

CAROLINE COUNTY

Coaches Athletic Handbook

2018 - 2019



Caroline County Public Schools
204 Franklin Street
Denton, Maryland 21629

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204 Franklin Street
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2018 – 2019

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00. INTRODUCTION

The purpose of Caroline County Public School's Athletic Coaches handbook is to communicate administrative and operating procedures for athletics. The Caroline County Public School athletic program is intended to provide students with healthy, safe and challenging experiences.

All aspects of this handbook have received input from a variety of personnel including administrators, athletic directors, coaches and parents. Each spring, this handbook will be reviewed and updated to insure that the rules and procedures contained within keep pace with governing athletic bodies, as well as local changes that take place.

The provisions of this handbook comply fully with the rules and regulations of the Maryland Public Secondary Schools Athletic Association, the Bayside Athletic Conference, and the Caroline County Public Schools' policy regarding athletics. Caroline County Public Schools reserves the right to establish standards and rules that may exceed those of the Maryland Public Secondary Schools Athletic Association and the Bayside Athletic Conference.

01: PHILOSOPHY / SPORTSMANSHIP

A philosophy of athletics should reflect the school system's educational goals and objectives for each student. The Caroline County Public School system seeks to provide an athletic program that is beneficial for all athletes and one which provides an opportunity to learn skills, good sportsmanship, and build strong character. Athletics are considered extra-curricular activities and as such the participation in them by coaches and students is a privilege, which is revocable under certain conditions outlined in this handbook.

The CCPS athletic program has the following ideals for its participants and coaches:

- Build a strong moral and ethical code of conduct.
- Build self-discipline and establish team and personal goals for success.
- Develop pride, confidence and self-respect within the team and school.
- Establish appropriate physical and mental health habits that result in a successful athlete.
- Strive for academic excellence for all those participating in athletics.
- Pursue worthwhile programs of recreational activities during the school year, many of which can be continued in life.
- Promote mental poise and emotional stability through well defined and controlled competitive experiences.
- Provide the opportunity to learn the meaning and value of group loyalty and morale that is developed when members of a team work together and share the responsibility for success or failure.

- Promote understanding and tolerance for individuals with different skill levels and a realization that all people do not have the same desires and aspirations.
- Provide the opportunity to learn the significance of self-discipline and its value toward individual and group success.
- Provide the opportunity to gain self-confidence and individual recognition through participation in a wide variety of activities.
- Promote the concept that a common goal can be achieved through the cooperation of the individuals in a group.
- Provide the opportunity to experience the satisfaction of winning and losing without destroying the real purpose and value of participation.
- Recognize athletics as an extension of the total high school experience.
- Promote a positive public demeanor including appropriate language at all times.

01.01: Sportsmanship

One of the main goals of the athletic program is to teach the concept of sportsmanship. Good sportsmanship requires that every person be treated with respect. This includes respecting members of the opposing team. Good athletes strive to perform to the best of their ability. They assume that their opponent is trying to do the same. Whether the contest is won or lost it, is sportsmanlike to treat the opponent as you would want to be treated.

Good sportsmanship includes doing positive things for the school/team and the opposition. It includes showing courtesy and kindness towards the opposition as well as fellow team members. Remember that the contest is judged by the successful efforts of the participants and not by putting down the opponents. Good sportsmanship requires forethought and maturity. Contestants should understand that the purpose of the contest is to provide an opportunity for all participants to do the best they can without being declared winner as an incentive. Winning is exciting and fun, but winning at any cost is not the goal. Negative treatment of any participant is outside of the spirit and intent of the contest and is not good sportsmanship.

The following policy statement from the National Federation of State High School Associations expresses the concept this way: “The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”

The Maryland Public Secondary Schools Athletic Association (MPSSAA) “Respect the Game” initiative is a central part of the county’s sportsmanship philosophy and

principles. This initiative guides our sportsmanship efforts with all stakeholders, including players, parents, coaches and officials. As a part of the Bayside Sportsmanship Initiative, Caroline County schools will evaluate other North Bayside schools in each of the three seasons with the following deadlines for submittal of forms: Fall – December 1, Winter – April 1, and Spring – June 1. Evaluations are sent electronically, and will be filled out by the Head Varsity Coach, a parent for each sport, officials, the athletic director, and a student athlete for each sport. The scores from all of the submitted forms are tabulated by the supervisor of athletics for the June supervisors’ meeting and the winning school in each division of the Bayside Conference will receive a banner recognizing their accomplishment.

