

ATHLETICS DEPARTMENT HANDBOOK 2020 – 2021



Table of Contents

Policies & Procedures	1
Athletics Department Policy & Procedure Manual	2
Governance	2
Risk Management.....	3
Athletic Directors	4
Schedule of Meetings.....	5
Job Description	6
Athletic Personnel Assignments Form	7
Changes to Athletic Personnel Assignment Form	10
Athletic Supplement Schedule for Coaches	11
Community Coaches Assignments Form.....	12
Athletic Personnel “Dos & Don’ts”	13
Extended Season Pay	14
Extended Season Pay Form	15
Business Managers	16
Business Manager Guidelines	17
Ticket Prices	19
Tickets and game Admission	20
Wages for Workers	21
Coaches Information	22
Code of Ethics.....	23
Coaching Qualifications.....	24
Guarding Against Negligence	24
Coaches/Students Relationships.....	25
Protocol for Resignation or Dismissal of Athletic Coaches	25
Coaching Employment Agreement	26
Coach’s Personal Data Sheet.....	27
Employment Application for Athletics	28
Athletic Coaches Evaluation Instrument.....	29
Meal and Travel Reimbursements	31
Complimentary Guests.....	32
Dress Code for Coaches.....	32
Equipment Purchases and Inventories.....	33
Cheerleaders	34
Junior Varsity	38
Middle School League	40
Game Cancellations, Filming of Contests, Headphones	42
Eligibility	44
Eligibility	45
Transfers.....	46
Migrant Students	47
Ineligibility	47
New School.....	47

Table of Contents

Filing Eligibility Reports	48
Athletic Academic Standards	54
Recruiting Policy	56
Sportsmanship	58
Sudden Cardiac Arrest Prevention	63
Student/Parent Sudden Cardiac Arrest Awareness Form.....	66
Heat Safety	68
Letter to Parents	69
Heat Safety Guidelines	70
Acclimatization.....	71
Hydration.....	72
By-Law 2.67 – Practice for Heat and Humidity	72
5 Tips for Intense Heats	73
GHSA Heat Policy – Frequently Asked Questions	74
Additional Information for Heat Policy	75
Georgia High School Athletic Association Heat Index Measurement and Record.....	76
Injury Management	77
Guide to Examine An Unconscious Athlete.....	78
Emergency Medical Plan Form.....	81
Emergency Medical Plan	82
Designated Roles Form	83
Procedures for Calling 911 Form.....	84
Injury Report Form	85
Booster Clubs	86
Fundraising	90
Chaperones & Support Personnel	92
Appendices	94
Contract for Parents and Student Athletes.....	95
Parent Permission Form.....	96
Student/Parent Concussion Awareness Form	97
Athlete Roster Form.....	98
Parent Insurance Policy Letter Form.....	99
Physical Evaluation History Form.....	100
Physical Examination Form	102
Medical Eligibility Form	103
Athletes With Disabilities Form.....	104
Emergency Medical Card Form	105

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 www2.ed.gov. All coaches should become familiar with the Constitution and By-laws of the GHSAA which may be found at 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 young 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

2020 / 2021 ATHLETIC DIRECTORS MEETINGS

High schools will meet at 1:45 PM

Middle schools will meet at 4:15 PM

September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020
January 7, 2021
February 4, 2021
March 4, 2021
<i>April – NO MEETING</i>
May 6, 2021

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.
9. Send coaching assignments to the County Athletic Director *by August 23, 2020*. 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. Ensure that the proper forms are submitted to GHSA and the Director of Athletics at the prescribed time.
HIGH SCHOOL ATHLETIC DIRECTORS ONLY.
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 repair.
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!

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	CONTACT 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

COACH'S NAME	EMPLOYEE NUMBER	SPORT & POSITION	SUPPLEMENT AMOUNT	CONTACT NUMBER
		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	CONTACT 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	CONTACT 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	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: _____

RICHMOND COUNTY SCHOOL SYSTEM
ATHLETIC SUPPLEMENT SCHEDULE FOR COACHES

Supplement compensation is determined by the sport coached.

Supplement payments will begin in September of each school year and end in August of the next year.

**COACHES WHO COMPLETE 100% OF THEIR COACHING
OBLIGATIONS WILL RECEIVE THE TOTAL SUPPLEMENT.**

If you do not complete your total coaching obligations, you will be paid for the number of days coached. (SEE FORMULA BELOW)

Total Supplement ÷ Number of Days in the season = Daily Rate X Number of Days Coached = Amount Due to the Coach

Example: Football Supplement - \$10,000
Days in the Season – 99 from July 25 – November 3
Daily Rate – Number of Days in the Season ÷ the Supplement
Multiply the number of days coached by the daily rate
Equal the Total Amount Due

In the example, the coach worked 80 days of the 99 days in the season.
As a result of not working the 99 days, his total supplement is \$8,080.80

$$\$10,000 \div 99 = \$101.01 \times 80 = \$8,080.80$$

**COACHES WHO DECIDE NOT TO COACH AFTER SEPTEMBER 1ST
AND PRIOR TO THE BEGINNING OF YOUR SEASON, MUST RETURN
ALL SUPPLEMENTS RECEIVED.**

The Payroll Department no longer makes these deductions in increment payments. If a coach should decide to no longer fulfill their position, any supplement paid will be deducted in full.

Richmond County Board of Education
Department of Athletics

ATHLETIC PERSONNEL ASSIGNMENT FOR COUMMUNITY COACHES

SCHOOL: _____

SCHOOL YEAR: _____

COMMUNITY COACHES/ VOLUNTEER COACHES ONLY!

