



# School District of Pickens County

*Building success beyond the classroom*

## **SDPC Athletic Handbook**

**Revised July 18, 2018**

### **Statement of Philosophy**

The School District of Pickens County believes that a dynamic program of student activities is vital to the educational development of the student. The athletic program should provide a variety of experiences to aid the development of favorable habits and attitudes in the students that will prepare them for adult life in a democratic society. Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of the fellowship and good will, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship.

Athletics play an important part in the life of Pickens County high schools. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of each team in our athletic program. Athletics play an important part in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to school spirit and helps students (spectators as well as participants) develop pride in their school.

The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of individual and group living. Leadership should be of the highest quality exemplifying to the participants the desired type of behavior to be developed from the athletic program. Measurement of leadership success should not be in terms of the tangible evidence of the win and loss record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program. The athletic program should always be in conformity with the general objectives of the school. The administration should be in line with the general policies of the institution. At no time should the program place the total education curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, who are capable of taking their place in modern society.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. Pickens

County schools' student activities are considered a supplement to the school's program of education that strives to provide experiences that will help develop young men and women physically, mentally, socially, and emotionally.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies and regulations. Although great pride is taken in winning, we do not condone "winning at any cost" and discourage any and all pressure that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

Every effort should be made to support the athletic program with the best facilities and equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in the classes should be applied and developed further through participation in the athletic program. Athletic directors and coaches should also teach the specific skills necessary for the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

*The ultimate goal of the program should be:*

- To realize the value of participation without overemphasizing the importance of winning or excelling; and,
- To develop and improve positive citizenship traits among the program's participants.

### **Objectives of Participation**

1. To provide a positive image of school athletics at Pickens County schools.
2. To always strive for excellence that will produce winning teams within the bounds of the good sportsmanship and mental health of the student athlete.
3. To ensure growth and development that will raise the number of participants; that will give impetus to increasing attendance at each contest; that will build up gate receipts; and that will provide a program of continuing upkeep and improvement of the facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - a. Physical and mental development.
  - b. Acquisition and development of special skills in each activity.
  - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that promote winning and losing graciously.
  - e. A focus of interest on athletic programs for the student body, faculty and community that will generate a feeling of unity.

- f. Achievement of the initial goals as set by the school in general and the student as an individual.
  - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - h. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
5. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
  6. To provide student activities which offer the greatest benefits for the greatest number of students.
  7. To create a desire to succeed and excel.
  8. To provide for the students' worthy use of the leisure time now and in the future.
  9. To develop high school ideals of fairness in all human relationships.
  10. To practice self-discipline and emotional maturity by learning to make decisions during pressure situations.
  11. To be socially competent and to operate within a set of rules thus gaining a respect for the rights of others.
  12. To develop an understanding of the values of the athletics in a balanced educational process.

## **Administrative Organization**

### **Line of Authority:**

#### **Board of Trustees:**

The Board of Trustees is the governing body of the schools within the School District of Pickens County, responsible to the people.

#### **District Superintendent:**

The District Superintendent administers the schools according to the rules and policies of the Board of Trustees.

#### **Assistant Superintendent of Secondary Administration:**

*The Assistant Superintendent is directly responsible to the Superintendent.*

**Principal:**

Principals are the official representative of the school. Principals are responsible for the student body of the school and the conduct of the athletic affairs by the athletic director and the coach.

**Athletic Director:**

*All athletic directors are directly responsible to the principal.*

The primary responsibility of the athletic director is the administration and supervision of the athletic program of each high school and middle school.

**Head Coach:**

*All head coaches are directly responsible to the athletic director.*

Head coaches are to act as an official representative of the athletic program of Pickens County high schools.

**Assistant Coaches and JV Coaches:**

*All assistant coaches and JV head coaches are directly responsible to the head coach.*

The assistant coaches and JV coaches are to execute assignments and duties as directed by the head coach.

**Coaching Expectations and Responsibilities**

**I. Coaches' Professional and Personal Relationships & Expectations**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the School District of Pickens County objectives for their activity programs. These major performance areas stand out above others:

**A. Rapport**

A coach must be able to develop a good rapport with any number of individuals and groups, team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

**B. Cooperation**

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.

**C. Leadership**

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition -- all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

#### **D. Discipline**

Every facet of discipline is the coach's responsibility, individually, the coach becomes a model of all that the program represents -- observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season -- at home and away, and the conduct of the crowd -- especially where the student body is concerned. Desire to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

#### **E. Improvement**

A coach must constantly take advantage of opportunities for self- improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

### **II. Coaching Techniques**

- A.** Use sound and acceptable teaching practices.
- B.** Run well-organized practice sessions.
- C.** Complete pre-season planning well in advance of starting date.
- D.** Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
- E.** Construct a well-organized game plan.
- F.** Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- G.** Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

### **III. Coaches' Responsibilities**

#### **A. To the players on the team**

- The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

- The coach should be fair and unprejudiced with players, considering their individual differences, needs, interest, temperaments, aptitudes and environments.
- Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.
- The coach should provide supervision of players prior to, during, and after a practice, game or any activity held in the name of his/her team.
- The safety and welfare of players should always be foremost in the coaches' minds.
- The coaches' primary responsibility is to the student athlete; however, open lines of communication with parents or guardians should be encouraged.

#### **B. To the school district**

- As a coach, you are a frequent topic of conversation at various community locations -- the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.
- Your actions and statements should always reflect confidence and respect for the School District of Pickens County. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

#### **C. To the school**

- A coach owes his/her school his/her efforts and loyalty at all times. He/She must constantly strive for excellence in all areas of his/her school.
- To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most importantly are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and constant discipline must be maintained.
- The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principals of education and consequent improvement in teaching and coaching.
- The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

#### **D. To the profession**

- A coach in the School District of Pickens County should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

#### **E. To fellow coaches**

- The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills that provide for an open exchange of ideas in a courteous, thoughtful manner.
- A wise head coach will praise the assistants and award recognition whenever possible. Misunderstanding between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.
- The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.
- It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality of the assistant coaches.

