear protective equipment so no contact drills may be held. No conditioning activities may be held during a walk-through period. A walk-through may not be held on a day when there are two practices being held. These sessions are designed to work on offensive and defensive schemes and techniques without being involved in contact work.

## **ADDITIONAL INFORMATION FOR INSTITUTIONAL HEAT POLICY**

The GHSA Executive Committee specified that each head coach must publish a document outlining the GHSA Heat Policy and then sign that document before distributing it to parents and guardians of all players at the beginning of each season. It is important that coaches go over this information with their players in addition to sending the signed policy statement home to the parents/guardians. There will be no standardized document created by the GHSA, because many schools intend to add other information for distribution at the same time.

The following information **MUST** be included to accurately describe the GHSA Institutional Heat Policy:

1. **FOR ALL SPORTS:** The information found under the title of “Practice Policy for Heat and Humidity” on the GHSA website under Sports Medicine.
2. **FOR FOOTBALL:** Information found under in the Coaches Handbook on page 5, item D (1-2).

The information that is specified above may not be modified in any way; however, additional information about school procedures may be added.



## GEORGIA HIGH SCHOOL ATHLETIC ASSOCIATION HEAT INDEX MEASUREMENT AND RECORD

SCHOOL: \_\_\_\_\_

SPORT: \_\_\_\_\_

DATE	TIME	TEMPERTATURE	HUMIDITY	WBGT READING	ACTIVITY REVISION	SIGNATURE

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
<b>UNDER 82.0</b>	Normal activities – Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout.
<b>82.0 – 86.9</b>	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of 4 minutes duration each.
<b>87.0 – 89.9</b>	Maximum practice time is 2 hours. <u>For Football</u> : players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. If the WBGT rises to this level <b>during</b> practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : provide at least four separate rest breaks each hour of a minimum of 4 minutes each.
<b>90.0 – 92.0</b>	Maximum length of practice is 1 hour. <u>For Football</u> : no protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : there must be 20 minutes of rest breaks distributed throughout the hour of practice.
<b>OVER 92.0</b>	NO OUTDOOR WORKOUTS. Delay practice until a cooler WBGT level is reached.

**GUIDELINES FOR HYDRATION AND REST BREAKS:**

1. Rest breaks may not be combined with any other type of activity and players must be given unlimited access to hydration.
2. These breaks must be held in a “cool zone” where players are out of direct sunlight.
3. When the WBGT reading is over 86, ice towels and spray bottles filled with ice water should be available at the "cool zone" to aid the cooling process AND cold immersion tubs must be available for the benefit of any player showing early signs of heat illness.
4. In the event of a serious EHI, the principal of “Cool First, Transport Second” should be utilized and implemented by the first medical provider onsite until cooling is completed (core temperature of 103 or less).
5. For football, helmets should be removed during rest time.

# **INJURY MANAGEMENT**

## A GUIDE TO EXAMINATION OF THE UNCONSCIOUS ATHLETE

### Precautions:

- Suspect a head or neck injury – Whenever there is loss of consciousness **ALWAYS SUSPECT A SERIOUS HEAD OR NECK INJURY** and take proper precautions in stabilizing and transporting the victim.
- Head immobilization – One person should immediately place one hand on either side of the victim’s head to stabilize the neck until the examination is complete.
- Protective equipment – **DO NOT** remove the helmet of an athlete. In case resuscitative measures become necessary, the facemask should be removed by a trained professional. The facemask should be removed with a cordless screwdriver. If that does not remove the helmet, anvil pruners may be used to cut the facemask clips.
- Stimulants – **DO NOT** use ammonia inhalants to arouse the victim since the fumes may cause a reflex head jerk and complicate a possible neck injury.
- Fluids – **DO NOT** give the unconscious victim liquids or food of any kind.
- Transport – Should it become necessary to transport the victim, a spine board/back board should be used. Proper procedures for stabilizing the head, for rolling and lifting the body, and for transporting to the emergency facility must be followed.
- Time – Never feel obligated to rush the evaluation. The initial evaluation should be conducted at the site where the athlete went down.

### Evaluation (Unconscious State)

When loss of consciousness occurs in an athlete, IMMEDIATELY call 911. For schools with athletic trainers, summon them immediately.