02: ADMINISTRATION

Caroline County’s athletic program operates under the authority of Education Article, SS2-205 and 2-303(j), Annotated Code of Maryland. No Maryland Public School may operate its athletic program with less restrictive rules as cited in COMAR 13A.06.03. Caroline County is also a member of the Bayside Athletic Conference and abides by its policies (see Appendix I in this document). Caroline County may enforce stricter rules than those of the State of Maryland and/or the Bayside Conference.

02.01: Season Regulations

Schools shall conduct all interscholastic athletic contests and practice sessions in accordance with the following MPSSAA and Bayside Rules.

- Fall sports may begin on the 6th Wednesday following the 1st Sunday of July (on or about August 15th).
- Winter sports may begin on November 15th*
- Spring sports may begin on March 1st*

**When the indicated dates fall on a Sunday, practice may begin on the preceding Saturday.*

Schools shall not participate in a regularly scheduled game until at least twenty (20) calendar days have elapsed after, and including, the first day of practice. Golf is the only exception. All Fall sports will adhere to the MPSSAA Model Policy for Heat Acclimatization.

Schools may schedule **not more than two** scrimmage games, as desired. A scrimmage is defined as “a practice or game in which no score is reported, no admission is charged, no public report is made, and the sole purpose of the practice or game is purely for instructional purposes.”

02:02: Selection of Coaches

Except as described below, schools shall permit coaching only by teachers or certified professional educators of the local Board of Education for a specified coaching assignment.

- All coaches (volunteer, emergency, and certificated professionals) must complete a Caroline County Public Schools application, an extra-duty contract, a criminal background check process (fingerprinting—if employed since 1989), and be approved by the school principal, the supervisor of athletics and the Director of Student Services **before beginning** a coaching season. NOTE: The background check process must be repeated if the employee/coach experiences a separation of employment of a year or more.
- If no acceptable and qualified coaches are available (from teachers or certified professional educators employed by the local Board of Education) temporary emergency coaches may be employed if the following procedures are followed:
 - The local school system shall attempt to locate a coach by advertising the vacancy.
- If the person selected for the extra-duty assignment is not employed with the school system, nor have they served in the previous year, they will need to complete an application and then be processed (they must become an employee in order to get paid). They are not to begin their assignment until notified by the Central Office that everything has been completed and is in good order.
- A coach who is not a regular employee must be interviewed and recommended by the principal, complete the background check process (fingerprinting), be approved by the Supervisor of Athletics and the Director of Student Services and complete the Public School Works modules, NFHS Concussion course, and NFHS Heat Acclimatization course before assuming their coaching responsibilities.
- The emergency coach will be appointed by the Director of Student Services for one season and must have completed the Prevention and Care of Athletics Injuries Course or be enrolled in the same year.
- Sports having more than one coach, emergency coaches shall not comprise more than 50% of that sport's staff.
- The emergency coach shall be at least 21 years old and possess a high school diploma or its equivalent.
- All coaches will complete the required Public School Works modules annually, and hold current CPR and AED certifications.
- All coaches will have completed a one-credit course (15 hours) in the prevention and care of athletic injuries prior to their second coaching season.
- Beginning July 1, 2017, all coaches are required to recertify utilizing a local school system approved online course on care and prevention within the last five years. The first round of recertification is due by July 1, 2022.

- Volunteer coaches are permitted but must be 21 years of age, possess a high school diploma, have completed or be enrolled in the one-credit course on the prevention and care of athletic injuries, and be formally appointed on a one season basis. Volunteer coaches must complete an application, the Public School Works modules, and the NSF courses on Concussions and Heat Acclimatization. These volunteer coaches may not serve as head coaches at any level and must work only under the direction of the head coach. Each sport is allowed to have volunteer coaches up to ½ of the paid staff.

02.03: Ticket Prices and MPSSAA Passes

Ticket prices are reviewed annually and are governed by the rules and regulations as set forth in the MPSSAA and Bayside regulations. Ticket prices will be determined by the Supervisor of Athletics and announced to the general public before August 15th of each school year. Ticket prices will be consistent among all participating county schools. School identification may be required to obtain student ticket pricing.

The holder of an MPSSAA pass and one other person shall be admitted to all Bayside Conference athletic events. For state play-off contests, CCPS will honor what is printed on the MPSSAA pass.