Coach's Name	Employee Number or (new coaches social security)	Address / zip code	Sport(s)	Total Supplement	Employee Yes/No

Submitted by: _____
(School level Athletic Director)

Date: _____

Approved by: _____
(Principal)

Date: _____

Approved by: _____
(System Athletic Director)

Date: _____

Date Received by Athletics Department:

ATHLETIC PERSONNEL / COMMUNITY COACHES

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

A coach cannot 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 such as the addition of a new coach or the removal of a coach are made.

Do not include Richmond County School System employees on the Community Coaches Assignment forms. School System employees are to be listed on the Athletic Personnel Assignment forms.

ALL community coaches must go through the certification process. It is a violation for anyone to be working with the students/athletes without being processed. The following is the order in which each should be processed:

1. Interested individual contacts the school OR the school contacts individuals they would like to coach
2. PRINCIPALS send the name of the individual to the County Athletics Department – indicate if this will be a paid position
3. Call the Athletics Department to schedule an appointment to complete paperwork
4. Individual completes paperwork, fingerprinting and GCIC at the Central Office
5. Schools are notified when the individual has been cleared
6. Upon clearance, the approved coach will pay to take GHSA class - *Schools are not to pay for these classes THIS IS FOR HIGH SCHOOLS ONLY*

EVERYONE that is to serve as a community coach – law enforcement and military personnel included – must be fingerprinted. Retired RCSS 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.

All community coaches are to be submitted on a Community Coaches Assignment Form. **Retired RCSS employees are to be listed as a community coach if they are not working for RCSS in any other capacity.** Forms are to be sent to the County Athletics Department to the attention of Renee Clayton.

The required GHSA classes must be paid by the individual serving as community coach. Paperwork and fees are to be submitted to the GHSA offices.

EXTENDED SEASON PAY FOR COACHES

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

Listed below are procedures for ticket sellers and money collections for each sporting event. All athletic event tickets are maintained at Richmond County School System's Central Office in the Athletic Department. No other tickets are to be used. Business Managers, Athletic Directors or the school's principal are to pick up tickets for each event each week. (*You may call or email in advance to have tickets ready upon your arrival.*) If someone other than the authorized individuals will be picking up tickets, send an email or call.

- Admission must be charged at ALL athletic games where facilities are available. Business Managers will need prior approval from the County Director of Athletics to cancel the admission fees at any athletic event.
- Business Managers are responsible for all collections and are to verify all reports.
- In order to expedite time, ticket windows should be closed by the middle of the fourth quarter of football and basketball games. **DO NOT CLOSE WINDOWS BEFORE THE FOURTH (4TH) QUARTER.** Officers escorting Business Managers to the bank should not be required to wait more than half an hour after each game.
- Ticket sellers are to be notified immediately of any discrepancies.
- Verify that all bank deposits and deposit slips are accurate.
- NEVER go to the bank alone after games.
- Following are the reports to be turned into the Athletic Department after each event:
 1. Financial Report for Athletic Games (*signed by the school's principal*). A deposit receipt is to be taped to the yellow and pink copies of the Financial Report form.
 2. Pass Gate Form
 3. Athletic Event Payroll and Financial Report
 - Concession Reports should be kept with school records. They do not need to be turned into the County Athletics Department.
- Tuesdays and Thursdays are the designated days to pick up and return tickets between the hours of 8:00 AM – 12:00 PM and 2:00 PM – 4:30 PM. The office will be closed between Noon and 2:00 PM for lunch. If you need to pick up on any other days, call prior to coming to the office. **(PLEASE RESPECT THIS POLICY)**
- Reports are due as follows:
 - **TUESDAY AND WEDNESDAY GAMES** – paperwork must be submitted to the Athletic Department by Thursday of that week.
 - **THURSDAY – MONDAY GAMES** – paperwork must be submitted to the Athletic Department by the following Tuesday.
- Turning in paperwork:
 - Have paperwork ready when turning into the Athletics Department
 - Tape a deposit receipt to the yellow and pink copies of the Financial Report. **DO NOT** cover any entries. If there is not room on the front of the form, tape receipts to the back of the report.
 - Do not scratch out items on the Financial Reports. If mistakes are made, line out the error and initial.
 - Reports must be signed and dated by the principal.
 - **SHORTAGES ARE NOT ALLOWED**
 - Gate pass forms must be turned in with each report.

- ALL information must be included on the Athletic Event Payroll and Financial Report form. Employee id numbers must be on each form submitted. **INCOMPLETE FORMS WILL NOT BE ACCEPTED** nor will employees be paid until all paperwork is turned in.
 - Marshals that come to the games are to be paid from the game receipt funds. \$22 per hour with a limit of two (2) marshals.
- Failure to return the required paperwork in a timely manner will result in the following:
 - ❖ **1st offense** – A meeting with the Athletic Director and an email will be sent to the school’s principal
 - ❖ **2nd offense** – The Chief Financial Officer will be notified and an email will be sent to the school’s principal
 - ❖ **3rd offense** – A request for a replacement and an email will be sent to the Deputy Superintendent, principal and a letter will be placed in the employee files.

Consequences for not turning in paperwork on time will be enforced.

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.