- Consciousness level – If unconscious, rapidly assess the victim’s status and treat any life threatening conditions first. Stabilize the victim and evaluate for the conditions listed below.
- Breathing – If not breathing begin resuscitation; use jaw thrust method instead of neck hyperextension. If in a prone position use procedures to roll victim onto the back.
- Pulse – The pulse should be strong and steady. If rapid and weak, this could indicate shock, diabetic coma, or heat exhaustion. If rapid and strong, may indicate heat stroke. A slow, strong pulse might indicate head injury or stroke. Watch for an increase in heart rate and increase in blood pressure which may indicate intracranial bleeding, usually accompanied by respiratory depression. If no pulse, begin CPR and stabilize.
- Bleeding – Control any profuse bleeding. Apply pressure directly to the wound with a clean, sterile dressing or, if necessary, apply compression to the major artery supplying the areas.
- Deformity – Systematically move down the body and make bilateral comparisons. Palpate along the cervical spine by gently feeling along back of the neck from base of the skull to just below the seventh cervical vertebrae (the “bump” at the base of the neck) and note any deformity, tenderness, or pain.
- Lacerations to head – In those instances when the head has not been protected by a helmet, look for swelling and/or deformity over the injury site. A laceration or depression may be indicative of a skull fracture.
- Fluids from nose, ears – A clear straw-colored fluid leaking from the ears or nose may indicate cerebrospinal fluid loss secondary to a skull fracture. A glucose-indicator stick (often used to test urine) will be “positive” if cerebrospinal fluid is present.
- Skin color, temperature – The color of light skin tones may help determine the nature of the injury. Red or flushed skin may indicate heatstroke, diabetic coma, or high blood pressure. White, pale skin may be indicative of heat exhaustion, insulin shock, hemorrhaging, or shock. A bluish tint to the skin may be a sign of obstructed airway or heart complication due to insufficiently oxygenated blood. For dark skinned individuals check nailbeds, the inside of the lips and mouth, and the tongue for similar signs.
- Pupillary reaction – Pupil size should be the same although some individuals normally have one pupil of a different size; may help to compare with another player’s eyes. Check pupillary reflex as light source (using a penlight or covering the eye with a hand) is added and taken away. Look for slow accommodation or inability to accommodate.



- Reflexes – The individual should demonstrate normal reflex action tested at the biceps tendon within the cubital fossa of the elbow, the triceps tendon where it crosses the olecranon fossa, the infra-patellar tendon at the knee, and the Achilles tendon posterior to the ankle. Normal movements should be demonstrated in reaction to a strong stimulus. The Babinski reflex test is a positive indicator of brain trauma. When a pointed instrument is run across the lateral aspect of the sole of the foot from heel to toe, the toes should curl downward. A “positive” sign is indicated by the great toe extending or the other toes spreading.

### Evaluation (Conscious State)

- Level of Consciousness – The victim should awaken to his name although a light shaking, a light pain stimulus (using a thumbnail), or stronger stimulus may be needed. If conscious, determine if the victim is disoriented, restless, or combative. Irrational behavior or loss of emotional control may be the result of disruption of normal cerebral function.
- Mental Orientation & Speech Patterns – Check for retrograde amnesia (loss of memory for events immediately prior to injury) by asking the athlete to state where he is and what happened at the time of injury. With global amnesia the athlete would also have no recollection of his name, age, family, etc. Continue to evaluate orientation by asking the athlete to count backwards from 50 by 7’s. Obtain a “history” of the individual: Ever knocked-out or had his “bell rung”? How long was he “out”? How many times had this happened? When articulating, speech should be clear and appropriate.

Next, ask the athlete to describe any:

- Headache – How severe is the headache? Where is it located? At the point of contact? On opposite side of skull? All over? Knowing how the injury happened and the area of pain will give the examiner a clue as to the type of brain injury, if any. A deceleration type of force, such as when the head strikes the ground may result in pain in an area opposite the point of contact with possible subdural hematoma complications. Acceleration forces to the head, as when a knee strikes the head, may be indicative of a possible epidural hematoma and pain is usually located at the point of contact. A combination of the two is also possible. Always check to see if the headache worsens in severity.
- Dizziness – Note any feeling of dizziness, fainting, unsteadiness or tinnitus (ringing in the ears) which could indicate brain trauma.
- Nausea, vomiting – An increase in intracerebral pressure stimulates the reflex onset of nausea and vomiting.
- Pain – Check where the pain is located and whether it is a sharp or dull sensation. Investigate the site of pain and perform any necessary first aid. Continue to re-evaluate to determine if symptoms become worse.
- Vision problems – Note any blurring of vision or inability to focus.

Next, evaluate:

- Eye Tracking – The victim should be able to follow the examiner’s finger as it moves slowly from left to right and up and down in front of the athlete’s face. Look for nystagmus (involuntary up/down, back/forth, or rotary movement of the eyes) or wandering/lazy eye(s).
- Dermatomes of Upper Extremity – Lightly sweep across the dermatome areas of the neck, arms and upper chest to check sensation; complete the evaluation on both sides of the body. Nerve root irritation at the neck may alter sensation and result in the loss of sensation or feeling of “pins and needles” in the shoulder area, arms or hands.
- Motor Function of Upper Extremity – The athlete should be able to make a fist, rotate the wrist, bend at the elbow, raise the arm, and shrug the shoulder bilaterally. Look for weakness, pain, bilateral incongruity or the inability to move.
- Dermatomes of Lower Extremity – Check dermatomes areas of the abdomen, hips, legs, and feet.
- Motor Function of Lower Extremity – The athlete should be able to curl and extend the toes, dorsiflex, plantar flex, and circumduct at the ankle, flex and extend the knee, and raise the leg bilaterally.

