Surry County Schools Coaches Handbook 2018-19

SURRY COUNTY SCHOOLS ATHLETIC COACHES HANDBOOK 2018-19

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Athletic Staff Job Descriptions

Head Coach

The head coach is charged with the duty of conducting his/her program. The head coach is responsible for his/her assistant coaches. The head coach is responsible for the health, safety and supervision of his/her players and managers. The head coach is responsible for the upkeep and management of the facility and the equipment connected with his/her program.

Specific Duties of a Head Coach:

A. Ensure that all policies of the Surry County Board of Education and the Rules of the NCHSAA and/or the NC Middle School Handbook are followed that pertain to his/her program.

B. Keep accurate records of attendance, rosters, money collected and inventory of equipment.

C. Establish written team rules of conduct that are fair and equal and consistent with SCBOE policy and school policy and submit a copy of the team rules to the Athletic Director.

D. Establish and follow a written protocol for communication with athletes, parents and school staff.

E. Ensure that all team members have met all eligibility criteria as set by the NCHSAA, the NC Middle School Handbook and/or local SCBOE policy.

F. Conduct a preseason meeting with parents to specifically discuss the Gfeller-Waller Concussion legislation, code of ethics, away event transportation issues and good sportsmanship and fair play.

G. Ensure all practices and drills are safe and are designed to improve performance.

H. Develop and follow well-organized plans for practices and games using sound and acceptable teaching practices.

I. Assign coaching duties to assistant coaches.

J. Attend his/her required sports rules clinic at the NCCA each summer/year.

K. Follow financial procedures.

L. Keep the athletic director and administration updated about problems, needs, etc.

M. Advise the athletic director and administration if he/she wishes to present to the Booster Club

Athletic Director

The athletic director is responsible for the overall conduct of the athletic program at his or her respective school.

Specific Duties of an Athletic Director:

A. Keep coaches updated on NCHSAA and/or NC Middle School Handbook rules and regulations.

B. Work with coaches and administrators and follow guidelines for purchasing as finances and individual sports budgets allow

C. Keep the principal updated on the conduct of the athletics program and finances.

D. Work with coaches on the scheduling of games and transportation.

E. Ensure that all coaches follow Board of Education Policies, NCHSAA Rules and Regulations and/or NC Middle School Handbook Rules and correct problems if they exist.

F. Supervise the care and upkeep of the athletic facilities.

G. Attend games/practices and keep updated on the conduct of all athletic teams.

H. Arrange for gatekeepers and security for events where necessary.

I. Arrange for the correct recording of athletic eligibility with the NCHSAA for all athletic teams.

J. Present a budget for the athletic program for the following year to the Principal each May.

K. Work with the school Booster Club, attend meetings and assist with Booster Club fund raising.

L. Make recommendations to the Principal on the filling of coaching vacancies and the reappointment of coaches to specific sports.

M. Complete any other duties as assigned by the Principal as they pertain to conduct of the athletic department.

Assistant Coach

The assistant coach is responsible for the execution and completion of the duties assigned to him/her by the head coach in his/her sport. The assistant coach will keep the head coach advised of any situation, problem, or injury that may occur that could affect the status or performance of an athlete.

Specific Duties of an Assistant Coach:

A. Follow all the policies of the Surry County Board of Education and the rules of the NCHSAA and/or the NC Middle School handbook and the Head Coach of the sport.

B. Ensure that all of his/her practice drills are safe and properly executed.

C. If requested, assist the Head Coach in the care of the facility and the inventory and storage of sports equipment.

Athletic Trainer

The athletic trainer is responsible for the care and treatment of athletic related injuries. The athletic trainer will maintain an accurate inventory of first aid supplies. The athletic trainer will also keep accurate records of injuries, physical forms and parental permission forms.

Specific Duties of an Athletic Trainer:

A. Maintain certification with the North Carolina Public Schools and ideally work toward full certification as an athletic trainer.

B. Keep the Head Coach informed about all player injuries.

C. Supervise student trainers if applicable.

D. Attend practices and games.

E. Supply and maintain each athletic team with a fully stocked first aid kit.

F. Inventory and store all first aid equipment and supplies at the completion of each season.

G. Submit a copy of a first aid inventory and supply needs lists to the Athletic Director at the end of the Season.

Attendance Policy for Athletes

Athletes must have been in attendance at least 85% of the previous semester to meet attendance requirements. Students who wish to request an exception to this policy may appeal to the school level Student Services Team. The protocol for such an appeal is the same as other attendance appeals listed in SCS Attendance Policy 4400.

The decision of the school level student services team will be reviewed by the SCS Athletics Attendance Appeals Committee. In the case of an appeal by a high school student, the appeals committee will consist of the three high school principals and the SCS Athletic Director. In the case of an appeal by a middle school student, the appeals committee will consist of the four middle school principals and the SCS Athletic Director. Any appeal of a decision of the SCS Athletic Attendance Appeals Committee will be made to the Superintendent or their designee.