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

2020 – 2021 TICKET PRICES

SPORT	ADULT PRICES (12 AND UP)	AGES 6 - 11
VARSIITY		
FOOTBALL	\$7.00	\$5.00
BASKETBALL	\$6.00	\$5.00
TICKET PRICES ARE THE SAME FOR ALL PATRONS FOR THE FOLLOWING SPORTS		
VARSIITY		
BASEBALL		\$4.00
SOFTBALL		\$4.00
SOCCER		\$5.00
WRESTLING		\$4.00
VOLLEYBALL		\$4.00
TRACK		\$4.00
JUNIOR VARSITY		
<i>**If a Junior Varsity game is followed by a varsity game, patrons must pay <u>VARSIITY</u> ticket prices**</i>		
FOOTBALL		\$5.00
BASKETBALL		\$5.00
MIDDLE SCHOOL		
FOOTBALL		\$5.00
BASKETBALL		\$5.00

**Schools are not allowed to use unauthorized tickets at any RCSS athletic event. All athletic tickets are distributed from the County Athletics Department only.*

SEASON PASS INFORMATION:

Season Passes will be offered for \$100. This pass will admit the holder plus one guest to Richmond County School System sponsored athletic events for the 2020-2021 school year. **ALL INVITATIONAL, CHAMPIONSHIP, REGION AND STATE TOURNAMENTS ARE EXEMPT.**

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

TICKETS AND GAME ADMISSION

- Anyone using passes must have their “+1” person with them when entering the gate. A “late arrival will not be accepted.
- GHSA passes can only be used by the individual issued the pass. A picture ID is required.
- A coach’s spouse may be admitted with proper ID and pass.
- County season passes and employee ID badges are treated like GHSA passes. The badge holder plus one may be admitted.
- Actual passes must be presented. Copies of passes are not to be accepted.
- Coaches must have lists – approved by the County Director of Athletics – for anyone that is to be admitted without charge to any games. Changes to these lists can only be made by principals and APs – NO ONE ELSE.
 - Twelve (12) guests per game are allowed for varsity football and 8 per varsity basketball game (4 for girls and 4 for boys). Middle schools are allowed 6 guests for football and 6 guests for basketball (3 for boys and 3 for girls).
 - This is for HOME teams only
- Bands are only allowed eight (8) chaperones at no charge, concession workers are only allowed five (5). A list of chaperones and workers must be provided for those that will be entering each game.

2020 – 2021 WAGES FOR EVENT WORKERS

SPORT	POSITION	WAGE
FOOTBALL	Announcers	\$25.00 Varsity games only
The pay schedule includes Business Managers	Tickets and Scoreboard	\$50.00 Varsity games – Board employee Varsity – pay up to 6 workers; homecoming up to 7 workers \$25.00 JV & Middle Schools – Board employee JV – pay up to 3 workers & Middle Schools up to 3 workers \$40.00 Varsity games – Non-Board employee \$20.00 JV & Middle Schools – Non-Board employee
	VOLLEYBALL	Tickets <i>One worker only</i>
BASKETBALL	Scoreboard, Clock, Tickets, Announcers	\$12.50 per game – Board employee \$10.00 per game – Non-Board employee Varsity – up to 6 workers including clock & scorekeeper JV – up to 4 workers including clock & scorekeeper Middle Schools – up to 2 workers State Play-off Games \$25.00 Board employee \$20.00 Non-Board employee
WRESTLING	Tickets	\$12.50 per match – Board employee \$10.00 per match – Non-Board employee ONE WORKER ONLY Tournaments: \$50.00 per day for Board employee \$40.00 per day for Non-Board employee UP TO 2 WORKERS
BASEBALL SOCCER SOFTBALL	Tickets <i>One worker only</i>	\$25.00 per game – Board employee \$20.00 per game – Non-Board employee ONE WORKER ONLY
TRACK	Tickets	\$25.00 per meet – Board employee \$20.00 per meet – Non-Board employee UP TO 2 WORKERS All County & Garden City Track Meets: \$50.00 per day for Board employee \$40.00 per day for Non-Board employee
	Three Chain and Down Box Officials	\$20.00 VARSITY ONLY – paid from gate funds \$10.00 MIDDLE & JV – paid from gate funds <ul style="list-style-type: none"> • Middle Schools – home team provides chain crew • Chain crew for varsity games MUST BE 18 years of age or older
OFFICIALS	The County Director of Athletics is responsible for processing payments for official fees.	
➤ CUSTODIANS ARE TO TURN THEIR TIME INTO THE SCHOOL BOOKKEEPER FOR PROCESSING		

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

COACHES INFORMATION

CODE OF ETHICS

1. I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
5. I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
6. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
8. I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological welfare, rather than for the vicarious interests of adults. ©

Reprinted, with permission, from an article which appeared in Spotlight on Youth Sports, Vol. No. 2, 1979 entitled "Young Athletes Have a Bill of Rights: Do We Need a Code of Ethics for Coaches?"

By Vern Seefeldt

COACHING 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.

Member school may also employ non-professionals as assistant coaches. These individuals are called “Community or Lay Coaches”. All community coaches at the high school level must have background checks, fingerprinted and successfully complete the GHSA required “Community Coaching” class. Information, applications and dates for this program may be obtained on the GHSA web site. Individuals at the middle school level must pass a background check, be fingerprinted and complete the Richmond County Volunteers Program. Applications must be made through the office of the County Director of Athletics. Community coaches are subject to the following guidelines:

- a. Must register through the hiring school
- b. May not be head coaches at the varsity level
- c. May not supervise athletes without the presence of a certified professional
- d. May not collect money, uniforms and equipment, etc. from any athlete
- e. Must attend all regular rules clinics
- f. Must submit to a background check prior to completing the application process

GUARDING AGAINST NEGLIGENCE

Many times the 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.

COACHES/STUDENTS RELATIONS

Special relationships often develop between coaches and their athletes. It is the duty of the coach to make sure that the relationship remains on a professional level. An inappropriate relationship with any student can have devastating effects on a professional career.

Listed below are a few DO's and DON'Ts that may help in these relationships:

- a. From day one, make sure students understand that you expect them to respect you and the decisions that you make regarding the team.
- b. Avoid situations where you and another student are alone.
- c. Avoid giving special treatment to some students in front of other students.
- d. Avoid taking students home after practices or games.
- e. If a student should display any type of inappropriate behavior, physically or verbally, report the incident IMMEDIATELY. This is a serious issue and should be addressed in a timely manner.
- f. Be careful when touching students. Make sure that the contact is appropriate.