Next, if physical status safely allows, have the athlete:

- Sit Up – Support the athlete as he attempts to sit up. Check to see if dizziness, nausea, pain or any other condition is present or becomes worse. If “yes”, allow a moment for the athlete to accommodate to the position and if problem(s) persists, transport to an emergency facility.
- Stand Up – Same as above.
- Sideline Coordination Tests – See below.

### **Evaluation of Coordination**

The following tests are usually performed on the sideline. If there is any unsteadiness or lack of coordination, the athlete should be allowed to sit or lie down for a few minutes before attempting to perform the tests again.

- Romberg Test – With the feet together and eyes closed, the body should remain still. There should be no swaying or loss of balance. The examiner should position himself to support the athlete if necessary.
- Arms Outstretched – Same as Romberg Test but the athlete attempts to raise the arms to the side at shoulder height. Arms should remain steady. There should be no drifting of the arms and the arms should be raised to same height at same rate of speed. Athlete should be able to resist the motion of the examiner pushing the arms down.
- Finger to Nose – With eyes still closed and arms outstretched, the athlete attempts to touch nose alternately with each hand. Then, with the eyes open, the athlete attempts to touch the examiner’s finger which is placed at various locations in front of the athlete. Look for deviation from path or any unsteadiness.
- Heel to Knee – Same as Romberg Test with arms outstretched but athlete must balance on one foot when the heel is slid up to the knee of the opposite leg. Look for inability to balance or inability to coordinate raising of the heel to knee.
- Heel to Toe – Athlete should be able to walk heel to toe in a straight line. Look for inability to balance or any lack of coordination.

### **Dangers of Concussions**

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Any athlete who exhibits signs, symptoms, or behavior consistent with a concussion should be removed from the contest IMMEDIATELY and should not return to play until cleared by an approved healthcare professional – per NFHS rules.

Player and parental education in this area is crucial. Common signs and symptoms include the following:

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

***A STUDENT/PARENT CONCUSSION AWARENESS FORM must be signed by each athlete and parent/guardian. A copy may be found in the Appendices section of this handbook. Refer to By-Law 2.68 within the GHSA Constitution and By-Laws for additional information.***

**EMERGENCY MEDICAL PLAN**  
**REQUIRED INFORMATION**  
**(Complete Prior to Activity/Event)**

1. The closest working phone is located at: \_\_\_\_\_  
\_\_\_\_\_
2. Keys to access phone are located at: \_\_\_\_\_  
\_\_\_\_\_
3. 911 is / is not (circle one) available. The alternate number to call is: \_\_\_\_\_  
Which will contact: \_\_\_\_\_  
(NAME)
4. The exact address of the activity site is: \_\_\_\_\_  
  
The major cross streets are \_\_\_\_\_ and \_\_\_\_\_  
Which is \_\_\_\_\_ blocks away.
5. The exact entry location for the closest emergency vehicle is: \_\_\_\_\_
6. The distance from emergency vehicle station to activity is \_\_\_\_\_ and normal response time is \_\_\_\_\_.
7. To access the activity area, emergency personnel must pass through \_\_\_\_\_ exterior gate(s) and \_\_\_\_\_ door(s). Keys to unlock these passageways will be at the activity site in the possession of \_\_\_\_\_.  
Number  
(Name)
8. The designated health care provider/first rider for the activity is \_\_\_\_\_ who is a \_\_\_\_\_.  
(Name)  
(Title)
9. The closest emergency care facility is \_\_\_\_\_, which is \_\_\_\_\_ from activity site. Normal travel time is \_\_\_\_\_.  
(Name)  
(Distance)
10. The closest Trauma I facility is \_\_\_\_\_, which is \_\_\_\_\_ from activity site. Normal travel time is \_\_\_\_\_.  
(Name)  
(Distance)

## **EMERGENCY MEDICAL PLAN**

1. Prior to the first practice complete the “Emergency Medical Plan Required Information” and the “Emergency Medical Plan Designated Roles” forms. Have a designated person retrieve the notification card from the First Aid Box and supply the information to the EMS. The card should contain the following:
  - a. If the person is allergic to any medication(s)
  - b. Name of family physician
  - c. Insurance company and policy number
  - d. Parent’s/Guardian’s name and phone number
2. Be certain that you and your assistants have access to a working telephone at all times. Predetermine a person who will make the call to either the EMS or 911. If using an EMS for serious, yet non-catastrophic injuries, be certain that the number is taped either by or on the telephone. Have the “Emergency Medical Plan Procedures for Calling 911” form completed and available to the caller.
3. Continue to stabilize the victim. It is suggested that the coach suspend all activity; tell the athletes to sit and remain away from the victim. Clear the access area for emergency vehicles and personnel.
4. Predetermine a person to meet the EMS at the main entrance and direct them to the injured person who needs to be taken to the emergency room.
5. Notify the principal and county Athletics Director as soon as possible.
6. Notify the parents immediately.
7. Complete the Injury Report Form.