#### **F. To other coaches in your school**

- One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all other coaches and activity sponsors for the well being of the total program.
- A coach should support and serve fellow coaches whenever possible. Remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.
- No coach or school should encourage students to specialize in a single sport. Students should actually be encouraged to participate in other extra-curricular activities.

#### **G. To faculty members**

- Coaches and faculty members are expected to cooperate with each other for the benefit of the student athlete.

#### **H. Physical plant**

Each coach is responsible for the following:

- Keeping practice areas and locker rooms in order.
- Storing equipment neatly and using equipment properly. Pride in the equipment and facilities is of primary importance to all athletes and coaches.
- Keeping storage areas locked.

#### **I. Coach fines**

- Coaches are responsible to pay for fines levied by the High School League.

### **Junior Varsity Participation**

Participation on junior varsity teams will be left to the discretion of the local school authorities. It is recommended that teams below the varsity level be restricted to students in the tenth grade and below.

No student above Grade 10 in the School District of Pickens County (SDPC) should be allowed to participate on a non-varsity team. However, due to competitive issues and/or extenuating circumstances, exceptions will be permitted via the use of the SDPC **Application for Change in Level of Athletic Participation** form. The Athletics Grievance Procedure as listed in the SDPC **Athletic Handbook** will be used to resolve any conflicts.

### **Athletics Grievance Procedure**

An athletic grievance shall be defined as a disagreement involving an athletics issue in which an individual or group of individuals believes that an injustice has been done because of a lack of an athletics policy or the perceived unfairness of an athletics policy or the deviation from an athletics policy or the misapplication or interpretation of an athletics policy.

The purpose of this procedure is to settle athletic grievances and complaints at the level as close as possible to the point of origin with the intent of resolving the matter at the lowest administrative level. Grievance procedures must be adhered to by all parties in the following order:

#### **LEVEL ONE**

- **Step 1**  
Any student and/or parent with an athletics grievance (grievant) shall discuss the grievance with the head varsity coach of that sport involved at scheduled time agreed upon by both parties.
- **Step 2**  
If discussion at Step 1 does not resolve the matter to the satisfaction of the grievant, then the grievant shall discuss the issue with the school's athletic director. This must be done in a timely manner.
- **Step 3**

If the intervention of the athletic director does not resolve grievance, then the issue shall be presented to the building principal. The building principal will hold a hearing if requested. The building principal will respond in writing to the grievant with the decision within five (5) business days. A copy of this decision will also be sent to the involved coach, the athletic director, and the Assistant Superintendent of Secondary Education.

## **LEVEL TWO**

If the decision of the building principal does not resolve the grievance, the grievant may appeal to the Superintendent or his/her designee. The Superintendent or his/her designee will hold a hearing if requested. The Superintendent or his/her designee will respond in writing to the grievant with the decision within five (5) business days. A copy of this decision will also be sent to the coach, athletic director, building principal, and the Superintendent. Note: If the decision of the Superintendent or his/her designee does not resolve the grievance, the grievant may appeal to the Board of Trustees for the School District of Pickens County.

### **Discipline Policies**

Athletes should not do anything detrimental or take actions that may cause embarrassment to themselves, their teammates, coaches, parents, school or community. Participation in athletics is a privilege rather than a right.

Athletes of the School District of Pickens County will be subject to the following disciplinary action if he or she commits any of the following violations:

1. Use or possession of alcohol or any illegal drugs or related paraphernalia, look-alikes or abuse of prescription/non-prescription drugs.
2. Use or possession of all forms of tobacco products.
3. Theft or vandalism of any personal or school property.
4. Arrest by law enforcement authorities for alleged commission of a crime, depending on the circumstances.
5. Acts of unsportsmanlike conduct during the sports season in which the athlete is involved, such as fighting, cheating, or verbal abuse of officials, contestants, coaches or spectators.
6. Violation of the district or school behavioral rules or team rules.

Reports of rules violations will be accepted from any adults with authority such as school administrators, teachers, coaches, law enforcement officers and the parents of the athlete(s) in question. Reports from other sources will be accepted if persons will verify the violation before the coach and school administration. Such reports will be investigated and appropriate action concerning further participation in athletics taken.

When an athlete is found guilty of violation one or two, he or she will be subject to the actions listed below.

#### **FIRST OFFENSE**

1. Consequences according to the School Board Policy JCDAC, Drug Use and Substance Abuse or School Board Policy JCDA, Student Use of Tobacco.
2. Notification of parents.

3. Suspend the athlete(s) for 10% athletic events (using maximum number of regular seasons of events as allowed by each conference, not including tournament play-offs)
4. Extra duty for the athlete(s).

### **SECOND OFFENSE**

1. Consequences according to the School Board Policy JCDAC, Drug Use and Substance Abuse or School Board Policy JCDA, Student Use of Tobacco.
2. Notification of parents.
3. Dismissal from the team. Athlete will not be allowed to participate in another sport during the remainder of the school year.
4. Require the athlete(s) to attend a counseling program if available.
5. Encourage the athlete's parents or guardians to attend the counseling program.

When an athlete is found guilty of violation three or four, he or she will be subject to the actions listed below. Attention is called to the *South Carolina High School League Handbook* regulations should an athlete be ejected from a contest.

### **FIRST OFFENSE**

1. Notification of parents.
2. Suspend the athlete(s) for 10% athletic events (using maximum number of regular seasons of events as allowed by each conference, not including tournament play-offs)
3. Extra duty for the athlete(s).

### **SECOND OFFENSE**

1. Notification of parents.
2. Dismissal from the team. Athlete will not be allowed to participate in another sport during the remainder of the school year.
3. Require the athlete(s) to attend a counseling program if available.
4. Encourage the athlete's parents or guardians to attend the counseling program.

When an athlete is found guilty of violation five, he or she will be subject to the actions listed below.

### **FIRST OFFENSE**

1. The parents of any athlete(s) involved will be notified.
2. The athlete(s) will be suspended for one athletic contest.
3. Extra duty before or after practice at the discretion of the coach.