Admission prices for all Bayside Championship contests are solely determined by the Bayside Conference. MPSSAA regional contests and state championship ticket prices are determined solely by the MPSSAA.

02.04: Principal (Roles and Responsibilities)

The Principal shall have general local control over all interscholastic athletic relations and athletic contests in which the school participates. This applies to athletics for all high school students. The duties of the Principal are:

1. Sanction all contests in which the school participates.
2. Have the power to exclude any contestant who, because of unacceptable habits or improper conduct, would not represent the school in a becoming manner. Exclude any contestant who has suffered serious illness or injury until that contestant is determined to be physically fit to participate by the school's athletic training staff, emergency room physician, school wellness center staff, an attending physician or the student-athlete's personal/family physician.
3. Be responsible for the appropriate treatment of all visitors and officials attending contests conducted by the school. Provide reasonable protection for officials and visitors at home games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection.
4. Submit to the Executive Director of the Bayside Conference and the Supervisor of Athletics, on forms provided, an accurate report of participants, certifying their eligibility according to the Bayside Conference guidelines. The Principal

shall also notify the Executive Secretary and the Supervisor of Athletics, in writing, of any changes to the eligibility list.

5. Ensure that all athletes meet eligibility requirements.
6. Approve all public relations material distributed to the media.
7. Affix his/her signature and date to all athletic documents.
8. Be responsible for the bench conduct of all athletic coaches.
9. Assure that the disciplinary action taken by coaches is fair and consistent. Serious infractions that are beyond the scope of behaviors that often accompany competition shall be handled by the school administration.

Other Duties of the Principal (which may be delegated to the Assistant Principals, the Athletic Director or other representative)

1. Attend athletic meetings involving the school.
2. Attend home games, contests, or meets in which the school is involved.
3. Submit to the Supervisor of Athletics a list of coaches and their coaching responsibilities at the beginning of each school year.
4. Prepare an Emergency Exit Plan, which must be announced and posted.
5. Enforce the crowd capacity limit for the facility.
6. Secure equipment that will be helpful, such as:
 - a. Two-way radios in ticket booth, with announcer, and administrator on duty.
 - b. Cell phone should be available at all events.
 - c. Signs for control – designated seating, visiting locker room, guest seating and no food or drink, etc.
7. Video recorder – if games are being taped and a disruption occurs, the video recorder should tape the disruption if possible.
8. An announcement shall be made to the spectators before the event begins which details the following:
 - a. There will be no smoking or use of tobacco products.
 - b. Our emphasis on sportsmanship for both athletes and fans.
 - c. No spectator is permitted on the playing court or field.
 - d. Everyone is cautioned to be safe at all times.
 - e. The National Anthem should be played.

02.05: Athletic Director: Roles and Responsibilities

The Athletic Director shall enforce and adhere to the policies, rules and regulations of the State, Bayside Conference, the County Board of Education, and the school. It is essential for the Athletic Director to cooperate with the school's administration. The Principal must be informed at all times on all athletic issues affecting that school. The Athletic Director shall:

1. Attend all athletic meetings involving their school or appoint a representative to act in their absence.
2. Schedule all athletic contests and meet all Bayside Conference expectations. Schools outside the Bayside Conference shall be scheduled in accordance with MPSSAA guidelines.

3. Schedule and implement student-athletic information nights for student-athletes and their parents pertaining to the rules and expectations for being a student-athlete.
4. Prior to the athletic season, host a meeting with all coaches to discuss the expectations and role of serving as a coach in Caroline County Public Schools.
5. Attend all home contests in which their school is involved, or appoint a representative to act in their absence.
6. Maintain appropriate files for contracts, records, forms and other correspondence pertaining to athletics.
7. Maintain proof of eligibility records for each athlete and submit teams' eligibility rosters to the Bayside Executive Director before *the first official MPSSAA play date for that sports season*.
8. Secure officials for all athletic contests.
9. Inspect the building, grounds, stands, athletic field, etc., to ensure that safety standards have been met for each event.
10. Arrange for an ambulance and/or other public safety departments for all home games. If an ambulance is not available, the game may be played provided an ambulance crew is considered 'on call.'
11. Provide press releases concerning the athletic program for student publications or community newspapers to the Public Relations Coordinator.
12. Schedule all practice areas.
13. Assist in planning pep rallies, pre-game and halftime entertainment.
14. Maintain, when requested, films for the various spots.
15. Develop and implement rules and regulations pertaining to visiting teams.
16. Assist in arranging annual physical examinations for student athletes.
17. Implement gate receipt procedures as outlined in Section 05: Finance.
18. Arrange for all athletic transportation.
19. Supervise the arrangements for cleaning, repairing, and maintaining for uniforms and equipment.
20. Interpret the County and State Athletic Association rules and regulations. If in doubt, consult with the Supervisor of Athletics for clarification.
21. Be familiar with all County and State rules governing athletic awards.
22. Establish and enforce standardization of minimal training rules in cooperation with the coaching staff and administration.
23. Coordinate and develop the athletic budget.
24. Assist with the implementation of the Sportsmanship Plan. Update the plan every two years.
25. Review and implement the County's policy on bullying and hazing of student-athletes with coaches, players, athletic booster groups and the school community.
26. Perform other duties as assigned by the principal.