## **CHAIN OF COMMAND AND EMERGENCY PROCEDURE PLAN**

The chain of command is a list of the emergency care members and their rank in the emergency care decision making process.

1. Chain of Command during an emergency:
  - a. Athletic Trainer (if present)
  - b. Paramedics (if present)
  - c. Head Coach
  - d. Other athletic staff (assistant coaches, athletic director)
2. If the Athletic Trainer is on site at the time of the injury, he/she will take command.
3. If the Athletic Trainer is not on site, then the next person on the chain of command is in charge.

## **PROCEDURE FOR TRANSPORTING STUDENT ATHLETE TO THE HOSPITAL**

1. If an injured athlete needs to go to the hospital, a parent or representative of the coaching staff will accompany the athlete.
2. The athlete is not to be sent to the hospital alone.
3. *Make sure to send the athlete’s emergency information with them.* The athlete’s medical information, medications and insurance policy are included on the emergency card and may contain information vital to their care.

\*Forms mentioned above may be found within this section of the handbook.

**EMERGENCY MEDICAL PLAN  
DESIGNATED ROLES  
(Complete prior to activity/event)**

**List Name**

1. \_\_\_\_\_ Attends to injured athlete, controls scene.
  
2. \_\_\_\_\_ Calls 911 or other predetermined #.
  
3. \_\_\_\_\_ Supervises team.
  
4. \_\_\_\_\_ Meets paramedics at gate and guides to injured athlete.
  
5. \_\_\_\_\_ Gives emergency card to paramedics.
  
6. \_\_\_\_\_ Calls parents or alternative name on emergency card.
  
7. \_\_\_\_\_ Accompanies injured athlete to hospital.
  
8. \_\_\_\_\_ Notifies principal and county Athletics Director as soon as possible.

**EMERGENCY MEDICAL PLAN  
PROCEDURES FOR CALLING 911**

This is to be filled out by the designated caller prior to the activity session, and kept in his/her possession until the session is concluded.

1. **REMAIN CALM.** This will aid the operator in receiving your information.
2. **DIAL 911.** (remember you may need to access outside line first)
3. My name is \_\_\_\_\_.
4. I need paramedics at \_\_\_\_\_.
5. The exact address is \_\_\_\_\_. The major cross streets are \_\_\_\_\_ which is \_\_\_\_\_ blocks away.
6. There is an athlete with \_\_\_\_\_ injury (head/neck, fracture, loss of consciousness, heat illness, cardiac arrest, etc.).

The athlete's name is \_\_\_\_\_.

7. The athlete is located at \_\_\_\_\_ (activity area), which is on the \_\_\_\_\_ (north, west, etc.) side of the facility.
8. I am calling from \_\_\_\_\_ (give phone number).
9. \_\_\_\_\_ (name) will meet the ambulance at \_\_\_\_\_ and guide them to the injured athlete.
10. Wait until the operator hangs up first.

**Richmond County School System  
Athletic Department**

**INJURY REPORT FORM**

Date of injury report \_\_\_\_\_

Exact location of event \_\_\_\_\_

School \_\_\_\_\_

Sport \_\_\_\_\_

Name of injured person \_\_\_\_\_

Age \_\_\_\_\_ Class \_\_\_\_\_

Describe nature of injury \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe fully how the injury happened \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were safety regulations in place and used? \_\_\_\_\_ If not, why? \_\_\_\_\_

\_\_\_\_\_

Was athlete transferred to hospital? \_\_\_\_\_ If yes, what hospital? \_\_\_\_\_

Any recommendations for preventive actions? \_\_\_\_\_

\_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

# **BOOSTER CLUBS**



## **UMBRELLA STYLE BOOSTER CLUB ORGANIZATION**

The Umbrella Style Booster Club Organization allows your parent boosters the opportunity to support individual sports programs as well as the entire sports program at the school.

The Umbrella Style has successfully been used at many schools. It increases the number of members by allowing some parents and other boosters to support individual sports programs as well as support the total sports program.

## **THE PRIMARY BOOSTER CLUB**

This is the main group that every booster must join. This group should sponsor at least two or three fundraising events for the booster club. Every other booster club at the school must be a member of this club and donate a percentage of all fundraising to the main booster club. The percentage should be determined by the main group and written in the by-laws. A 70/30 percentage is suggested. Thirty percent (30%) would go to the main booster club, and individual sports clubs would keep seventy percent (70%). The main booster club would also decide if monies would be kept in the main club account or the individual clubs would maintain separate accounts. Remember, these policies would be decided by all members of the Primary Booster Club.

## **INDIVIDUAL SPORTS CLUBS**

These clubs exist at the pleasure of the main organization. The individual clubs allow parents and boosters the opportunity to be selective in who they choose to support.