Coaches Code of Ethics

It is the responsibility of all Coaches to:

Promote good sportsmanship by setting a positive example while coaching athletics.

Respect the integrity and judgment of the sports officials.

Approach competition as a healthy and constructive exercise and not a life and death struggle that emphasizes victory at any price.

Recognize that participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.

Strive to set an example of the highest ethical and moral conduct at all times with the student-athletes and all other individuals associated with the athletic program in any way.

Refrain from the use of profane or abusive language with players, opponents, officials or spectators.

Instruct his/her players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior.

Avoid behavior that will incite players, opponents or spectators.

Avoid and eliminate negative comments to members of the media.

Avoid the use, misuse and negative impact of drugs, alcohol and tobacco in the players, spectators and the game.

Promote and work in harmony with the entire interscholastic program of the school.

Coaches Liability Issues

1. Failure to properly supervise an activity.
2. Failure to effectively communicate with players, parents or school staff.
3. Failure to teach fundamentals and protective skills.
4. Failure to maintain a safe coaching and playing environment.
5. Failure to inspect, repair or recondition equipment properly.
6. Failure to know, document, post and follow policies and procedures.
7. Failure to assess an injury and administer first aid.
8. Failure to warn athletes and parents of inherent dangers.
9. Failure to keep and maintain accurate records.

Coaches Obligations Related to Negligence Litigation

Listed below are obligations or duties that have been identified by the NCHSAA as absolute requirements for interscholastic coaches. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

1. Duty to Plan – Example: Written practice plans are required including times, techniques and method of instruction
2. Duty to Supervise – Example: Providing adult supervision at all times in all locations during athletic events and practices is required
3. Duty to Provide a Safe Environment – Example: Inspecting practice and playing field locations prior to each event to identify and remove any safety hazards such as holes, broken glass or other debris is a requirement
4. Duty to Evaluate Injury/Capacity – Example: Never allow an injured player to return to play without a medical release from a qualified physician
5. Duty to Provide Safe Equipment – Example: Reconditioning all used football equipment (helmets and shoulder pads) prior to each season
6. Duty to Teach Properly – Example: Teaching technical skills according to current NFHS rules, such as not using the head to tackle in football

7. Duty to Condition Properly – Example: Increasing training and conditioning over time to prepare for competition

8. Duty to Warn – Example: Advise student and parents/guardians that fatal injuries may occur through participation in collision sports

9. Duty to Provide Emergency Care – Example: When a student is in heat distress, taking appropriate steps to prevent further injury or death

10. Duty to Design and Practice an Emergency Response Plan – Example: Develop and follow a written plan that can be executed when an injury occurs that provides immediate assistance for the injured student

11. Duty to Train and Supervise Coaches – Example: Head coaches must ensure they take steps to train and supervise assistant coaches who exemplify a student-centered coaching philosophy

12. Duty to Match/Equate Athletes – Example: Do not allow a 103-pound wrestler to train or compete against a 150-pound wrestler

13. Duty to Provide Safe Transportation – Example: Follow all school district and athletic department policies for transportation

14. Duty to Provide Documentation of Insurance Disclosure & Current Sports Physicals– Example: Make sure all athletes have a current sports physical and insurance to cover injuries prior to any participation in tryouts or team activities. This must be done with a written declaration by the parent/guardians. Copies of these documents are to be maintained at the school

Discipline Plan for Student Athletes

The SCS Discipline Plan for student athletes was developed by the SCS System Wide Athletic Improvement Committee and approved by the SCBOE. This plan shall be discussed with all athletes and parents during preseason parent information sessions. Parents and athletes are to sign a copy of the plan after the informational session is completed and return the signed copy to the head coach. A copy of the policy is located in the back of this handbook.

Ejection Policy

The ejection policy for all persons involved with athletics is listed in the NCHSAA Handbook. The policy applies to all student athletes, coaches, managers and game administrators. Please refer to the NCHSAA Handbook for the specific details of this policy.

Eligibility

The specific details of the eligibility policy are listed in the NCHSAA Handbook. The handbook states, “It is the responsibility of the principal to see that no ineligible player participates”.

Having quoted that portion of the eligibility rule, checking the eligibility of student athletes should be a three-step process, which begins with the coaching staff. Coaches are to make the athletic director and

principal aware of any potential eligibility issues as soon as possible. The Athletic Director is the second step in the process of insuring accurate eligibility status. Checking attendance, grades and residence/domiciliary status must be done prior to any student athlete being allowed to participate in any off season activities, scrimmages or games. The Principal is the third step in the process. He/she shall make sure all eligibility forms are accurate prior to submitting the approved lists.