02.06: Coaches: Roles & Responsibilities

The Coach shall enforce and adhere to the policies, rules and regulations of the MPSSAA, the Bayside Conference, the County Board of Education, and the school. It is essential for the Coach to cooperate with the Athletic Director and the school's administration in order to have a successful season. The coach shall:

1. Become familiar with the Maryland Public Secondary Schools Athletic Association Handbook, the Bayside Conference Constitution, and the Caroline County Athletic Handbook. Interpret policies to players, parents and coaches. Enforce all state, county and school eligibility rules and discipline policies.
2. Be sure that students know and meet all eligibility guidelines. Academic eligibility for Caroline County students exceeds that of the Bayside Athletic Conference and the MPSSAA. It requires all athletes to:
 - Maintain a minimum GPA of 2.0, with a maximum of one (1) failing grade at each interim grade check.
 - Academic eligibility for fall sports is based upon the **final** grades earned during the preceding spring semester.
 - Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics for the upcoming school year.
3. Head coaches may have stricter rules for athletes than what is printed in the Student Athletic Handbook. These rules must be reviewed and approved by the Principal. Coaches must also provide each team member with a copy of these rules, and submit to the athletic director a copy of the rules with all the team members' signatures on that copy.
4. Meet all coaching eligibility requirements as outlined by MPSSAA and Caroline County Public Schools including the following: 1) attending league meetings; 2) attend rule clinics and interpretation meetings; and 3) school sponsored athletic banquets and/or awards ceremonies.
5. Arrange a consistent time schedule for practice sessions not to exceed two hours.
6. Supervise locker and shower room areas before and after practice.
7. Secure locker room areas during practice.
8. Maintain order and discipline to and from athletic events. Be sure that athletes know that all travel to and from athletic contests **must be on county provided transportation**. Students may ride home from athletic contests with other adults only when parents and principal have given written approval in advance.
9. Insure building is secure after each practice and game. Remain at the practice or game location until all athletes have left the premises.
10. Keep practice, playing, and dressing areas orderly.
11. Teach the fundamental skills, techniques, and strategies of the sport including the importance of good sportsmanship.
12. Report immediately any damage or loss of property and/or equipment to the Athletic Director and/or principal.

13. In case of injury, administer appropriate first aid immediately. Determine if further medical attention is needed. When in doubt, call for an ambulance. Maintain player's home address and telephone number(s) in the first aid kit in case of emergency. Notify parents about all injuries, even those considered minor. Any serious accidents must be reported to the school principal immediately and a "Serious Incident Form" must be completed and submitted to the principal.
14. Ensure that all athletes have submitted all required forms (physical form, parent permission form and proof of medical insurance form) to the athletic director before allowing the athlete to practice or participate in the sport.
15. Coaches ejected from a game relinquish all coaching privileges for the next game.
16. Maintain records for each athletic contest. The official records are to be submitted to the athletic director at the close of the season.
17. Maintain inventories of equipment and uniforms. The following items must be completed before a coach receives their extra-duty coaching stipend. At a minimum, the coach shall:
 - a. Mark and number equipment when issued to players.
 - b. Collect equipment immediately after the final game.
 - c. Insure that uniforms are clean or laundered.
 - d. Inventory and store equipment at the conclusion of the season.
 - e. Submit a completed inventory and request for replacement and/or new equipment.
 - f. Submit a list of all unmet student obligations to Athletic Director.
18. Model respectable demeanor including appropriate language at all times. Remember coaches are "under a microscope" and must be held to the same high standards and expectations as the athletes we coach.
19. All head coaches must complete annual training in the use of an EpiPen, as prescribed in COMAR.
20. Report the outcome and score of all athletic contests to the Athletic Director within a reasonable time frame.