**Example:** *Parents of the soccer team may choose to do a fundraiser for the soccer team and be able to do so using this approach.*

**STUDENT ACTIVITIES  
(BOOSTER CLUB ORGANIZATION RELATIONS)**

**CONCESSIONS POLICY**

Subject to the requirements of policy JH and subject to any audit, accounting or Board rule governing the handling and supervision of finances, all concessions operated at school athletic events shall be supervised by the principal of the school. However, the principal shall offer the booster and school club organizations the right to operate the concessions generated by athletic events using the following priority:

- a. The athletic booster club of the school.
- b. Other school related, non-athletic booster organizations (example: band or chorus boosters).

If the athletic booster club is awarded the contract to operate the athletic concessions for the school, all profits made from the operation of the concessions shall be used by the athletic booster club to further athletic programs, events and activities of the school.

If a non-athletic booster club of the school is awarded the contract to operate the concessions, one-half (1/2) of the profits from the operations of the concessions shall be turned over to the athletic booster club for the purposes stated above. The remaining one-half (1/2) of the profits shall be turned over to the particular booster club to be used to operate their clubs, programs, events and activities.

Nothing in this policy shall exempt any club or school official from following all appropriate accounting and audit procedures established by the school district.

## The Operation of Booster Clubs in Georgia and the Richmond County School System

In 1972, Congress passed Title IX of the Education Amendment, a major piece of federal legislation prohibiting sex discrimination by educational institutions receiving federal financial assistance. This legislation was aimed at the inequities in men and women sports programs at colleges and universities. However, Congress extended the boundaries of the law to include any public education institution receiving federal funds.

Since the enactment of Title IX, participation rates of female athletes have grown by leaps and bounds. Title IX focuses on nine factors for assessing opportunity. Those factors include: Selection of sports and levels of competition that effectively accommodates the interests and abilities of members of both genders; Provisions for equipment and supplies; Scheduling of games and practices; Traveling allowances; Opportunities to receive coaching and academic tutoring; Assignment and compensation of coaches and tutors; Provision for locker rooms and practice and competitive facilities; Provision of medical and training facilities and services; and Publicity.

In order to strengthen the policies of Title IX, the Georgia Legislature, created the Georgia Equity in Sports Act of 2000 under HB 1308. The law mirrors the Title IX legislation and also places focus on booster clubs and donors. Before the enactment of the legislation, one of the causes for inequities in women's sports programs was the giving habits of boosters and team supports. While Title IX focuses on tangible items such as travel, equipment, scheduling, etc., the Georgia law focuses on those things in addition to the money and how it is spent on female and male programs.

Each year, every school system in Georgia is required to submit a Compliance Report which includes financial data and participation rates. Included in the financial section are any and all gifts from boosters and donors. It must also include the amount spent on the male athletes and female athletes. The donations also include all in-kind gifts.

Local Board policy put principals in charge of all athletic booster club activities. All activities and fundraisers should be submitted to the principal for his/her approval. That also includes all donations and/or in-kind gifts. The principal also has the right to reject any donations or gifts that may not benefit the entire athletic program.

In some counties, local Boards of Education are approving all booster club activities. One of the reasons for concern is large donations that are accepted for a particular sport that may be a male sport, and equal value may not be made available to the female sport. If a complaint is filed after the donation has been made, the Board may find itself liable for spending the same amount on the female program.

# FUNDRAISING

## **STUDENT FUNDRAISING**

Students are allowed to participate in fundraising, but no student or parent is required to participate. Guidelines for fundraising are listed below:

- a. Fundraising by student athletes is a voluntary activity. Students must never be told that they are required to participate.
- b. If the fundraising activity is a team effort, the entire team should benefit, regardless of who raises the most or least amount of money.
- c. Never use fundraising as a means of cutting or dismissing a student from the team, and it should never be used as a vehicle for making the team.
- d. Be sure to inform all parents of your fundraising activity, and make sure that they understand that fundraising is a voluntary program.
- e. Be sure that students receive receipts for all money that is turned in to the head coach.
- f. When students are participating in fundraising activities, coaches should adhere to the following policies:
  1. Students are not allowed to go door-to-door asking for money.
  2. Students are not allowed to stand in or near busy streets and intersections soliciting.
  3. Students should be dressed appropriately. Dress code is in effect.
  4. Students should never be placed in dangerous situations.
- g. Make sure that all fundraisers are pre-approved by the principal.
- h. If materials are ordered from a company, please be sure that you understand all obligations, financial and otherwise. **The Richmond County School System will not be responsible for any financial penalties or indebtedness that is incurred as a result of any financial transactions.**