PROTOCOL FOR RESIGNATION OR DISMISSAL OF ATHLETIC COACHES

1. Principals should notify Human Resources and the County Director of Athletics of any resignations or dismissals as soon as possible.
2. Athletic directors (school level) should request an inventory of all equipment, uniforms and associated materials and complete a walk-through within ten (10) days of dismissal or resignation.
3. Athletic directors (school level) should discuss if there may be items that still need to be ordered or reconditioned.
4. Coaches should return all keys to the school athletic director as soon as all coaching duties have been completed.
5. Coaches should be cleared of all their financial obligations with the school bookkeeper and the athletic director.
6. The athletic directors (school level) and coach should make sure that all equipment is properly stored in a secured area.
7. Coaches should be advised that the willful distribution and/or destroying of equipment, uniforms, and/or damage to school property will result in financial consequences and GHSA notification of vandalism.
8. Coaches should adhere to all other contractual guidelines, responsibilities and professionalism as established by the Richmond County School System employee handbook.
9. The administration and athletic director should develop a plan to inform the players, the staff and the 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, orders of equipment and uniforms, 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 _____

Richmond County Board of Education

COACH'S PERSONAL DATA SHEET

Personal

Name _____ Address _____

City _____ Phone (W) _____ (H) _____

Birth Place _____ High School Attended _____

Sports played in High School _____

College Attended _____ City, State _____

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 ____

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 _____

GHSA Card Number _____

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			
*	Total Score			
	Exemplary			72
	Proficient			54 - 71
	Needs Development			36 - 53
	Ineffective			18 - 35

Employee Information

Employee Name		Employee Number	
---------------	--	-----------------	--

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) _____

Revised: January 14, 2020

MEAL AND TRAVEL REIMBURSEMENTS

Requisitions for travel reimbursements are due within two weeks after the event. With each request for reimbursement, the date and destination of the trip must be included along with the number of athletes and coaches on the receipts submitted for reimbursements. **Original receipts** must be sent with the requests.

- *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)

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 in time.

Twelve (12) guests are allowed for varsity football games and eight (8) guests for varsity basketball games (4 for girls and 4 for boys). Middle schools are allowed six (6) guests for football games and six (6) guests for basketball games (3 for girls and 3 for boys). This is for HOME GAMES ONLY.

DRESS CODE FOR COACHES

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

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 their inventory. Lost items are to be replaced at the expense of the school. **Inventory listings are to be submitted to the Athletics Department by May 5th 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

CHEERLEADERS

CHEERLEADER REQUIREMENTS

Cheerleaders:

DRESS: Appropriate dress to accommodate weather conditions and body size
Mid-sections should be covered

CHEERS: No suggestive language referring to sex or vulgarity

MOVEMENTS: Appropriate movement for cheers

RESPONSIBLE TO: Sponsor, Director of Athletics, Principal, Superintendent and
Board of Education

SELECTION OF CHEERLEADERS

1. Students trying out and selected for cheerleading must meet all eligibility requirements as outlined in Section 3 of the Georgia High School Association By-Laws. Middle school cheerleaders must abide by the same rules and regulations as varsity and JV cheerleaders.
2. Students selected must meet the following conduct participation requirements:
 - a. Must not smoke, drink or use drugs. A student violating this rule will be dismissed from the squad
 - b. Must abide by the school's rules and regulations
 - c. Must not be tardy to practice, wear improper dress or use abusive language
 - d. Must attend all games and practices, except when excused or illness or academic activities

Depending upon the severity of the number of rule violations mentioned in b, c, and d, the severity of punishment could range from a minor punishment, such as not allowing the cheerleader to cheer for a game to dismissal from the squad. This will be determined by the cheerleader sponsor. Any dismissal from the squad must be approved by the principal.

3. Both junior and senior varsity squad will have a maximum of 16 members. For squads larger than 16, the school is responsible for those expenses. Middle schools may have a total of 12 members.
4. All students must try out each year.
5. A letter shall be sent to the parent(s) or guardian(s) of each student trying out for cheerleading. The letter should include pertinent information such as academic requirements, game and practice expectations, uniform purchasing requirements, attitude, conduct, and leadership expectations. The letter will also include how the rules and regulations will be enforced.
6. Cheerleader tryouts are to be held each spring to determine the squad's composition.
7. The selection of cheerleaders shall be the responsibility of the cheerleader coach.
8. Summer Practice: Cheerleading practice cannot begin prior to August 1st. However, students may attend a summer camp or program in June, July and August. Middle schools may not practice prior to the first day of school.

CHEERLEADING – NFHS RULES

The NFHS rules are for **ALL** cheerleading teams, not just competition cheerleading. Rules may be found in the NFHS Rule Book. Fines may be enforced if they are not followed.

NFHS Rule 2.1.1 – A coach must not permit a team member to participate if in the judgment of the coach the participant does not conform to NFHS rules.

Students who are not bona fide members of the student body cannot be on the field during a run-through or cheering with the cheerleaders during a varsity game (even on the track). This is referencing younger kids in uniform like a masco, those who attended summer clinics or middle school cheerleaders. It is acceptable for these kids to perform for the crowd pre-game or at half-time. (NFHS Rule 2.1.2 page 14)

Cheerleaders are not allowed to wear jewelry of any kind. This includes Mardi Gras beads, boas, Hawaiian leis, cowboy hats, crowns, buttons pinned on the uniform, etc. (NFHS Rule 3.1.1)

Flipping basket tosses is considered to be an illegal stunt and not safe.