02.07: Athletic Eligibility Requirements

There are numerous opportunities for students to become involved in athletic activities. The Board of Education believes these activities contribute to and enhance the school's academic program. Students must achieve certain academic and conduct standards to participate in any athletic activity. All policies regarding eligibility shall be followed by all county schools without change.

Academic Eligibility

- Maintain a minimum grade point average (GPA) of 2.0 at each interim with a maximum of one (1) failing grade.
- Academic eligibility for fall sports is based upon the final grades earned during the preceding spring semester.

Other Eligibility Information (These requirements are in affect after meeting all academic and residency requirements)

1. Middle school students are not eligible to compete or practice with high school teams.
2. Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics.
3. Students must be in school all day to participate or practice in a sport. Students who are tardy to school or who are not in attendance for the entire day must be cleared by the principal or their designee to practice or participate. Students on school-sponsored trips, dual enrollment courses or school-sanctioned activities are exempt from this requirement.
4. When membership is terminated by a coach for reasons other than being “cut” from the team following the “try-out” period, or the student voluntarily withdraws from the squad, they are ineligible to participate in any other sport during that season unless given approval by the principal, and this is following a thorough investigation of the case.
5. No student shall participate in more than one interscholastic sport per season as defined by the MPSSAA and Bayside Conference. Exceptions to this rule are that a soccer player is allowed to play football as a kicker or punter only and, under certain conditions, a player may compete in the District golf tournament (See Appendix on Bayside Policies for more information/clarifications).
6. During a period of ineligibility, students shall not practice or participate with any team.
7. During a period of ineligibility, students shall not be permitted to “try out” for any athletic team.
8. A student shall be examined and certified to the high school principal as being physically fit to participate in any “try-out,” practice or contest of a school team. The examination shall be performed by a licensed physician, certified physician’s assistant under the supervision of a licensed physician, or certified nurse practitioner. The MPSSAA interprets the physical examination to be in effect for one (1) calendar year.
9. A “try-out” at anytime for an athletic team requires proof of medical insurance/medical insurance waiver, a medical examination, and the parent’s permission to participate. Students are not permitted to “try out” or participate on any team without these three documents.
10. All “try-outs” will be for a minimum of three days.
11. Students who transfer from another school may not “try out,” practice or participate on any team for forty-five (45) calendar days from the date of enrollment. (See the Transfer section of this document for guidance in this area).
12. Graduates of high schools are not eligible to practice with or participate on interscholastic sports teams. If a student graduates during mid-season, they may continue to participate in the remaining athletic contests of that semester. (This refers to early/mid year graduation)

13. Students will not be prohibited from trying out or participating in athletics due to a family emergency or hardship circumstance. In cases where there are questions regarding coaching decisions, appeals may be made to the Principal.
14. Students shall attend a meeting at the beginning of the season and sign a form indicating that they understand and follow all rules established for athletes.
15. Students who do not attend Caroline County Public Schools are not eligible to participate in school sponsored extracurricular activities or athletics.

Interim Grade Reporting and Regaining Eligibility

1. There are eight (8) eligibility grade checks during the school year. Students may gain or lose their eligibility status at any of these interim, term or final grade checks.
2. Students who have been declared either eligible or ineligible at any grade check will remain in that status until the next eligibility grade check, which is defined as the issue date of the interims or report cards.
3. Students who have been ineligible and will become eligible at the issuance of report cards may begin practicing with their team as soon as their eligibility has been established but they may not participate in any game, play-off game or scrimmage until report cards have been issued.

Transfers

1. Transfer Students
 - a. Student transfer grades will be evaluated according to Bayside Transfer Policy and Procedures.
 - b. Any student moving into Caroline County who is not 18 years of age or is not living with their parents, legal guardian or court appointed residence shall be ineligible to compete in athletics.
 - c. Any student moving into the county after “try-outs” may become a member of a team as outlined in Section 02.07, Other Eligibility Information.
2. Transfers Between Schools
 - a. All transfers between schools outside of Caroline County are subject to the Bayside Conference transfer regulations. All Bayside Conference member school systems will actively discourage permitting a student to transfer to/from a Bayside Conference school when the purpose for the transfer is primarily for athletic participation. School personnel shall not participate in efforts to suggest or facilitate student transfers for the purpose of athletic participation.
 - b. Students who transfer from one Caroline County high school to another without meeting the provisions of the Student School Assignment Policy are ineligible for participation in interscholastic sports for a period of one (1) year from the effective date of transfer.