Gfeller-Waller Concussion Legislation Information

The North Carolina General Assembly passed legislation in June of 2011 dealing with concussions. The information includes educational information for student athletes, parents, and school personnel about the dangers involved with head injuries. A copy of the Gfeller-Waller Concussion Act informational packet is located in the back of this handbook or is included as attachments.

Hazing/Bullying

SCBOE Policy 421 Prohibition Against Discrimination/Harassment and Bullying condemns these acts. The policy defines the terms and provides and outline for action to be taken if bullying or discrimination occurs. The NCHSAA Handbook defines hazing as follows, "Hazing is defined as deliberately subjecting another person to physical injury as part of an initiation or prerequisite for membership.. (HB 171). It is against North Carolina Law (G.S. 14.35). Regardless of a student's willingness to participate, hazing and other humiliating activities expected of a student to belong to a team or group have many negative consequences. It obstructs the development of good citizens, escalates the risks of participation, negates positive contributions, and destroys respect for self, others and a wholesome athletic enviornment".

Heat Related Guidelines

A heat index chart for heat related illness is included in the back of this handbook.

Recognition

The early warning signs of heat related illness include:

Exhaustion	Headache	Muscle Cramping	Dizziness
Nausea	Thirst	Decreased Athletic Performance	

Other general symptoms include feeling hot or cold, incoherence, visual disturbances, vomiting, stomach cramps and heart palpitations. Predisposition to heart-related illness should be recognized before it occurs, by making coaches, administrators, officials and athletes aware of heat-related pathologies.

Management

The key to management is early recognition of symptoms and immediate and effective treatment and referral. Symptoms of heat illness represent a continuum, and can worsen quickly if proper care is not rendered. In all cases, appropriate actions include:

Cessation of activity

Remove the athlete from the sun at the first sign of heat illness

Assist in cooling the body

Use ice packs on the sides of the neck, armpits, groin and the crease at the top of the thigh

Administer fluids, cool water or an electrolyte drink with low sugar content

Monitor vital signs

Under no circumstances should an athlete with symptoms be allowed to return to play on the same day

The best management of heat-related illness is PREVENTION!

Prevention

Consult the heat and humidity chart listed in the NCHSAA Handbook and this manual when determining the status of activities

Ensure that the athlete is well hydrated prior to the start of any and all activities

Allow frequent periods of rest and hydration during activity

Weigh athletes before and after activity to monitor body water loss from the activity and to insure adequate rehydration has occurred prior to the next activity session

Gradually increase activity in the heat over a period of 7-10 days to allow adequate acclimatization

Wear light-weight and light colored clothing

Protect against sun exposure, i.e., use sunscreen

Schedule activities in the coolest time of the day

Routinely perform mandatory temperature and humidity readings on playing surfaces (indoor/ outdoor)

Routinely monitor changing weather conditions with close attention to temperature and humidity on playing surfaces (indoor/outdoor)

Strongly consider postponing or canceling for extreme heat and humidity conditions

Lightning Safety Guidelines

Recognition

Coaches, certified athletic trainers, athletes and administrators should be educated regarding the signs indicating thunder storm development. The average distance between successive lightning flashes is approximately 2-3 miles. Anytime lightning can be seen or thunder heard the risk is already present. Weather can be monitored using the following methods:

Monitor Weather Patterns- Be aware of potential thunderstorms by monitoring local weather forecasts the day before and the morning of athletic activities. A visual scanning of the sky should also be done for signs of potential thunderstorm activity. Checking the

weather radar on the internet through local TV media outlets or the National Weather Service sites is highly encouraged.

Lightning meters- This electronic device may be purchased and used in order to detect thunderstorm activity in your immediate area.

Flash to Bang- This method is used to assess how far away lightning is striking. It is determined counting the number of seconds it takes to hear a clap of thunder after witnessing a flash of lightning. The number of seconds is then divided by five to get the distance, in miles, to the flashing lightning. Generally a 30 second or less flash-to-bang count suggests removal of the athletes from the field to a safe shelter is advisable.

National Weather Service (NOAA) - Weather can also be monitored using small, portable radios from NOAA. The NOAA uses a system of severe storm watches and warnings. A watch indicates that conditions are favorable for severe weather to develop in the area; a warning indicates that severe weather has been reported in the area and for everyone to take proper safety precautions.

Management

Evacuation - If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators should evacuate to available safe structures or shelters. A list of the closest safe structures should be announced.