The ribbon from the bows should not be in the cheerleader's eyes. Hair should be worn in a manner that is appropriate to the activities they are performing. (NFHS Rule 2.1.5)

Nails, natural or acrylic, past the fingertips are not allowed (NFHS Rule 2.1.4)

A run-through sign may not be held by cheerleaders in a stunt. (NFHS Rule 2.1.7)

Taunting the opposing team is not allowed. This includes wording or pictures in the run-through signs. (NFHS Rule 2.2.1)

ADDITIONAL RULES

In addition to the rules and guidelines set forth in print by the GHSA and the RCSS, the following guidelines must be followed:

1. While stunting is allowed, cheerleader coaches should take extra precaution and insure that cheerleaders are properly trained before attempting any stunts.
2. Cheerleaders are not allowed to be part of the traditional handshaking ceremony after football and basketball games.
3. Cheerleaders are not allowed to throw anything into the stands. It is also suggested that cheerleaders not be allowed into the stands to hand out items.
4. Cheerleader coaches will be responsible for halftime entertainment. This is not a requirement but encouraged.
5. 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)
6. All cheers and dances are to be performed with dignity and professionalism.
7. 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.
8. 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 (SECTION 3:F, PAGE 52) THAT "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." WE ASK THAT YOU PLEASE ABIDE BY THE RULE AND NOT DO ANY STOMPING 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 THIS REQUEST.

*GEORGE BAILEY, 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 17th birthday prior to May 1st preceding the year of participation.
8. Participants must be on track for graduation.
9. Junior varsity athletes must adhere to GHSA policy regarding academic requirements for athletic participation.
10. The junior varsity checklist is due to the office of the Director of Athletics **before** the first game.

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).

Curfew for Junior Varsity Basketball Games

Friday is the only day for a curfew for junior varsity basketball games. The girls' varsity games must begin by 7:00 pm. Policy states that the junior varsity girls' games must be completed by 5:20 pm and junior varsity boys' games must be completed by 6:45 pm. The game will be stopped at this time as if the time has expired on the clock.

There is not a curfew for games played on Saturday when the first junior varsity games begin at 2:00 pm.

JV/VARSITY BASKETBALL PLAYERS

- Freshman players are unlimited in play at both levels.
- 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 16th birthday prior to May 1st 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:

LEAGUE "A"	LEAGUE "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.

**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, notifying the Transportation department and the Athletics Department, determining make-up dates, notifying the association's booking secretary with the new dates and times.

The home team is responsible for notifying the District Director of Athletics each Monday with results from the preceding week's events.

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 19th birthday prior to May 1st, preceding his/her year of participation. Students who are enrolled in a magnet school may not participate in sports at their zoned or any other school.

Students gain eligibility to practice and compete after they have been certified by the school's principal and the proper forms have been processed by the Georgia High School Association (GHSA) office. Coaches should refer to the GHSA Constitution and By-Laws for state guidelines.

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 6th or 9th 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 31st 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

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 – 1.69 and By-Laws 2.30 – 2.36.
2. The reports submitted to the GHSA office become permanent records. Care should be given to have the correct information and to be fully completed. An error could seriously affect the eligibility of a student, and could lead to a penalty being imposed against the school.
3. The signature of the principal, assistant principal or Superintendent, plus the signature of the report preparer is required on **Forms A, B and Form C eligibility certificates**. That signature certifies that all data is correct and accurate.
4. Boys and girls may be listed on the same **Form A** and more than one activity may be listed on the same **Form A**.
5. Once a student has been certified eligible in a given school year, it is not necessary to re-file that student in subsequent activities. It is acceptable to file every student in the school at the beginning of the school year. 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**.
6. An initial eligibility report must be filed twenty (20) days prior to the calendar date for the first possible game or contest in any activity. Supplemental filings may be made throughout the season. [EXCEPTION: eligibility reports for literary competition. One-Act Play, Debate and Riflery competition are due twenty (20) days before the first contest.]

PENALTITIES: Eligibility reports that are filed later than twenty days before the appropriate deadline should be accompanied by a check for \$25. If a school competes in an activity before the eligibility reports are filed, they may be fined \$25 per competition plus forfeitures for any use of ineligible athletes.

7. Because of the volume of reports filed with the GHSA office, schools should expect a 3-4 day turn-around time in the processing of eligibility reports. Schools filing last-minute forms should not expect immediate responses from the GHSA. For example, do not fax materials into the office at 2:00 PM and then call back at 2:30 PM to check the results. Plan ahead! The GHSA office will NOT fax back the cleared eligibility forms.
8. When filing an eligibility report, use only current GHSA-approved forms. A compatible computer format of the eligibility reports from member schools will be acceptable as long as the information is in the exact format as shown on the GHSA forms.
9. Once the form has been reviewed in the GHSA office, the original will be sent back to the filing school and one copy retained at the GHSA office.

**GEORGIA HIGH SCHOOL ASSOCIATION
FILING ELIGIBILITY REPORTS**

COMPLETING FORM A:

1. Form A **must be typewritten or computer generated.** No certificates will be accepted that are handwritten.
2. **NAME:** List students in alphabetical order by date student entered ninth grade. 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 19th birthday was prior to May 1st 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 9TH GRADE:** Complete the month, day and year the student entered the 9th grade. 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. **CARNEGIE UNITS ACCUMULATED THE PREVIOUS SEMESTER:** Show the number of Carnegie units the student earned the previous semester. In order to be eligible (beginning with the second semester of 9th grade), the student must have passed 2.5 Carnegie units or their equivalent the semester immediately preceding participation. Place an “E” in the Units Passed column for Entering ninth graders.
6. **TOTAL UNITS ACCUMULATED:** Show the total number of Carnegie Units the student has accumulated thus far in his/her high school career. To be eligible, the student must have accumulated Carnegie Units counting toward graduation as follows:

END OF FIRST YEAR:	5 Units
END OF SECOND YEAR:	11 Units
END OF THIRD YEAR:	17 Units

Students who lose eligibility for not meeting these 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. **Remember:** Eligibility is lost or regained on the first day of the new semester. The first day of the fall semester is the first date of practice for the first sport or the beginning of preplanning for a school, whichever comes first.