### **SECOND OFFENSE**

1. The parents of any athlete(s) involved will be notified.
2. The athlete(s) will be dismissed from the team.
3. Any violation of the school discipline code is to be enforced as the coach sees necessary. Repeated violation of the discipline code may result in suspension from the team.

### **SPECIAL NOTES:**

1. Any appeals regarding athletics discipline issues must follow the athletics grievance procedures that are listed elsewhere in this handbook.

2. Each coach has the authority to establish additional rules pertaining to the activity supervised.
3. If an athlete has one in-season violation in a sport and then another in-season violation of the same nature in a different sport in the same school year, the second violation will be considered a second offense.
4. Any athlete suspended from school during the sport season is also suspended from practice and games during the time of the suspension. Such absences due to suspension from school are unexcused.

### **Guidelines for Retiring a Jersey**

1. No numbers will be retired. Instead only the jersey or another meaningful object for the sports that do not have a jersey will be retired.
2. There will be a wait time of ten (10) years minimum between the student's last day of attendance in the high school and the gaining of eligibility for consideration. This wait time will be extended if the student is involved in a professional playing career when the ten (10) year mark is reached. A student in this situation will become eligible when his/her professional playing career is over.
3. Consideration should be given to the following:
  - The student must have fulfilled all obligations to the school and respective athletic team(s) he/she represents.
  - The student must be an acceptable citizen and a credit to the community and school.
  - The student must have earned outstanding honors in high school and/or college and/or in professional sports.
  - The student must be recommended by a member of the coaching staff or by a member of the community. Documentation of the rationale for the recommendation is the responsibility of the nominator.
  - The nominated student must be approved by the principal and the athletic director of the school at the time of the nomination.
  - The principal of the school will then notify the superintendent or the superintendent's designee.
4. No jersey or other meaningful object for sports that do not have a jersey will be retired at the middle school level.

### **Financial Policies**

1. All athletic departments of the School District of Pickens County are responsible and accountable for all revenues received and any expenditures.
2. Each school will be accountable for athletic equipment and facilities. All athletic departments are responsible for maintaining an equipment inventory.

### **Broadcast Policies**

#### **Radio Broadcast**

All requests for broadcast of a regular season athletic game should be sent to the school's principal at least 72 hours prior to the game. Approval will be granted under the following conditions:

1. For live football games, approval will be given upon the radio station agreeing to the following terms.
  - Payment of a one hundred dollar (\$100.00) broadcast fee is required.
  - The radio station with broadcast rights will accept the following restrictions:
    - a. The radio broadcast crew will be assigned a specific location in the press box area. The broadcast crew will remain in this area while broadcasting the game.
    - b. The radio broadcast crew will not be permitted to enter the areas where the players and coaches are located, such as in the gymnasium, locker room, field house, training room, coaches' offices, etc.
    - c. In order to provide a safe and private atmosphere for student/athletes and coaches, the radio broadcast crew will not be permitted to enter the sideline area of the field while the game is being played. The broadcast crew may do the coin toss prior to the game and/or on-field interviews after the game. This item refers to a sideline announcer.
    - d. If a radio station receives permission to broadcast a game and then violates any of the restrictions listed above, then that radio station may be banned from broadcasting future athletic events at that school.
2. For tape-delay football games, approval will be granted upon payment of a twenty-five dollar (\$25.00) broadcast fee.
3. For live basketball games, approval will be granted upon payment of a twenty-five dollar (\$25.00) broadcast fee.
4. For tape-delay basketball games and other athletic events such as spring sports, jamborees, etc., approval will be granted in exchange for publicity of events and programs at the school.

### **Television Broadcast**

All requests for broadcast of a regular season athletic game should be sent to the principal at least 72 hours prior to the game. Approval will be granted under the following conditions.

1. For a live football game, approval will be given upon payment of a two hundred and fifty dollar (\$250.00) broadcast fee.
2. For tape-delay of a football game, approval will be granted upon payment of a one hundred dollar (\$100.00) broadcast fee.
3. For a live basketball game, approval will be granted upon payment of a one hundred dollar (\$100.00) broadcast fee.
4. For tape-delay of a basketball game, approval will be granted upon payment of a fifty dollar (\$50.00) broadcast fee.
5. For other athletic games/events, such as spring sports, jamborees, etc., approval will be granted in exchange for publicity of events and programs at the school.

**Note: Fees may be waived for payment in kind at the discretion of the school principal and athletic director.**

### **Cut Policy**

**- Pre Tryout -**

Give players information (written) concerning all areas of tryout, and the number of players to be kept. The players should be informed of the different skill areas that they will be judged in. Players should be informed of the length of tryout and the cut date. (It is recommended that the parent be given the cut policy to sign and return.) It is recommended that the coach talk with the marginal players about half way through the tryout period, informing them of their status. Students participating on a school team in season will have an opportunity to try out for another sport at the conclusion of that sports' season. Students transferring to a school during a season will be provided the opportunity to try out provided they were participating or have extenuating circumstances in the previous school. This requires approval by the athletic director.

Coaches are to refrain from using a posted cut list. **Each player should be contacted personally.** Each player should be informed of deficient areas and ways to improve skills.

### **Pre-Season Meetings**

All head coaches are strongly encouraged to hold a pre-season meeting with their athletes and parents. Athletic Directors are urged to support this pre-season concept. The purpose of these meetings is basically one of good public relations. However, other reasons include, but are not limited to the following:

- To promote the values of extracurricular activities
- To communicate your coaching philosophy, goals and objectives
- To expand funding efforts and booster organizations
- To communicate expectations of your players
- To warn of potential dangers of playing high school athletics
- To communicate practice times and season schedules
- To gather information from parents
- To open lines of communication
- To introduce staff

In general, the pre-season meeting is simply good business.