Thirty Minute Rule - Once lightning has been recognized, it is recommended to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area in that time period. This significantly reduces the risk of lightning strikes. **ANY SUBSEQUENT LIGHTNING OR THUNDER AFTER THE BEGINNING OF THE 30 MINUTE COUNT SHOULD RESET THE CLOCK AND ANOTHER 30 MINUTE COUNT SHOULD BEGIN.**

Prevention

In order to prevent lightning-related injuries, it is important to formulate and implement proactive and comprehensive lightning emergency plans. The plan should include:

A written lightning emergency plan with a protocol listing roles and responsibilities for this type of situation

A systematic approach for monitoring local weather conditions

Criteria for suspension and resumption of play

An evacuation plan including a list of nearby safety areas and shelters

The periodic review and practice of the plan by the appropriate middle and high school personnel

Multi-Sport Athletic Participation

Guidelines for working with student athletes who participate in more than one sport were developed by the SCS System Wide Athletic Committee and approved by the SCBOE. These guidelines are designed to encourage athletes to participate in multiple sports and simultaneously ensure that coaches and athletes understand the existing expectations. The approved guidelines are listed in the resource section of this handbook.

Off Season Workouts/Open Gyms

The NCHSAA handbook cites specific policies and examples concerning this topic for high schools. The guidelines are listed under the heading of "Sports Seasons" in the Handbook. The topics covered include: sports seasons, off-season skill development sessions, dead periods, open gym and open facility sessions and eligibility requirements for participation. Coaches are required to follow these guidelines at all times. Middle school guidelines are listed in the NC Middle School Athletic Handbook provided by the NCDPI. Coaches are required to follow these guidelines at all times.

Physicals

Sports physicals are required every year. A sports physical is up to date for one calendar year from the day it was originally done by a medical doctor or physician's assistant. An up to date **s**ports physical is required prior to any participation in any athletic try out, off season workout, open gym, practice or athletic contest of any kind. Coaches and athletic directors are responsible for making sure that no student participates in any athletic event prior to having an up to date sports physical. Copies of sports physicals should be maintained with the athletic trainer, head coach and the athletic director at each school.

Purchasing

Coaches are to follow all the guidelines listed by the principal in regard to purchasing materials and/or equipment. A general rule of thumb to follow is that no purchase may be made by anyone in the school without prior approval by the principal. Requests for items to be purchased should be given to the athletic director as they arise and/or at the end of the season.

Salary Schedule

The current salary schedule for SCS Coaches is available from your principal. Recent increases in the coaching salary schedule have been made upon the recommendation of the System Wide Athletic Improvement Committee and the approval of the SCBOE. Additional increases in the coaching salary schedule are planned in the future pending available funds.

Sportsmanship Guidelines

Guidelines for enhancing sportsmanship were developed by the SCS System Wide Athletic Improvement Committee and approved by the SCBOE. These guidelines are listed in the resource section of this handbook.

Tips for Conferencing with Parents

Effective communication with parents is essential to the success of an athletic program. A list of tips for conferencing with parents is listed in the resource section of this handbook.

Transportation Guidelines

The transportation of athletes to and from athletic venues is a very important part of athletics. Activity Bus Care and Cleanliness Guidelines as well as Guidelines for Transporting Student Groups/Teams are included in the Resource Section of the SCS Coaches Handbook.

In addition to the documents listed above, these guidelines are to be followed at all times: Only

approved licensed drivers may operate school owned vehicles.

Coaches are responsible for making sure only athletic team members/managers or other approved school personnel are passengers in school owned vehicles.

If a student is transported to an off campus venue for any reason, the student must be transported back to campus by the school staff with some exceptions. The parent or legal guardian may sign a written statement saying that they are assuming responsibility for the student at the off campus venue. The parent or legal guardian may also designate other adults (in writing on the sign out form) to pick up their student athlete from an away athletic event. This must be done for each individual off campus trip (no blanket permission for the year may be done).

THIS PERMISSION MAY NOT BE GRANTED BY PHONE. THE PARENT OR LEGAL GUARDIAN OR A PERSON THEY DESIGNATE IN WRITING ON THE SIGN OUT FORM MAY SIGN ACCEPTING RESPONSIBILITY FOR THE STUDENT.

A copy of the parental sign out sheet for athletes is included in the resource section of this handbook.

Transporting Student Groups/Teams Supervision Guidelines

Employees are to follow these guidelines when transporting student groups to any off campus site.

A coach or other employee chaperone is to be seated in the middle or rear of the activity bus or van to enhance the supervision when more than one employee (other than the driver) is on the trip.

If a trip involves a co-ed group, male and female students are to be separated into separate seating areas of the activity bus or van. For example, the male students are to be seated in the front area of the activity bus or van and the female students in the rear area of the bus or van (or vice versa).

A row of empty seats between the two groups is to be maintained if possible if there is an adequate number of empty seats available. The additional coach or employee chaperone should be seated in the empty row.