# **CHAPERONES & SUPPORT PERSONNEL**

## BAND CHAPERONES AND SUPPORT PERSONNEL

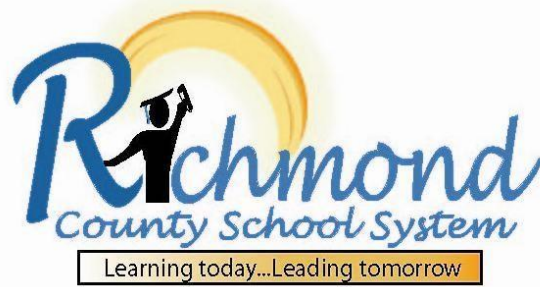
We are asking for your cooperation by adhering to the following policy regarding the admission of chaperones and support personnel to in-county football games. According to the Georgia High School Association, local systems may establish their own policy for chaperones and support personnel. However, any team making the play-offs in football must adhere to the following policy: *All band chaperones and support personnel must have tickets.* This statement is located in the GHSA Rules Book.

As for local policy, a maximum of eight (8) chaperones and/or support personnel will be admitted with the band. Any student who is not dressed out should be included in the total number. Band Directors are asked to submit a list of those eight people to the school's Business Manager by noon on the day of a game. If the Business Manager does not receive a list, no one will be admitted without a ticket.

When in-county schools are playing, the visiting team's Business Manager will fax the list to the home team's Business Manager. Our policy for out-of-town teams is three chaperones per bus. Business Managers should also contact those schools and notify them of our policy. We will honor region requests if the requests are different from our policy. If there are any extenuating circumstances, the school's Athletic Director should contact the county Athletic Director's office.

# APPENDICES





**Richmond County School System Interscholastic CONTRACT for Parents and Student-Athletes**

1. I understand that each participating student in athletics, extracurricular, co-curricular and interscholastic activities is expected to maintain at least a 75 average in order to remain eligible. I also understand that progress reports will be done every three (3) weeks and I must sign the report and return to the school. I also understand that if my child does not maintain academic achievement, that he/she will be removed from participation until such grades have improved and academic expectations and requirements have been met.
2. I understand that my child is expected to attend all practices, rehearsals, meetings and events, to arrive promptly and to remain throughout the scheduled hours. I also agree to provide a written excuse for missed practices and pick up my child after practices, rehearsals, meetings and events have ended.
3. I understand that my child is to cooperate and conduct him or herself with Administrators, teachers, coaches, spectators, officials and team members in a manner showing respect to all persons.
4. I understand that my child must adhere to all school policies and the policies of the Richmond County Board of Education.
5. I understand that my child must maintain the highest standards of honesty and integrity while representing the school and the school system of Richmond County.
6. I understand that my child is to respect and care for all equipment and supplies issued by the Richmond County School System. I also understand that I am held financially responsible for any theft, damage or loss of any of the equipment or supplies issued to my child by the Richmond County School System.

The privilege of representing a school rests upon the personal responsibility of the child and the parent. In consideration of the County Board of Education of Richmond County offering athletics, extracurricular, co-curricular, and interscholastic activities and selecting my child as a member, I promise that my child will attend school regularly, maintain high academic standards, and be cooperative and respectful of others. This contract is for the \_\_\_\_\_ school year.

This contract becomes effective this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

---

Signature of parent or guardian

---

Signature of student

**PARENT PERMISSION  
FOR STUDENT ATHLETIC PARTICIPATION**

Dear Parent(s) or Guardians(s):

The school's athletic program is an integral part of the curriculum, and school personnel have devoted great effort to assure that participating students are protected in every way possible. However, participation in athletics includes a risk of injury which may range in severity from minor to long-term catastrophic, including paralysis and death.

Participants have the responsibility to help reduce the chance of injury. Participants must obey all safety rules and regulations, participate in all required physicals, report all physical problems to the coach or athletic trainer, follow a proper conditioning program and inspect personal protective equipment daily. Proper execution of skill techniques must be followed for every sport.

It is the policy of the Richmond County School System that all athletic participants, other than football, provide either proof of insurance, purchase the student accident insurance policy that is sanctioned by the Board, or sign a military waiver, provided by the school for military dependents. Participants in football must either provide proof of insurance, sign a military waiver, or purchase the football policy carried by the student accident insurance company. The school's athletic program is not authorized to extend public funds for injuries; thus, it will be the responsibility of the parent or guardian to pay any costs for any injury, which is not covered by insurance.

**PLEASE INITIAL EACH OF THE FOLLOWING STATEMENTS TO SHOW THAT THE STATEMENT HAS BEEN READ, UNDERSTOOD AND APPROVED:**

\_\_\_\_\_ I consent to have my son/daughter represent his/her school in approved athletic activities except those activities excluded by the examining doctor.

\_\_\_\_\_ I grant permission for my son/daughter to accompany any school team of which he/she is a member to out-of-town trips. The athlete will be transported to and from all events in school approved vehicles. Parent/Guardians wishing to have their son/daughter with them returning from an event must make written arrangement with the coach.