### **Athletic Policy Handbook for Students & Parents**

Each school is encouraged to have a separate Athletic Policy Handbook that is specifically written for students and parents. This handbook should have the rules of behavior for all athletes and the consequences of his/her actions. It should also include other information such as:

- Introduction to Parents (general purpose of handbook, statement of philosophy, mission, goals and objectives, etc.)
- Introduction to Students (general purpose, duties and responsibilities of student athletes)
- Governance (School Board, High School League)
- Requirements for Participation (birth certificate, physical exam, parental permission, acknowledgement of athletic policies, scholastic eligibility, risk of participation statement)
- Athletic Code of Conduct (actual rules for athletes and consequences of violation of each rule)

- Individual Coaches/Team Rules (general statement)
- Appeal Procedure (for violation of rules)

### **Injury Reports**

In dealing with sports related injuries the following guidelines shall be observed:

1. A training room report form shall be completed for injuries not requiring medical attention.
2. This form shall be placed in a central location designated by the athletic director to allow the trainer to obtain for evaluation.
3. The trainer will report to the coach the status of the player before allowing the player to return to participation.
4. If further medical attention is needed after evaluation by the trainer, the player must present a written release from the doctor before being allowed to return to participation.
5. If the player sees a doctor without the coach having prior knowledge then the student must present a written release by the doctor before being allowed to return to participation.

### **Eligibility Requirements**

The Constitution of the South Carolina High School League will be used to determine a student's eligibility for interscholastic sports (SDPC Policy IDF). Refer to [www.schsl.org](http://www.schsl.org) for details.

Direct individual eligibility questions to the Principal or Athletic Director.

### **College Freshmen Eligibility Requirements for Student Athletes**

Consult with coach, athletic director, counselor, or principal to secure the latest eligibility requirements from the NCAA. This information may also be accessed at [www.ncaa.org](http://www.ncaa.org) and [www.ncaa.clearinghouse.net](http://www.ncaa.clearinghouse.net).

### **Guidelines for Middle School Student Participation on High School Teams (Reviewed 7/18/2018)**

#### **General Parameters**

- a) Presently the only middle school sports being provided in the School District of Pickens County are football and volleyball in the fall and boys' basketball and girls' basketball in the winter. Middle schools also have the opportunity to field competitive cheer teams that compete in the fall and early winter.
- b) Middle school students participate on high school athletic teams in all other sports following the regulations of the South Carolina High School League (SCHSL) and the respective classifications.
- c) If consideration is being given for a middle school student-athlete to be moved to a high school team in volleyball, boys' basketball, girls' basketball, or competitive cheer, the middle school student-athlete must have the ability to compete on the varsity level.
- d) If consideration is being given for a middle school student-athlete to be moved to the high school football program, the middle school student-athlete must have an ability level substantially above that of the peer group. SCHSL regulations do not permit

middle school student-athletes to compete at the varsity level in the contact sports (football, wrestling, soccer). Therefore, in this particular situation for the School District of Pickens County, the placement can only be made on the high school junior varsity football team.

- e) As in the past, if a middle school student-athlete gets cut in the try out process for a middle school team, then that student is eligible to try out for a junior varsity team at the high school level.

### **Procedure**

- a) The middle school student-athlete and parent(s)/guardian(s) must secure the permission form from the high school athletic director.
- b) The middle school student-athlete and parent(s)/guardian(s) must then secure a recommendation from the middle school principal and coach.
- c) The middle school student-athlete and parent(s)/guardian(s) must then secure a recommendation from the high school principal and coach.
- d) Once all recommendations have been secured, the form is presented to the high school athletic director. The high school athletic director will clarify any information with coaches, parent(s)/guardian(s), and the middle school student-athlete and render a decision for participation.
- e) The Athletics Grievance Procedures as listed in the School District of Pickens County's Athletic Handbook will be used to resolve any conflicts.

### **Booster Clubs**

Booster clubs are organized to aide and assist our athletic department. These organizations should be a non-profit organization that the principal and the athletic director should assist in controlling. Each school will have its own club and should be accountable to the School District of Pickens County.

### **Dismissal From or Quitting a Team In Season**

All athletes are encouraged to participate in as many sports as possible. Once athletes begin the in-season period of a sport, they should not quit that sport. If an athlete quits a sport in season, then they will not be allowed to participate in another sport until the season of the sport they quit has ended. This rule also applies if an athlete is dismissed from a team by the coach. If extenuating circumstances exist, the athletic director shall have the prerogative to release an athlete to another sport.

### **Lettering Policy**

- Athletic letters from individual schools are an honor and award for participating on any athletic team in the School District of Pickens County.
- Each individual school and coaches will be responsible for the letter requirements and the awarding of the letters to the athletes.

- It is recommended that schools follow one of the two nationally recognized methods of awarding letters.
  1. Any athlete who starts and finishes an athletic season in good standing will receive a letter.
  2. Letters are awarded according to quarters, time played, or points scored.

### **Requirements for New Sports**

In order for a new sport to be offered in a school the following guidelines must be met:

1. The School District of Pickens County must provide a supplement for the coach of the team.
2. There must be enough interest in starting such a team as evidenced by a satisfactory number of participants and parents who are willing to support the athletic program.
3. The addition of any team must be accomplished by a reasonable availability of adequate facilities. On campus facilities are the highest priority.
4. Priority order of coaching requirements:
  - a. The ideal condition is to have a qualified staff member to coach the team.
  - b. If no one is available the next best condition would be to hire an employee of the School District of Pickens County.
  - c. If no coach is available from within the school district then hiring one from outside the school district would be the next alternative. This option would be pursued if there is no other reasonable option because it presents problems of supervision, routine authority, and communications.

**Note: If parts of the above criteria are not met, then this may justify not adding a new sport or the elimination of an existing sport.**

### **Transportation**

As you are aware, any vehicle over 15 passengers requires the driver to possess a valid South Carolina Commercial Drivers License (CDL) and a South Carolina School Bus Drivers License (SCSBDL). The CDL for big buses (newer “pusher” models) require a Class B CDL. If the vehicle is owned by the school, the SCSBDL is not required, but highly recommended.

The Transportation Department regularly schedules CDL/SCSBDL on a monthly basis. This is a time consuming process. However, it is required of all drivers of activity buses. You should call the Transportation Department to schedule any of your coaches/teachers for this training. It is recommended that your athletic department reimburse your coaches for any costs involved with this process (physical examination, permit, license fees, etc.).