SCS Coaches Handbook Resources Index

Discipline Plan for SCS Athletes

Gfeller-Waller Concussion Information Packet

- Gfeller-Waller Concussion Legislation
- Gfeller-Waller Concussion Awareness Act Compliance Checklist Concussion Information for Student-Athletes & Parents/Legal Custodians Student-Athlete & Parent/Legal Custodian Concussion Statement Concussion Information for Coaches/School Nurses/School Volunteers Coach/School Nurse/Volunteer Concussion Statement
- Gfeller-Waller Concussion Clearance- NCHSAA Return to Play Form

Guidelines for Working with Multi-Sport Athletes

Guidelines for Enhancing Good Sportsmanship Heat

Related Illness/Index Chart

Tips for Conferencing with Parents

Transportation

- Activity Bus Care and Cleanliness Guidelines
- Supervision Guidelines for Transporting Student Groups/Teams
- Student-Athlete Sign Out Sheet for Away Athletic Events

SURRY COUNTY SCHOOLS DISCIPLINE PLAN FOR STUDENT ATHLETES

A.. Student athletes are expected to be positive role models at school and in the community. For this reason all student athletes are required to follow all school rules and all team rules at all times, and they should strive to be a positive influence at all times. Parents and students should always remember that participation in extracurricular activities, such as athletics, is a privilege, not a right.

B. The rules and regulations set forth in this Discipline Plan are in effect at all times--24 hours a day, 365 days a year. The disciplinary consequences listed in this policy are minimum consequences. Individual coaches may impose more severe consequences for violations.

C. A student athlete is subject to the disciplinary sanctions of this Discipline Plan and the Surry County Schools Code of Student Conduct whether the offense occurs on or off school property; at a school sponsored activity, function, or event; or in route to or from a school or a school sponsored activity, function, or event.

D. Student athletes may be disciplined for offensive conduct not specifically identified in this Discipline Plan.

E. To impose a disciplinary sanction against a student athlete pursuant to this Discipline Plan, a school administrator must have reasonable suspicion of the student athlete's having engaged in prohibited conduct. Examples of reasonable suspicion include the following:

1. Involvement admitted by the student.
2. Student involvement witnessed by any staff member.
3. First hand witness reports from students or others.
4. Parent/guardian admission of the student's involvement.
5. Involvement verified by official law enforcement report or by other information given to school staff by law enforcement.
6. Information obtained through the use of technology or shared through technology such as the internet or social media.
7. Evidence obtained through investigation by school officials.

F. Minimum Consequences for Violations of the SCS Discipline Plan for Student Athletes

Sport	6-8 Minimum Suspension	9-12 Minimum Suspension
Baseball	2 contests	4 contests
Basketball	2 contests	4 contests
Cheerleading (fall)	NA	2 contests
Cheerleading (winter)	NA	4 contests
Cross Country	1 contest	2 contests
Football	1 contest	2 contests
Golf	1 contest	2 contests
Soccer	2 contests	4 contests
Softball	2 contests	4 contests
Swimming	1 contest	2 contests
Tennis	2 contests	4 contests

Track	1 contest	2 contests
Volleyball	2 contests	4 contests
Wrestling	2 contests	4 contests

Violations of sections [G-L] may result in disciplinary consequences from both the *SCS Student Code of Conduct* and the *SCS Discipline Plan for Student Athletes*

G. 1st Violation of SCS's Policy #4325 (Drugs and Alcohol) results in at least the minimum suspension listed above.

2nd Violation of SCS's Policy #4325 (Drugs and Alcohol) results in removal from the athletic program for the remainder of the school year.

3rd Violation of SCS Policy #4325 (Drugs and Alcohol) results in the permanent removal of the athlete from athletic programs.

*** Violations of the SCS Policy #4325 (Drugs and Alcohol) are **cumulative** in each grade span. For example, if a violation occurs in grade 9 and a second violation occurs in grade 12, the violation in grade 12 will be considered to be the second offense.

H. Violations of SCS's Policy #4320 (Tobacco Products) will result in the following minimum suspensions in accordance with SCS policy # 4300 (Student Behavior):

1st Violation - 1 contest

2nd Violation - 2 contests

3rd Violation - removal for an athletic season

I. A multi-day or second single-day referral to ISS/ASD/ALC results in a minimum 1 contest suspension.

J. OSS results in a minimum 1 contest suspension.

K. A failing grade on a report card requires tutoring/study hall (where possible) for the remainder of the semester in that course or a minimum suspension of 1 contest as determined by the administration.

L. All contest suspensions will be enforced for the next scheduled event. Any unserved suspension(s) will carry over to the next sports season of student participation.

M. Any student convicted of a felony offense is not eligible to participate in athletics in accordance with NCHSAA rules. This standard will also apply to middle school students.

The SCS Discipline Plan for Student Athletes becomes effective with a student's first interscholastic athletic participation and remains in effect at all times until the conclusion of their interscholastic athletic participation.