\_\_\_\_\_ In the event of an emergency requiring medical attention, I understand every attempt will be made to contact me. In case I cannot be reached, I grant permission for any immediate treatment deemed necessary by the attending physician and transfer of my son/daughter to a qualified medical facility. This authorization does not cover major surgery unless formally decreed prior to surgery by two licensed physicians or dentists.

\_\_\_\_\_ I agree not to hold the school or anyone acting on its behalf responsible for any injury occurring to my son/daughter in the proper course of such athletic activities or travel.

\_\_\_\_\_ I acknowledge and accept that there are risks of physical injury involved in athletic participation which may result in permanent paralysis, mental disability, and death.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Parent/Legal Guardian)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Parent/Legal Guardian)

# Georgia High School Association Student/Parent Concussion Awareness Form

**SCHOOL:** \_\_\_\_\_

## **DANGERS OF CONCUSSION**

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

## **COMMON SIGNS AND SYMPTOMS OF CONCUSSION**

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

**BY-LAW 2.68: GHSA CONCUSSION POLICY:** In accordance with 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.

a) 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.

b) Any athlete 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.

*By signing this concussion form, I give \_\_\_\_\_ High School permission to transfer this concussion form to the other sports that my child may play. I am aware of the dangers of concussion and this signed concussion form will represent myself and my child during the 2021-2022 school year. This form will be stored with the athletic physical form and other accompanying forms required by the \_\_\_\_\_ School System.*

**I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.**

\_\_\_\_\_  
*Student Name (Printed)*

\_\_\_\_\_  
*Student Name (Signed)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Name (Printed)*

\_\_\_\_\_  
*Parent Name (Signed)*

\_\_\_\_\_  
*Date*

(Revised: 3/21)

# ATHLETE ROSTER

Sport: \_\_\_\_\_

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

Sex: [M] [F] Grade: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Home Phone #: (Mother) \_\_\_\_\_ (Father) \_\_\_\_\_

Business Phone #: (Mother) \_\_\_\_\_ (Father) \_\_\_\_\_

## PERSON OTHER THAN PARENT/GUARDIAN TO CONTACT IN CASE OF EMERGENCY:

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone#: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

## FAMILY PHYSICIAN INFORMATION:

Physician Name: \_\_\_\_\_ Specialty: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: (Office) \_\_\_\_\_ (Emergency) \_\_\_\_\_

## INSURANCE COMPANY INFORMATION:

Primary: \_\_\_\_\_ Policy #: \_\_\_\_\_

Secondary: \_\_\_\_\_ Policy #: \_\_\_\_\_

Specific medication, allergies, medical problems of the athlete: \_\_\_\_\_

\_\_\_\_\_

**TO: COUNTY BOARD OF EDUCATION OF RICHMOND COUNTY  
864 BROAD STREET  
AUGUSTA, GEORGIA 30901**

Gentlemen:

I am the parent(s) or legal guardian of \_\_\_\_\_

who is a student at \_\_\_\_\_ school.

I understand the school board adopted a policy in August 1979 requiring all students who participate in interscholastic athletics to purchase accident insurance offered at the school. I further understand this insurance is to help defray the costs of any medical expenses my child may incur as a result of his/her school athletic program.

Therefore, I request a waiver of the school board requirement that I purchase accident insurance for the child named above.

In consideration for which I do hereby agree to release, covenant not to institute any suit or claim, waive, indemnify, hold harmless, release and discharge the County Board of Education of Richmond County, its individual members, agents, employees, and representatives, from any responsibilities of any kind whatsoever as a result of the granting of this waiver or as a result of any injuries that my child (ward) may receive or sustain in the athletic program at his/her school.

Yours very truly,

\_\_\_\_\_

\_\_\_\_\_

(Date)

## ■ PREPARTICIPATION PHYSICAL EVALUATION

### HISTORY FORM

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Sex assigned at birth (F, M, or intersex): \_\_\_\_\_ How do you identify your gender? (F, M, or other): \_\_\_\_\_

List past and current medical conditions. \_\_\_\_\_

Have you ever had surgery? If yes, list all past surgical procedures. \_\_\_\_\_

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional). \_\_\_\_\_

Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects). \_\_\_\_\_

#### Patient Health Questionnaire Version 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems? (check box next to appropriate number)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
Not being able to stop or control worrying	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Little interest or pleasure in doing things	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Feeling down, depressed, or hopeless	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3

(A sum of  $\geq 3$  is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)		
	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a provider ever denied or restricted your participation in sports for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any ongoing medical issues or recent illness?	<input type="checkbox"/>	<input type="checkbox"/>
HEART HEALTH QUESTIONS ABOUT YOU		
	Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has a doctor ever told you that you have any heart problems?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.	<input type="checkbox"/>	<input type="checkbox"/>

HEART HEALTH QUESTIONS ABOUT YOU (CONTINUED)		
	Yes	No
9. Do you get light-headed or feel shorter of breath than your friends during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you ever had a seizure?	<input type="checkbox"/>	<input type="checkbox"/>
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY		
	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?	<input type="checkbox"/>	<input type="checkbox"/>
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?	<input type="checkbox"/>	<input type="checkbox"/>