Bus Drivers

If a bus driver wants to volunteer to drive a bus for an activity but has no child of his/her own involved in the trip, then the bus driver cannot volunteer. The bus driver must be paid and if he/she works over 40 hours that week, overtime will have to be paid for any hours over 40.

If a bus driver wants to volunteer to drive a bus in connection with a trip that his/her child is going on, then the bus driver can volunteer without pay. To do this, the bus driver must send the Assistant Superintendent for Human Resources a letter stating that he/she wants to volunteer to drive and the reasons why before approval will be given. Written approval must be given before the driver will be allowed to drive for the activity.

A non-district employee may volunteer to drive a bus for an activity. This person **must complete the district's training for volunteers and submit the CDL Activity Bus Driver Volunteer form to the Assistant Superintendent for Human Resources.** Once written approval has been given, the applicant will be permitted to drive for the activity.

### **The Nine Legal Duties of a Coach**

Over the past 20 years, through thousands of lawsuits, the courts have defined and continue to define the legal duties of a coach. These duties may vary from state to state and may change as sports litigation continues unabatedly over the years. The NIAAA, the National Federation of High School Associations, the Coalition of Americans to Protect Sports and the National Association for Sport and Physical Education all recognized these nine legal duties. Your nine legal duties as a coach are:

- Duty 1: Properly plan the activity.
- Duty 2: Provide proper instruction.
- Duty 3: Provide a safe physical environment.
- Duty 4: Provide adequate and proper equipment.
- Duty 5: Match your athletes.
- Duty 6: Evaluate athletes for injury or incapacity.
- Duty 7: Supervise the activity closely.
- Duty 8: Warn of inherent risks.
- Duty 9: Provide appropriate emergency assistance.

### **Risk Management**

Risk management in a high school athletic program involves doing everything possible to reduce the risk of injury and illness to the participants and to diminish the liability of such injuries should they occur. Basically speaking, risk management is the administrative effort to reduce injuries and minimize liability through prevention and safety planning. All of the nine legal duties of a coach

have a direct impact upon prevention of injuries and illnesses and, therefore, minimizing the possibilities of litigation.

Some of the preventive measures that are our legal duties involve the following:

- Interview all coach prospects. This includes all adjunct coaches and volunteers. Check their backgrounds and call/contact their references. It is a requirement that all coach prospects be interviewed by the principal. *(Duty to provide proper instruction)*
- Supervise and evaluate your coaches. There is a district evaluation tool for coaches. You are strongly urged to use this to meet this end. *(Duty to supervise the activity; duty to provide proper instruction)*
- All coaches are required to have CPR training. Blood pathogen training is required for all district employees. Make certain your coaches have this training. *(Duty to evaluate for injury or incapacity; duty to provide appropriate emergency assistance)*
- Encourage all coaches to attend clinics and workshops that are sport specific. Encourage them to take the Coaching Principles Course (not required). *(Duty to provide proper instruction; duty to properly plan the activity; duty to match your athletes; duty to supervise the activity; duty to provide adequate and proper equipment)*
- Do regular and periodic safety checks of your facilities and equipment. Send in maintenance requests immediately upon finding any broken or exposed risk factor. Repair/recondition equipment on a regular basis. *(Duty to provide a safe physical environment; duty to provide adequate and proper equipment)*
- Make sure your coaches are matching their athletes in all drills and scrimmages. *(Duty to match your athletes)*
- NEVER allow athletes to practice or workout without supervision. This is especially true for the weight room! NEVER ALLOW ANYONE TO WORKOUT IN YOUR WEIGHT ROOM UNLESS A COACH IS PRESENT! NEVER ALLOW A COACH TO LEAVE THE WEIGHT ROOM UNSUPERVISED! *(Duty to supervise the activity closely)*
- Have all athletes and their parents sign a “Risk Acknowledgment and Consent to Participate” form (see appendix for a sample). Although this is not required, you are urged to do so. You are strongly urged to require a pre-season meeting of all sports teams and their coaches. At this meeting the risks of participating in high school sports and the possibility of injury should be fully explained. *(Duty to warn of inherent risks)*
- Have a written emergency plan in place. Make sure all coaches, managers and trainers are made aware of this plan (see appendix for a sample emergency plan). *(Duty to provide emergency assistance)*

Some risk management suggestions and supplementary ideas to help with the above are as follows:

Checklist for Supervisors of Sports

- Identify any hazardous or risky activity before any sport contest or practice is scheduled.
- Develop and implement guidelines for the safe conduct of participants.
- Provide extremely close supervision for potentially dangerous activities.
- Hire qualified personnel.
- Provide proper and extensive training of all sport personnel.
- Provide detailed medical emergency procedures.
- Determine the physical condition and physical impairments of all participants.
- Develop procedures to document and investigate accidents or injuries.
- Assemble a risk management committee whose paramount concern is the safety of the participants.
- Involve parents.
- Notify the community and the media of your risk management program.
- Continually update and maintain a documented risk management program record. This can assist in evaluating the effectiveness of risk management policies and procedures.

### ***Duty to Properly Instruct***

The following are characteristics and descriptions that lead to fulfilling the duty of proper instruction:

- Correct and proper instruction techniques of the sport must be known and taught.
- Incorrect technique observed must be corrected.
- Skill development drills and conditioning must be progressive.
- Demonstration of proper technique is a must (e.g., when incorrect technique can result in injury, it should be demonstrated).
- Instructors' skills should match the risk of the activities.
- Wrongful acts should not be taught; however, they may be demonstrated and emphasized to show the injury they could cause to an opponent.
- Detailed records of instruction and training should be maintained.
- All personnel should keep current of new developments.

### ***Factors to Consider When Matching Players***

- Skill
- Experience
- Height and weight
- Age
- Injuries or incapacitating conditions
- Maturity
- Mental state of a player
- Gender

### ***Duty to Provide a Safe Environment***

Many lawsuits in sport contain an allegation of an unsafe playing area. Full control over playing areas is difficult to maintain. Nevertheless you have a responsibility to notice hazards.

- If a coach knows a hazard exists (“ACTUAL NOTICE”), he/she has a duty to eliminate it.
- A coach has a duty to exercise ordinary professional diligence and discover hidden hazards (“CONSTRUCTIVE NOTICE”).