SIGNATURES

PARENT/GUARDIAN: _____ DATE: _____

PARENT/GUARDIAN: _____ DATE: _____

STUDENT ATHLETE:_____ DATE: _____

Surry County Schools
Guidelines for Working with Multi-Sport Athletes
SCS Belief Statement

There is little doubt that athletics plays a major role in the overall success of the school program. Many students have the desire to participate in more than one sport each school year. Students should be encouraged by all school staff members to participate in as many extracurricular activities as possible each school year. All three of our high schools that sponsor athletic teams need our best athletes to participate in multiple sports in order for our programs to be successful. The following guidelines have been developed in an effort to simultaneously promote the well being of the individual student athlete as well as the best interest of the school athletic programs.

The health, safety and academic progress of the individual student athlete will always be the overriding factors for all decisions concerning our student athletes.

All coaches should encourage student athletes to participate in multiple school sports.

In-season sports have priority over sports that are out-of-season.

School sports have priority over non-school sponsored sports.

Participation in summer, off-season or transitional pre-season workouts is voluntary for the student athlete.

Sports that limit the number of athletes who participate are required to have specific tryout dates. Tryouts should consist of a minimum of two separate days. Tryout dates are to be announced to the entire student body at least one week in advance.

Coaches should communicate closely with each other in order to share athletes during times of overlapping sports (such as in the summer, during off-season periods and/or transitional pre-season workout times for winter and spring sports).

Coaches should make every effort to schedule practice or workout times that do not conflict so that athletes may participate in both activities if he or she wishes to do so.

Student athletes who are dismissed from a team or who decide to quit a team during the season may not participate in preseason activities with another school sponsored sport until the first sport season ends.

SCS Guidelines for Enhancing Good Sportsmanship
"Sportsmanship and class lasts longer than wins and losses."

Good sportsmanship is a cornerstone of athletics. The life lesson of being respectful of athletes, coaches, fans and officials is more important than the outcome of the game. Our athletes and coaches should strive to have the reputation for exerting maximum effort as well as fair play and respect for the opposing team. Promoting good sportsmanship is everybody's job. The responsibility for promoting good sportsmanship falls on athletes, coaches, fans, parents and school officials. The Surry County Schools athletic programs will follow these guidelines in an effort to model good sportsmanship at all times.

Roles and Responsibilities Prior to Games or Events

Coaches will continue to conduct parent meetings at the beginning of each season to review the expectations of their team members and parents. Parents and athletes will continue to sign the sportsmanship pledge prior to each season.

Coaches have the most direct influence on the sportsmanship of their team members. Coaches should model good sportsmanship for their teams at all times and emphasize good sportsmanship in their team rules.

All coaches should complete the NFHS "Sportsmanship" staff development course and consider using it with their athletes as well as their parent groups. This is an excellent free 30 minute on- line video course which outlines the roles of coaches, parents, athletes, officials and fans as it relates to sportsmanship.

Athletic directors and coaches should consider contacting visiting teams prior to events to ask if the visiting team coaches have questions or special circumstances. This is especially true of schools that you may not play as often (playoffs etc).

Administrators will communicate the expectation of good sportsmanship to the school community through the use of school intercom announcements, pep rally messages and the Alert Now system. The expectation that our fans will cheer for our teams and not against the opposing team should be the norm. Booing the opposing team or officials should be discouraged.

Cheerleading squads should practice and perform cheers that guide fans with positive chants or cheers on game day. Cheer squads should be prepared to guide fans away from negative cheers with positive cheers if they occur.

Administrators and/or coaches should select exemplary student athletes at each high school to visit our middle schools and possibly our upper level elementary schools to speak to the students about the importance of good sportsmanship. This will begin in the fall of 2012 and will be coordinated between the principals.

Roles and Responsibilities During Games or Events

The principal, athletic director or designee will meet and greet the visiting team upon their arrival on campus to check for any questions or concerns.

Administrators or their designee will monitor the team bench area of the visiting team.

Administrators will ensure that a section of bleachers (basketball) directly behind the visiting team bench will be roped off from fan seating prior to the game to provide a buffer zone for the visiting team.

Cheerleading coaches should consider having their cheer squad greet the visiting cheer squads upon their arrival.

Cheerleading squads will cheer <u>for</u> their athletic team and <u>not against</u> the opposing team. Cheerleaders will refrain from any cheer or chant that has negative implications such as "miss it" or "he/she is scared…" etc.

Administrators should consider providing complimentary bottled water to the visiting team members and their coaches upon their arrival and/or after the game.

Public address announcers should welcome the teams and fans from the visiting schools. Public address

announcers should continue to read the NCHSAA Sportsmanship Information
prior to and during the event.

Public address announcers should screen music being played prior to events for content and volume. Excessively loud music sets a negative tone.

Public address announcers should maintain a positive "neutral" tone during "play by play" announcements.

Roles and Responsibilities After Games or Events

Athletes and coaches should shake hands with the opposing team and their coaching staff at the end of the game no matter the outcome of the game.

A school official will escort the visiting team to the locker room after the game and off campus as they depart.