BONE AND JOINT QUESTIONS	Yes	No
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you have a bone, muscle, ligament, or joint injury that bothers you?	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL QUESTIONS	Yes	No
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant <i>Staphylococcus aureus</i> (MRSA)?	<input type="checkbox"/>	<input type="checkbox"/>
20. Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?	<input type="checkbox"/>	<input type="checkbox"/>
21. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?	<input type="checkbox"/>	<input type="checkbox"/>
22. Have you ever become ill while exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>
23. Do you or does someone in your family have sickle cell trait or disease?	<input type="checkbox"/>	<input type="checkbox"/>
24. Have you ever had or do you have any problems with your eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>

MEDICAL QUESTIONS (CONTINUED)	Yes	No
25. Do you worry about your weight?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are you trying to or has anyone recommended that you gain or lose weight?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are you on a special diet or do you avoid certain types of foods or food groups?	<input type="checkbox"/>	<input type="checkbox"/>
28. Have you ever had an eating disorder?	<input type="checkbox"/>	<input type="checkbox"/>
FEMALES ONLY	Yes	No
29. Have you ever had a menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>
30. How old were you when you had your first menstrual period?		
31. When was your most recent menstrual period?		
32. How many periods have you had in the past 12 months?		

**Explain "Yes" answers here.**

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**I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.**

Signature of athlete: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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## ■ PREPARTICIPATION PHYSICAL EVALUATION

### PHYSICAL EXAMINATION FORM

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

#### PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: _____	Weight: _____	
BP: _____ / _____ ( _____ / _____ )	Pulse: _____	Vision: R 20/ _____ L 20/ _____ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)</li> </ul>	<input type="checkbox"/>	
Eyes, ears, nose, and throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>	<input type="checkbox"/>	
Lymph nodes	<input type="checkbox"/>	
Heart* <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)</li> </ul>	<input type="checkbox"/>	
Lungs	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	
Skin <ul style="list-style-type: none"> <li>Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis</li> </ul>	<input type="checkbox"/>	
Neurological	<input type="checkbox"/>	
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck	<input type="checkbox"/>	
Back	<input type="checkbox"/>	
Shoulder and arm	<input type="checkbox"/>	
Elbow and forearm	<input type="checkbox"/>	
Wrist, hand, and fingers	<input type="checkbox"/>	
Hip and thigh	<input type="checkbox"/>	
Knee	<input type="checkbox"/>	
Leg and ankle	<input type="checkbox"/>	
Foot and toes	<input type="checkbox"/>	
Functional <ul style="list-style-type: none"> <li>Double-leg squat test, single-leg squat test, and box drop or step drop test</li> </ul>	<input type="checkbox"/>	

\* Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of health care professional: \_\_\_\_\_, MD, DO, NP, or PA

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## ■ PREPARTICIPATION PHYSICAL EVALUATION

### MEDICAL ELIGIBILITY FORM

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

- Medically eligible for all sports without restriction  
 Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of

\_\_\_\_\_  
\_\_\_\_\_

- Medically eligible for certain sports

\_\_\_\_\_  
\_\_\_\_\_

- Not medically eligible pending further evaluation  
 Not medically eligible for any sports

Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of health care professional: \_\_\_\_\_, MD, DO, NP, or PA

### SHARED EMERGENCY INFORMATION

Allergies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Medications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Emergency contacts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## ■ PREPARTICIPATION PHYSICAL EVALUATION

### ATHLETES WITH DISABILITIES FORM: SUPPLEMENT TO THE ATHLETE HISTORY

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

1. Type of disability:		
2. Date of disability:		
3. Classification (if available):		
4. Cause of disability (birth, disease, injury, or other):		
5. List the sports you are playing:		
	<b>Yes</b>	<b>No</b>
6. Do you regularly use a brace, an assistive device, or a prosthetic device for daily activities?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed as having a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

**Explain "Yes" answers here.**

\_\_\_\_\_

\_\_\_\_\_

**Please indicate whether you have ever had any of the following conditions:**

	<b>Yes</b>	<b>No</b>
Atlantoaxial instability		
Radiographic (x-ray) evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

**Explain "Yes" answers here.**

\_\_\_\_\_

\_\_\_\_\_

**I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.**

Signature of athlete: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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## Emergency Medical Card

Student name: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ /  
\_\_\_\_\_

Name of Parent/Guardian:  
\_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home/Work Phone #:  
\_\_\_\_\_

Name of Physician: \_\_\_\_\_ Phone:  
\_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_ Policy #:  
\_\_\_\_\_

Preferred Medical Facility:  
\_\_\_\_\_

Allergies: Yes \_\_\_ No \_\_\_ Type:  
\_\_\_\_\_

List medications:  
\_\_\_\_\_

Athletics #4 (New 7-17)