### ***Recommendations for a Safe Environment***

- Remove all unnecessary hazards on and around the playing field/court.
- Inform and warn players of hazardous areas.
- Have rules concerning the use of facilities.
- Share responsibility for facility safety with players.
- Assign a coach to regularly inspect the facilities and playing fields.
- Have an effective procedure for reporting hazardous situations before accidents happen.
- Utilize a preventive maintenance approach.

### ***Duty to Provide Adequate and Safe Equipment***

Schools and organizations have a duty to provide adequate equipment to participants in athletic activities. The failure to provide satisfactory equipment is another of the most prevalent allegations in sports injury lawsuits.

Courts have defined six areas of potential equipment liability for schools, athletic organizations, administrators, coaches and physical education teachers:

1. Duty to select and acquire the appropriate types of equipment depending on what activity is being offered.
2. Duty to choose equipment that is of satisfactory quality in regard to safety characteristics and injury preventing design.
3. Duty to properly distribute the equipment. Equipment must be properly fitted and sanitation guidelines must be observed in certain types of equipment.
4. Duty to instruct players on the proper use and misuse of equipment.
5. Duty to make sure that the proper protective equipment is always used when necessary.
6. Duty to develop and implement a plan to periodically inspect all protective equipment and to recondition when necessary.

### ***Strategies for Providing Adequate Medical Care***

(Duty to evaluate athletes for injury or incapacity; duty to provide appropriate emergency assistance)

- Know the health and physical condition of the program participants.
- Obtain appropriate written permission, commonly referred to as consent-to-treat.
- Be able to offer appropriate first aid to injured participants.
- Have necessary first aid materials and supplies available in a first aid kit readily available.
- Develop a system for accurately reporting the important information related to injuries.
- Where feasible, make use of certified athletic trainers.
- On certain occasions, have a medical team available for immediate response.

## Measuring Athletic Program Equity With Title IX

The following is a basic framework for evaluating a school's level of compliance with the requirements of Title IX. The U.S. Office for Civil Rights, the agency charged with oversight and enforcement of Title IX, requires compliance with the two broad components listed below.

### *Title IX Compliance Framework for High Schools*

#### *Component I: Effective Accommodation of Athletics Interests and Abilities*

##### **A. PARTICIPATION OF OPPORTUNITIES: *THE THREE-PRONG TEST***

- **Substantial Proportionality**: Ratios of male athletic participation and female athletic participation must be "substantially proportional" to ratios of male enrollment and female enrollment.

**OR**

- **History & Continuing Practice**: The school must show a continuing practice in the very recent past (2 – 3 years) of expanding its women's sports offerings.

**OR**

- **Full & Effective Accommodation**: The school must show that the athletics interests and athletics abilities of the institution's female enrollment have been fully and effectively accommodated.

##### **B. LEVELS OF COMPETITION: *THE TWO-PRONG TEST***

- **Equivalently Advanced Competition Opportunities**: Must provide similar numbers of male and female athletes equally advanced competitive opportunities.

**OR**

- **History & Continuing Practice**: Must show a continuing practice in the very recent past (2 – 3 years) of upgrading women's competitive opportunities.

#### *Component I: Equivalence in Other Athletics Benefits and Opportunities*

Protective athletic equipment, athletic clothing, and other athletic supplies  
Locker rooms, practice facilities, competition facilities, and other athletic environments  
Allocation of travel benefits, transportation benefits, and meal/lodging benefits  
Years of experience, quality, compensation, and assignment of coaching  
Institutional housing and dining facilities and related services for student athletes\*  
Nature of publicity, marketing, and media services provided for athletic programs  
Game and practice times and scheduling

Facilities for and access to athletic training benefits and medical services  
Academic tutoring services for student athletes\*  
Institutional support services for athletic programs\*  
Recruiting resources provided to athletic programs\*

\*Indicates this requirement is generally for colleges only.

The number one objective and measuring stick in Title IX is the comparison of the number of female athletic “slots” to the number of male athletic “slots” and how this compares with the overall student female/male ratio.

1. Increase the numbers of females in as many sports as possible.
  - Have more uniforms than the corresponding male sport (softball, cross country, track, basketball, tennis, golf).
  - Add a women’s sport (golf, soccer, etc.).
  - Have a JV or “C” team where possible and funds permit.
  - Strongly encourage your female sports coaches to increase their numbers.
  
2. Improve or add to your women’s sports facilities
  - Do you have a softball field on campus? If not, what is your long-range plan to add one?
  - Are your women’s locker rooms equitable to the men? If not, put together a plan to do so as soon as funding is available.
  - Do you have equal access to your training/first aid room? If not, seek immediately to alleviate this scenario.
  
3. Combine the booster clubs and their efforts in all complementary sports (baseball/softball, track, cross country, basketball, tennis, golf).
  - Analyze your athletic budget and the total expenditures per sport and athlete.
  - Meet with splinter booster clubs and make an effort to combine their efforts.
  - Consider a policy that has all booster club funds paid to the school for any and all expenditures (not allowing booster clubs to purchase or donate any funds directly to any coach, team or sport).

### **Financial Management of the Athletic Department**

The administration of a high school athletic department has become a very demanding and complicated process. Due to the large sums of money required and the increased number of sports teams and athletes, this process now involves much documentation, planning and discipline. Therefore, it is now almost a must that you have a written policy on budgeting. It is the responsibility of the school athletic director to have a budget that is financially productive. Thus, it is his/her duty to create a budget that is balanced, defensible and fair to all concerned. Full knowledge of the implications of Title IX is a must in this process. A sequential procedure must be established and followed. Long-range rotation of large purchases (uniforms) for individual sports should be planned so that major requests from various sports may be staggered over several years. Continuity and adherence, plus the flexibility to handle emergencies and capital improvements/expenditures, are all important.