Public address announcers should thank the fans for their attendance and wish the visiting team and all fans safe travel at the end of the event.

Public address announcers should make sure that music played at the end of the game (if any) promotes good sportsmanship.

Coaches should recognize good sportsmanship as a part of team accomplishments/goals during the season as well as during post season awards programs.

Common Sense Tips on Conferencing with Parents

Before the Conference

The school employee (Principal, AD or Coach) should take the initiative and be the person who sets the time and place for the conference. If the parent sets the meeting time and place, they may feel empowered or in control. Having said that, try to have the conference as soon as possible at
a convenient time for all parties to prevent complications.

Never hold a conference during an event (halftime etc.) and be very hesitant to hold a conference immediately after a sporting event because emotions will still be high. Parents who approach a coach with this type of request should politely be told, "This is not the time or place for this discussion. You can contact my AD or Principal and they will be happy to set up a time for a conference so we can talk about your concerns".

Always hold conferences in private. Do not give the parent a public "audience". Always hold the conference

on school grounds during regular school hours.

Never hold a conference with a concerned parent without another school employee present as a witness. This should be an assistant coach, AD or Principal depending on the circumstances.

Avoid meeting with groups of parents who have a concern. Meet with each set of parents one at a time. Meeting with groups gives the parents the feeling of empowerment by the "strength in numbers" philosophy.

Depending on the circumstances, consider giving the parent the option to have their student attend the meeting as well. You may be able to get a better "read" on the situation based on the actions or comments of the student if they are present during the conference. Some students actually do not agree with their parents' complaint.

Take charge of who else is in attendance during the meeting. It is not recommended that you agree to meet with individuals other than the parent or guardian of the student athlete. It is your call as to whether or not to allow others such as grandparents or brothers and sisters etc. to attend the conference. Make sure that you make it clear that they are there with your permission if you choose to allow them to be there. This reinforces the fact that you are in control of the meeting.

During the Conference

Set the ground rules for the conference as soon the conference begins. The rules are simple. Each person will be respectful of others and agree to listen to the concerns of the other person. Profanity or rude and disrespectful behavior will not be tolerated. Inform the parent that you will be taking written notes in order to accurately document their concern(s) during the conference. More will be explained about this very important step later. Failure to comply with these simple rules will result in ending the conference immediately.

If you have to end the conference due to the behavior of a participant, you should offer to meet with the person on another day when they can agree to follow the rules of the conference. That puts the responsibility on the parent and maintains your control of the scheduling of future conferences.

The parent usually begins the conference by stating their concern(s) after the ground rules have been established since they are the ones who requested the conference.

Be professional and polite to the parent(s) during the conference. They already have an issue with someone or something that is not to their liking. Don't give them any more ammunition to make the situation worse.

Be mindful of your body language and posture during the conference. If you sit with your arms crossed and look at the ceiling or shake your head from side to side when they are speaking, you will send an unprofessional message. You may very well be perfectly correct to THINK these things but do not let it show outwardly.

Be an active listener during the conference. Many times parents just want to be heard and feel that they have been "listened to". You can demonstrate this by making written notes of the comments and specific concerns the parent has. Your notes will serve as your documentation of the conference but they will also have a dual purpose. The fact that you are taking notes will usually have a calming effect on the parent. Parents will usually measure their words and will not shout or curse if they know that you are going to write down exactly what they say.

If you prefer to record or videotape the meeting, make sure you notify the parent and come to an agreement on the issue before the conference begins.

Do not discuss other students or parents during any conference.

Never involve other students (witnesses) in the conference in front of the parent with the concern. Parents will often make this request in order to "validate" their concern. These students will feel "obligated" to say what the concerned parent wants them to say if they are spoken to about the issue in front of the complaining parent. Speak to the other student witness separately and document their comments (you can bet that the complaining parent will question the witness student to see if you spoke to them about the issue). The witness may tell you a completely different story if the other parent is not there to hear their statement. Strongly consider making
the student witnesses' parents aware you have spoken to them about an issue with a quick phone call.

Keep your comments short and to the point during the conference and stick to the facts.
Comment on what you actually know happened. Be hesitant to make comments like "I think this is what happened".

Once the conference is complete, make sure all participants in the conference agree on what the next step will be and document it. You may want to ask the parent to give you a specific amount of time to

investigate the issue further. Even if you have not completed your investigation by the agreed upon time, contact the parent and give them an update on the situation and tell them you need more time in order to be thorough with your investigation.

Hesitate to "pass immediate judgment" on the concern of the parent during the conference unless the concern is obviously frivolous. Even if this is the case (and it often time is), do so professionally and politely.

As the conference wraps up, avoid comments like, "I know just how you feel" or "I will take care of this issue immediately".

Thank the parent for their attendance and cooperation. State to the parent that "you will continue to investigate the issue" (if you feel that is necessary) and/or "I will be in touch with you concerning the issue by ____ (the agreed upon) time".