7. **ELIGIBILITY STATUS:** This column is for GHSA use only. Eligibility notations will be made.

GEORGIA HIGH SCHOOL ASSOCIATION

FILING ELIGIBILITY REPORTS

COMPLETING FORM B:

1. **TRANSFER STUDENTS:** Form B **must be typewritten or computer generated**. If a student has transferred to your school during the past twelve (12) months after entering 9th 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** (use Form A). NOTE: Transfer students who do not meet eligibility guidelines for migrant students are eligible to participate at the non-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 9th 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. NOTE: Do not confuse this with the actual date the student entered the ninth grade.
7. **BONA FIDE CHANGE OF ADDRESS:** In order for a student to have a bona fide move, the student must have moved with the person(s) he/she lived with previously and must have moved from another service area to your school's service area. Answer "Yes" or "No".
8. **EXCEPTIONS:** Certain situations allow a student to be eligible without a bona fide change of address.
 - a. A student who transfers from a non-GHSA school to the GHSA school in whose service area he/she lives could be immediately eligible one time in the student's high school career. (See By-Law 1.62-c) **NOTE:** The issue here is not private to public (or vice-versa), but rather non-member to member. Also, only one move back to the home school from a non-member school carries immediate eligibility. Subsequent moves or moves to a GHSA school other than the original school are covered under the migratory rule.
 - b. A student transferring from a home school situation is treated as transferring from a non-member school. Each school is responsible for verifying the academic eligibility (courses passed and units accumulated) of students coming from the home school situation before the student participates.
 - c. A student involved in an approved Foreign Exchange program (as determined by the Council on Standards for International Educational Travel) is exempt from the migratory rule and may participate for one year only. Each school is responsible for verifying the academic eligibility (courses passed and units accumulated) of students in these programs.
 - d. An American citizen returning from residence in a foreign country is exempt from the migratory rule even if parents, step-parents, or guardians do not make the move also.

- e. If there is a death of the custodial parent, the student may move to live with the other natural parent, relative, or guardian. A copy of the death certificate must be submitted with the eligibility form.
 - f. In a situation in which both natural parents have been given permanent joint custody by a Superior Court judge, a student may elect to move from one custodial parent to the other once during each calendar year. The student must remain with the custodial parent for one calendar year in order to maintain eligibility. A copy of the Superior Court records must be submitted with the eligibility report.
9. **PARENT TEACHES AT RECEIVING SCHOOL:** A transfer student maintains eligibility if one of his/her parents or the custodial parent is a certified teacher or administrator at the receiving school (grades 9 – 12).
10. **SUSPENSION/EXPULSION:** Determine if the transfer student had a disciplinary problem at the previous school. A student may not gain eligibility through a transfer.
11. **APPROVED FOREIGN EXCHANGE PROGRAM:** List the name of the agency that placed this student at your school as a foreign exchange student.
12. In case of a transfer due to divorce or change of permanent custody from one natural parent to another natural parent, a copy of the Superior Court documentation (including a statement of custody and the signature of the judge) must accompany the eligibility reports. NOTE: Probate Court changes in guardianship DO NOT alter the student's status as a migrant.
13. Permissive transfer by the local school system do NOT carry athletic eligibility. These types of transfers may result from penalties for misconduct or other special contingencies that arise on the local level.

GEORGIA HIGH SCHOOL ASSOCIATION

FILING ELIGIBILITY REPORTS

FILING FOR HARDSHIP CONSIDERATION:

1. The GHSA realizes that situations arise due to conditions which are **beyond the control** of the school, the student, and/or parents in which compliance with eligibility rules could not have been expected. Therefore, mechanisms are in place to evaluate individually such circumstances that could warrant waiving certain eligibility requirements.
 - a. Anytime a student is declared ineligible for issues related to the Migratory Student Rule, and the Principal of the school believes that the conditions cited above do exist; the principal may file for hardship consideration. This process is begun with the submission of the “Hardship Application” and the inclusion of ALL material demanded on that form.
 - b. Anytime a student is declared ineligible for academic reasons and the Principal of that school believes that the conditions cited above do exist; the Principal may file for an appearance before the GHSA Appeals Committee. This process is begun with the submission of the “Hardship Application” and the inclusion of ALL materials demanded on that form.
 - c. Any appeal for a student who has been in school longer than eight (8) semesters must be filed by the Principal by submitting the “Hardship Application”. The appeal will be heard by the State Executive Committee at one of their two semi-annual meetings, either in August or March.
2. Application for Hardship will be evaluated by the Executive Director of the Georgia High School Association and the Director may award eligibility or may pass it on to the monthly meeting of the GHSA Hardship Committee. Please submit a separate Form A (or B) for each hardship application for academic reasons.
3. The student and a representative of the school must attend the Hardship Committee hearing at the GHSA office, and other persons with relevant knowledge of the case may attend. The Hardship Committee will either grant eligibility or deny it at that hearing.

GEORGIA HIGH SCHOOL ASSOCIATION

FILING ELIGIBILITY REPORTS

COMPLETING FORM C:

1. **STUDENTS WITH INTERRUPTED ACADEMIC ELIGIBILITY:** Form C **must be typewritten or computer generated.** This form is needed if a student ends a semester with a grade of “incomplete” in one or more courses, or if a student is enrolled in a credit-recovery program.