#### **Budget Responsibilities**

**Head Coaches:** Responsible for making the “sport operating budget requests” to the athletic director for their entire program in the areas of uniforms, equipment, transportation, awards, entry fees, books, clinics, booster club and fund raisers. Assistant coaches in each program will make

their budget requests through the head coach. Head coaches will submit the budget requests for the next year two weeks after the end of their season or at post-season evaluation conferences with the athletic administrator. Budget requests shall be on the appropriate forms and be accompanied by the end-of-season inventories for their sport. The following criteria/steps should be used for developing their budgets:

- Present inventory of uniforms and equipment
- Condition and age of existing equipment
- Uniform rotation plan (submitted and/or agreed upon with athletic director at a previous date)\*
- Number of teams and athletes in the program
- Equipment rule changes (that impact requests/equipment)
- Projected long-range needs of the program
- Projected gate revenues
- Projected assistance from the booster club or fund raisers

\*Note: A uniform rotation plan for each sport is a must. Such a plan ensures that no one budget year will need to be unusually higher than others. This plan should be a collaborative effort of the athletic director and the coaches. Because some uniforms are made from more durable materials than others and some teams' sports require varying degrees of "wear and tear," this uniform rotation plan should be formulated to fit the needs of the individual sport based upon these factors. Some uniforms may require replacement every two years, where others can be extended to five years.

**Athletic Director:** The athletic director shall prepare a budget for the athletic department in the spring for the following school year. This spending plan is to take into account projected expenditures that are based on projected revenues and the current fund balance in athletics accounts with the understanding that changes may be made in order to deal with unforeseen emergencies and/or if the projected revenue does not materialize. The athletic director's budget is due to the principal by July 15.

## **District-Wide Athletic Administration Procedures**

### **General Administration**

As the school athletic director, you are ultimately responsible for anything and everything in the extracurricular athletic arena. Clearly, you will not be able to be everywhere and see everything that goes on within this athletic arena. Therefore, it is critical that your staff be selected, managed and supervised in a most professional manner. Your leadership style must be varied and dependent upon the situation you are faced with in every instant. The relationship between you and your staff must be professional. The job of a school athletic director is a people job. Your people skills—your ability to work with, communicate and develop positive relationships with other—must be superb. Your communication, organizational and time-management skills must be honed to support a high level of productivity. The school athletic director must have a keen understanding of his/her responsibilities in the areas of safety and liability. Risk management should be an area of expertise for athletic directors.

You are strongly encouraged to develop a personal philosophy of athletic administration for yourself. Furthermore, we strongly urge you to develop a strategic plan (belief statements, mission statement, goals and objectives) for your athletic department. The development of this plan is an excellent way to develop staff unity and positive, interactive relationships.

## **Staff Administration**

Each district-paid position within your department has a district-produced job description. Each coach is to sign a copy of this job description upon assuming his/her responsibilities. It should be noted that each job description refers to the District Code of Conduct for Coaches. This Code of Conduct is included in this handbook and is also on the back of each coach's job description. Ultimately, you are responsible for everyone executing his/her job description. The job description also gives you managerial guidelines to supervise, advise and work with each coach to improve their abilities to be productive coaches for the students under their charge. A copy of each coach's job description and a District Supplemental Salary Scale follows.

**Certified Trainers:** Many schools employ through a contractual arrangement or as teachers athletic trainers. In South Carolina, it is state law that those individuals who are trainers must be fully certified by NATA (National Athletic Trainers Association). These "certified" trainers are authorized to use the title "Certified Trainer" or "Trainer." They are also authorized by NATA to use the official initials of a certified trainer, "ATC" (Athletic Trainer Certified).

**Certified trainers are considered professionals in the sports medicine arena and are regarded as highly knowledgeable and skilled in their field. This binds school personnel who use these certified trainers as professionally obligated to rely on the decisions made by these sports medicine specialists. Therefore, there can be no debate with a certified trainer as to decisions made with regard to the care and prevention of any athletic-related illness or injury, perceived or real. In other words, the decision of the certified trainer is considered legally binding and has higher authority over the opinion of any coach or school employee when determining whether an athlete may or may not be allowed to play or return to play after an injury. This is also true with regard to preventive measures and activities and rehabilitation prescriptions for athletes.**

## **Adjunct Coaches**

Adjunct coaches are those that are not regular employees of the school district, yet will be hired by your school (and therefore the district) to coach and receive a district-provided supplement or your school will pay with "Local Funds" (funds provided by your school's student activity account). These funds may also come from your booster club, but must be paid to the school first and then to the district so that the pay for this coach comes from the district. **UNDER NO CIRCUMSTANCES ARE COACHES TO BE PAID DIRECTLY FROM STUDENT ACTIVITY FUNDS, BOOSTER CLUB OR DONATED FUNDS! Coaches must receive ALL of their pay from the district.**

When selecting and hiring adjunct coaches, you must follow the process outlined below.

## *Guidelines for Getting Adjunct Coaches Employed and Paid*

1. The High School League requires that all head coaches of any sport be at least a half-time employee and receive his/her entire pay for coaching from the district. Should your adjunct coach be a head coach, then you **MUST** follow the procedures outlined in the High School League Handbook, Article VIII, Section 3-A. **(This section requires you to have written permission from the League.)**
2. The adjunct coaches employed by the district will be subject to its policies and rules in the performance of their coaching duties.
3. The adjunct coach **MUST** complete all required forms in the “Adjunct Coaches Application Packet,” which includes:
  - Application with references;
  - Part-time contract signed by principal and athletic director;
  - SLED check;
  - W-4;
  - I-9;
  - Copy of driver’s license;
  - Copy of Social Security card;
  - Copy of birth certificate;
  - TB test; and
  - Hepatitis B shot schedule.
4. Adjunct coaches **MUST** be interviewed by the principal.
5. Adjunct coaches **MUST** have blood pathogen and sexual harassment training.
6. The adjunct coach is required to have CPR training.
7. The adjunct coach **MUST** be a high school graduate.
8. The adjunct coach **MUST** receive a satisfactory report from the State Law Enforcement Division (SLED).

The preceding items **MUST** be taken care of **BEFORE** the adjunct coach will be allowed to do any coaching. The athletic director is to assemble all of the above information and send it to the principal.