After the Conference Ends

Make sure you do what you tell the parent you will do and make sure they know you have done it. Once your investigation is complete make sure you inform the parent of your findings and/or decision. This is usually accomplished with a follow up phone call or a second face-to-face conference if necessary. This should be done at the agreed upon time to bring closure to the issue. This will prevent the issue from lingering and possibly giving the parent the impression that "nothing has been done".

Depending on the circumstances, be hesitant to contact the parent too soon before the agreed upon time. This could give the parent the impression that your investigation was not thorough.

Failure to get closure invites the parent to continue to pursue the complaint with someone at the next level.

Even if a parent disagrees with the school level decision, they may very well drop their complaint if they feel they have had the opportunity for "due process".

If you have a case where a school employee has used poor judgment or is in the wrong, never admonish the employee in front of the parent.

NEVER inform parents of any disciplinary action or consequence that is to be imposed on an employee. These issues are personnel matters and must remain confidential in accordance with state law and SCS policy.

The Principal should make the appropriate SCS administrators aware of the situation as SCS policy or circumstances dictate at any time during this process depending on the severity of the complaint or issue.

Keep in mind that administrators generally DO NOT like surprises.

Activity Bus Care and Cleanliness Guidelines

The proper care and cleanliness of our activity busses is a priority and an expectation. Everyone wants to have a safe and clean bus at the start of their trip, so everyone needs to do their part to make sure the bus is safe and clean after their trip is over.

The head coach or group sponsor shall conduct a mandatory pre-trip inspection of the bus. This includes the mechanical status as well as the cleanliness and condition of the bus. Any damage (torn seat covers or cracked or broken windows etc.) discovered during the mandatory pre-trip inspection must be reported to the school administration as soon as possible before the bus is used for the next trip.

It is the responsibility of the head coach or group sponsor to ensure that all trash and debris are removed from the bus at the end of each trip.

Coaches and/or group sponsors are not to delay cleaning the bus until the next day due to the fact that the bus may be scheduled to depart the next day prior to 8:00 am.

It is suggested that the coach or group sponsor involve the team or group members in maintaining the cleanliness of the activity bus. This can easily be done by requiring team or group members to clean up their area when the team or group is nearing school on the return trip.

All windows are to be closed after each trip.

Coaches or club sponsors are to turn in the keys to the designated person as soon as possible with mileage sheets (if applicable).

All safety or mechanicals issues concerning the activity buses are to be reported to a school administrator who will notify SCS transportation services as soon as possible. School employees are not to attempt to repair mechanical issues or continue on a trip until the defect is corrected by transportation services.

The transportation department will charge a monetary fee to schools that do not comply with these guidelines. This is especially true if SCS Transportation employees spend time cleaning the activity busses before the bus can be used prior to the next trip.

Repeated offenses of not maintaining activity busses properly could result in the activity bus being reassigned to another location or school site.

SCS Supervision Guidelines for Transporting Student Groups/Teams

Employees are to follow these guidelines for supervision when transporting student groups to any off campus site.

A coach or other employee chaperone is to be seated in the middle or rear of the activity bus or van to enhance supervision when more than one employee (other than the driver) is on the trip.

If a trip involves a co-ed group, male and female students are to be seated into separate seating areas of the activity bus or van. For example, the male students are to be seated in the front area of the activity bus or van and the female students in the rear area of the bus or van (or vise versa).

A row of empty seats between the two groups is to be maintained if possible if there are an adequate number of empty seats available. The additional coach or employee chaperone should be seated in the empty row.

SCS Away Athletic Event
Transportation Permission Form

This form must be completed by a parent or legal guardian in order to sign out a student from away athletic event sites. The parent or legal guardian accepts the responsibility for transportation, supervision and control of the student(s) once they have signed the student out.

School: _____

Name of Student(s): _____

I, _____ am the parent or legal guardian of the student(s) named above. I hereby grant permission for the student(s) named above to travel from away athletic event sites with the following
*person(s) (limit 4).

1. _____ 3. _____

2. _____ 4. _____

*The individual(s) listed above will be required to produce a photo ID in order to verify their identity if the teacher/coach does not know them by sight.

I hereby release the Surry County Board of Education, its individual members, its employees, and its agents from any loss, damage, injury, claim, liability, or responsibility whatsoever arising out of, during, or in any way connected with the transportation of the student(s) named above by or with the person(s) named above.

_____ _____

Signature of Parent/Legal Guardian Date

_____ _____

Signature of Witness Date

SCS Away Athletic Event Sign Out Sheet

Student Name: _____

School: _____

ONLY the parent/legal guardian or a person listed on this form by the parent or legal guardian may sign out a student from away athletic events.

Signature of Person_____

Location_____

Event_____

Signature of Transporting Student_____

Site_____

Date_____

Teacher/Coach_____