Credit Recovery/Make-Up Work: Students who have academic deficiencies at the end of a semester may make-up those deficiencies in programs that are available to any student in the school.

- a. Credit recovery programs are short-term programs that involve a course that has been completed and a grade given. The student is given the opportunity to work on areas of deficiency.
- b. Make-up programs occur when a course has not been completed and an “incomplete” grade has been given. The student is given the opportunity to work on areas of deficiency.
- c. Credit recovery and make-up work must be completed within fourteen (14) school days after the start of the next semester. The student is ineligible until such time as the work is completed and the required passing grade has been recorded.

See By-Law 1.58 for additional information.

2. **ELIGIBILITY DEADLINE:** Students needing additional time to complete course work satisfactorily under the conditions outlined in the previous paragraph have the first fourteen (14) school days in the new semester to meet those conditions. If the inability to complete the coursework in the previous semester renders the student ineligible on the first day of the new semester, that student may not practice or compete during that 14-day period.

3. **FILING PROCEDURES:**

- a. The upper half of Form C is to be completed just like Form A. The numbers in the “Units Accumulated Last Semester” column and the “Total Units Accumulated” column should reflect the progress made in the 14-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”.
- c. If the course work is not made up in the allotted 14-day period, 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 14-day period.
- d. Note: If end-of-course test is not offered with 14 days of the new semester, the student may be granted a reasonable extension by the GHSA.

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 OF STUDENTS

The Board of Education and the schools of Richmond County are in the business of education; all programs, including athletics, must fit this philosophy if we are to justify their costs to the citizens of Richmond County. Our educational program does not provide for professional athletics nor do we have as our responsibility that of presenting entertainment to the public. We are concerned with building better boys and girls and giving them the training which will contribute toward their success later in life. All of our athletic personnel and all of our programs should have this philosophy and set the goals which will lead to these achievements.

RECRUITING OF STUDENTS for any purpose including, but not limited to, athletics, band or choral programs, and other interscholastic activities IS PROHIBITED.

The definition of recruiting for the purpose of this policy shall be as follows:

Whenever the employee of a school or a representative of a booster club, PTA, or other school-sponsored organization or the representative of the aforementioned, contacts a student or a parent or guardian of a student for the purpose of enticing or encouraging the student to move into the school zone for the purpose of participation in extracurricular activities, including athletics.

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 his/her supervision, but also the supporting organizations, that is, booster clubs, PTA's, etc. Therefore, the principal shall periodically review this prohibition of recruiting with employees under his/her supervision and with the executive boards and full membership of the supporting organizations. Such review shall be done at least annually. The principal shall confer with the Superintendent whenever he/she deems it beneficial, but especially when he/she has any reason to believe that there is evidence of recruiting.

Allegations of recruiting practices shall be submitted in writing to the Superintendent of schools. The Superintendent shall refer such allegations 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 athletic 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 recommendations 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. George Bailey
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 only 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 Number 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 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 opposing cheerleaders 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 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 waiving 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 Legislature passed SB 60, Jeremy Nelson and Nick Blakely Sudden Cardiac Arrest Prevention Act. GHSA has been selected to implement the requirements with member schools.

SB 60, Jeremy Nelson and Nick Blakely Sudden Cardiac Arrest Prevention Act, requires schools to hold an information meeting twice per year regarding the symptoms and warning signs of sudden cardiac arrest. At these meetings, each student's parent or guardian will be provided with an information sheet that includes: the Early Warning Signs, how to Recognize Sudden Cardiac Arrest and Learn Hands-Only CPR outlined in this law. This sheet must be signed by the parent/guardian of each athlete and a copy must be kept on file at each school. 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



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 or email richard.lamphier@choa.org.

Learn more about Hands-only CPR at 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
- 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.

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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 2019-2020 school year. This form will be stored with the athletic physical form and other accompanying forms required by the Richmond County School System.

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

Student Name (Printed)

Student Name (Signed)

Date

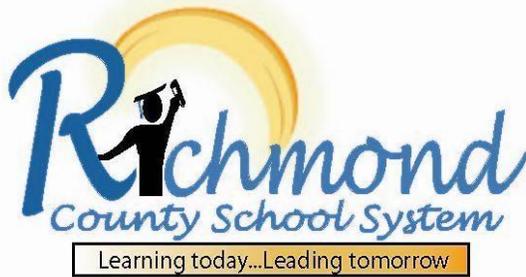
Parent Name (Printed)

Parent Name (Signed)

Date

(Revised: 5/19)

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,

George Bailey
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. The following guidelines have been adapted from consensus and position statements pertaining to exertional heat illnesses and hydration from the leading organizations in the fields of sport and exercise science. These guidelines are as follows:

EDUCATION

1. Each coaching staff should be required to attend a session intended to educate the staff of the risks and identification of heat illness, and the precautions that can be taken to reduce the risks of such conditions.
2. Each school should be required to provide athletes and parents with educational materials regarding heat illness and hydration.

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.
PRACTICE #1-3	Single practice session Helmets only Duration not to exceed 3 hours No contact allowed
PRACTICE #4-6	Single practice session Shells only NO LIVE CONTACT Duration not to exceed 3 hours total
PRACTICE #7	Full pads Live contact introduced Practice duration not to exceed 3 hours total
PRACTICE #8-13	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:

- 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.
- 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.