Athletic directors and principals should be aware of some minimum qualifications when hiring adjunct coaches. The adjunct coach should have or display:

- An interest in the sport and experience as a participant and/or coach.
- Satisfactory health for the position
- Evidence of maturity and emotional stability.
- Basic ability to communicate effectively and get along with student athletes.
- Evidence of good moral character.
- An understanding of the place of athletes in education.

- Ability to get along with other staff members and parents.
- A sincere desire to help student athletes.

Applicants should be interviewed by the appropriate head coach, athletic director and principal. The interview should include basic questions such as:

- What is your understanding of the role of sports in the total school program?
- What do you see as your responsibility on the field/court? Off the field/court? To the school? To the students?
- How would you handle discipline problems?
- What is your philosophy concerning the role of the head coach? The athletic director? The principal?
- What is your attitude toward winning/losing?

**The athletic director and head coach must understand that they will be responsible for any actions of adjunct coaches.** With this in mind, we also include the following “Guidelines for Adjunct Coaches” for your use.

#### *Guidelines for Adjunct Coaches*

The district recognizes both the need for adjunct coaches and the valuable contribution they make to our programs and students. These guidelines are written to promote the positive impact of these individuals and to keep their contributions focused on the needs we have. It is adamant that we maintain professional integrity throughout our athletic programs. Many of our guidelines are created to keep the professional coaching and administrative responsibilities clearly in the hands of the district employees and professional staff. Some of the guidelines are directed at maintaining proper, ethical conduct for the volunteers. For our purposes, we will define adjunct coaches as those coaches who are being paid for their services and are not regular employees of the district.

The following are guidelines and regulations for adjunct coaches in the School District of Pickens County.

- All adjunct coaches are to be approved by the principal. An informal interview with the principal must be held.
- The head coach and athletic director are fully responsible for all actions of the adjunct coaches under their charge. As such, they are required to make the adjunct coach fully aware of these guidelines.
- Adjunct coaches are to abide by the rules and regulations of the school, the district, and the South Carolina High School League. This includes appropriate communication to game officials.
- Adjunct coaches are assigned a district-supplemented position or are paid through the district with either local school or booster club funds, and therefore must also fulfill all the responsibilities so designated for that specific position. This includes an annual evaluation of their performance as a coach.

- Conflicts and confrontations:
  1. Verbal confrontations are not to be engaged in by adjunct coaches in any situation at any time with opposing coaches, players, officials, fans or parents.
  2. Communication with parents regarding conflicts should be handled only by the professional staff. Adjunct coaches should always refer parent complaints/concerns to his/her superior.
  3. All conflicts of a negative nature are to be referred to a professional staff member (head coach, athletic director or principal).
  4. In handling physical confrontations (fights), the adjunct coach is to limit his/her action to only his/her player in breaking up any fight.
- Adjunct coaches should focus all of their efforts and thoughts on their school's players.
- As a coach working under the auspices of the district and the location school, adjunct coaches are to maintain a professional/ethical relationship with all other coaches, officials, and students.
- Physical contact with the players for any reason should be avoided. Exception: Where contact is necessary in explaining a taught motor skill or treating an injured athlete.
- Injuries to the adjunct of any nature are to be reported to your superior. This is especially true for those that will need medical attention from a trainer, doctor or emergency room.

### **Guidelines for Volunteer Coaches**

A volunteer coach is a non-district employee who coaches for a high school or middle school athletic team but receives no remuneration for this service. All of the "Guidelines for Adjunct Coaches" as stated previously apply to volunteer coaches as well with the following exceptions.

- Even though a volunteer coach receives no remuneration, he/she must be evaluated annually on his/her performance as a coach.
- A volunteer coach must complete the district required process for all general school volunteers.

### **District Employees as Volunteer Coaches**

A district employee may volunteer to coach under special circumstances.

- If a professional employee, the employee must send a letter to the school's principal stating that he/she wants to volunteer to coach and why, plus stating that he/she understands that no remuneration will be received. Written approval must be given before the professional employee is allowed to volunteer.
- If a classified employee, the employee must send a letter to the Assistant Superintendent for Human Resources stating that he/she wants to volunteer to coach and why, plus stating that he/she understands that no remuneration will be received. Written approval must be given before a classified employee is allowed to volunteer.

Even though a district employee who is approved to coach receives no remuneration, he/she must be evaluated annually on his/her performance as a coach.

## Job Descriptions and Responsibilities of Coaches

The district has a job description for every coaching position. These job descriptions also serve as the agreement form from the coach to the district.

This job description is not a contract. However, it does give the coach a general description of his job and responsibilities. Included on this job description is the actual stipend amount that this coach will be paid. Also, the “Code of Conduct for Coaches” is on the reverse side of each job description. Please note that one of the responsibilities calls for the coach to abide by this Code of Conduct.

Remember, all coaches are “assigned” to coach a particular sport by the principal. Please note the “Terms of Assignment” section of the job descriptions.

***Terms of Extra Duty Assignment:*** Annual assignment by the principal with a stipend based on the Supplementary Salary Scale for Athletics. Time period of this assignment begins one week prior to the first official practice and ends one week after the team’s final contest. Also included are actual “open-season” team practices and “off-season” conditioning sessions as defined by the High School League. The principal, in his/her discretion, may terminate this assignment at any time for any reason, with no right of recourse by the coach.

There are two items in this “Terms of Extra Duty Assignment” that you should be made fully aware of the implications. These items are as follows:

1. Time period of assignment: This is defined for every coach as one week prior to the first official practice and ends one week after the team’s final contest. Also included are actual “open-season” team practices and “off-season” conditioning sessions as defined by the High School League. Coaches do not work “year-round.” Their time of employment and work is strictly defined by this document. This does not limit the school athletic director, principal and any head coach as to what and when they may require work or time of these coaches. This should be kept in mind at all times.
2. Discretion of the principal to terminate: This is to remind the coach that the principal is “assigning” him/her to this job and that he has sole discretion to terminate the assignment at any time, for any reason whatsoever, with no right of recourse by the coach. Very simply, a principal can terminate any assignment without reason given at any time.