Hydration

Hydration is an important factor to consider in providing a safe environment for athletic participation. However, even minimal amounts of dehydration can affect an athlete's ability to perform. As little as 1% body weight lost through sweat can have a negative effect on performance. It often takes less than an hour to experience the effects of dehydration. Everyone involved in sporting activities including coaches, parents and even athletes should know the warning signs of dehydration and what to do to prevent dehydration. The link provides a urine color chart to help determine if an athlete is properly dehydrated. <http://www.health.nsw.gov.au/environment/beattheheat/Pages/urine-colour-chart.aspx>

- Each athlete should begin any practice or competition in a well-hydrated state.
- Athletes should consume 17–20 oz. of water or sports drink 2-3 hours before practice or competition.
- Athletes should then consume another 7-10 oz. of water or sports drink 10-20 minutes before activity.
- Hydration during activity should be appropriate for the environmental conditions and equipment worn at the time, generally 7-10 oz. every 10-20 minutes.
- Hydration after the activity should be achieved within the first 2 hours after activity. The amount should be appropriate for the amount of weight lost during the practice or competition. The athlete should be encouraged to drink 20-24 oz. of the appropriate fluids per pound of body weight lost due to sweat. Weighing an athlete before and after activities will help athletes to know how much fluid they need to consume to achieve rehydration.
- Fluids should be readily available at each athletic activity.
- Providing cool fluids will help to improve an athlete's desire to drink fluids during breaks.
- In most cases water is an appropriate hydration fluid during practices.
- Sports drinks can be beneficial in situations where activity is intense and the duration is long. Sports drinks provide a source of carbohydrates and electrolytes to replace electrolytes lost through sweat.
- Lightly salting foods and eating a well-balanced diet can also help athletes maintain appropriate electrolyte levels during periods of increased athletic participation.

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

Schools must follow the statewide policy for conducting practices and voluntary conditioning workouts 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 level that will result in practice being terminated.

A scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGT) reading 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.

5 TIPS TO HELP ATHLETES STAY SAFE IN INTENSE HEAT



1. ALLOW FOR ACCLIMATION

It takes about **10-14 days for an athlete's body to adapt to the heat**, so if possible acclimation should start about two weeks before team practices begin.

2. ADOPT A HYDRATION STRATEGY

Maintaining hydration (within ~2% body weight change) helps reduce an athlete's risk of heat illness and can help the athlete maintain a high level of performance. Proactive steps athletes can take to stay hydrated include:

- **Check urine color before practice. If it's like pale lemonade, that's a sign of good hydration.**
- **Weigh in and out before and after activity.**
- **Drink enough fluid to minimize weight loss during practice – for each pound that is lost, add an additional 16 oz. of fluid during the next practice.**
- **After practice, consume 20-24 oz. for each pound lost to rehydrate for the next training session.**

ARE YOU HYDRATED?



3. DRINK UP

Athletes should drink enough fluid to **maintain hydration without over-drinking**. Flavored, cold, lightly salted sports drinks like Gatorade Thirst Quencher are important because sodium helps maintain the physiological desire to drink and helps retain the fluid consumed.

4. FIND TIME FOR RECOVERY

Rest and recovery are an essential part of avoiding heat illness. Athletes should work in times for breaks when active throughout the day, attempt to get **six to eight hours of sleep a night** and sleep in a cool environment, if possible.

5. MAINTAIN A HEALTHY DIET

Athletes need to think about **fueling before, during and after physical activity**. They should be fully hydrated with fluids and fueled with foods that contain electrolytes to maintain fluid levels. Fluids lost through sweat and breathing should be replaced by fluid consumption.



¹ Maughan, R.J. and Murray, R. Sports Drinks: Basic Science and Practical Aspects, Boca Raton, FL: CRC Press, 2001; 7-8: 183-224.

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 (Institutional Heat Policy) 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.

The Football Preseason Heat Guidelines are in effect from the beginning of the acclimatization activities (five consecutive weekdays before the first practice in full pads) until the first game of the season.

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?

Obviously, the reading should be taken just before the scheduled starting time for the 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. The frequency of readings during the practice will likely depend on when the practice is scheduled. 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 as many 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, distance running, “gassers”, “running the stadium”, 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” that is found on both the GHSA Home Page (upper left margin) and on the Sports Medicine Page.
2. **FOR FOOTBALL:** Information found under the title of “Football Preseason Practice Regulations” and this is found on the Football page

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

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
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 fundraiser 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

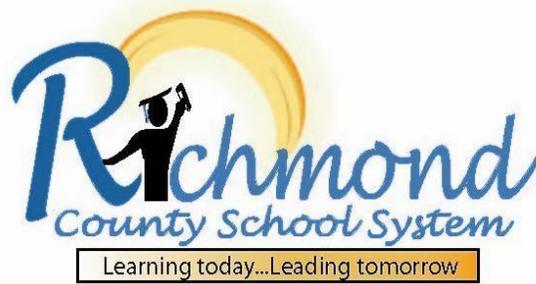
BAND CHAPERONES AND SUPPORT PERSONNEL

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)

STUDENT/PARENT CONCUSSION AWARENESS FORM

SCHOOL: _____

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.

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.
- c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years – beginning with the 2013-2014 school year.
- d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

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

SIGNED: _____
(Student)

(Parent or Guardian)

DATE: _____

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 ≥ 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"/>

■ 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"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency) 	<input type="checkbox"/>	
Eyes, ears, nose, and throat <ul style="list-style-type: none"> Pupils equal Hearing 	<input type="checkbox"/>	
Lymph nodes	<input type="checkbox"/>	
Heart* <ul style="list-style-type: none"> Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver) 	<input type="checkbox"/>	
Lungs	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	
Skin <ul style="list-style-type: none"> Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis 	<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"> Double-leg squat test, single-leg squat test, and box drop or step drop test 	<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:		
	Yes	No
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:

	Yes	No
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)