Appeals Procedure

Any question of student eligibility from the Bayside Conference transfer rule shall be referred to the Transfer Appeals Committee for adjudication. This committee will be composed of the eight (8) county Supervisors of Athletics or their designee. The Executive Secretary shall preside and vote only to resolve a tie vote.

- i. The process shall start by a written letter from the appellant school to the Bayside Conference President within ten (10) days of the student's enrollment.
- ii. The Bayside Conference President shall schedule a meeting of the Transfer Appeals Committee at which time the appellant school must show cause as to the student's eligibility. The Transfer Appeals Committee shall meet within five (5) days of the appeal.
- iii. The Transfer Appeals Committee will make a decision, which is final and binding.

02.08: Student Selection for Participation in Athletics

1. Membership and participation in school-sponsored activities must be open to all students regardless of race, creed, color, sex, economic condition or disability. Where a student's disability and accommodations will substantially alter the sport, provide a competitive advantage to the student, competitively disadvantage other participants or significantly increase the risk of injury for the student and other athletes, students shall be offered the opportunity to participate in the County's Corollary Athletic Program (see 02.12: Corollary Athletic Program below)
2. There is to be equal opportunity for participation in sports by both sexes. If a school sponsors a team in a particular sport for members of one sex but sponsors no such team for members of the opposite sex (and before July 1, 1975 [applies to girls teams]), members of the excluded sex shall be allowed to try out for the team.
3. Student selection will be the primary responsibility of the coach. However, selection criteria that coaches adopt should address athletic skills, attitude, and qualities, which will contribute to a teams' success.

02.09: Selecting Uniforms

When selecting uniforms, the following procedure should be followed:

1. To insure uniforms are replaced in a fair and consistent manner, the Athletic Director shall develop a "replacement of uniforms" matrix for all sports.
2. A principal approved committee will be used to select team uniforms. All uniforms selected must be in the school colors and have the school's name (or

- initials) prominently displayed. The uniform must fit appropriately and not too tight or revealing.
3. The final approval regarding total cost, order and delivery dates, etc. shall be made by the principal.

02.10: Sport Approval Process

When there is student interest in starting a new sport, the following process shall be followed for a new sport approval:

1. The sport to be considered must be fully discussed with the Principal, who will request same to the Supervisor of Athletics, in writing by October 15 of the previous year the sport is to begin, and must be approved by the Superintendent of Schools.
2. When approved by the above, the sport will be considered a “club” for a two-year period.
3. Expenses for the new sport must be covered within the allocation given to the schools by the Board of Education. No additional funds will be allocated to the school because the additional sport is added.

02.11: Professional Growth & Development

Coaches are encouraged to participate in Professional Growth & Development activities. In order to attend an in-service or conference, a request must be made in writing to the principal with the date, location, topic, and how this experience will assist the coach/sport program at least 2 weeks prior to the in-service. If the activity entails a teacher missing a day of school, coverage for the classes missed must be arranged by the school -- no substitute will be provided by the school system. Any additional costs will be the responsibility of the school. Head coaches are eligible to attend a conference (during the school day) once per year and assistant coaches once every 2 years.

02.12: Corollary Athletic Program

The State of Maryland has enacted the “Fitness and Athletic Equity Act for Students with Disabilities” (H.B.1411 @ S.B. 849) to provide students with disabilities access to the same types of benefits derived from participation in interscholastic sports as their peers without disabilities. In cooperation with the MPSSAA and Special Olympics *Maryland* (SOMD), Caroline County Public Schools embraces this law. It is understood that students with disabilities who are fully capable and eligible to compete in the County’s regular interscholastic sports programs are invited and expected to do so. Students who are interested in participating in an interscholastic athletic experience but are denied this opportunity due specifically to their handicapping condition (I.E.P. and/or Section 504) and who meet the County’s eligibility requirements, except as modified in this provision, shall be allowed to participate in the County’s Corollary Athletic Program as a means and a venue for meaningful and appropriate athletic experience.

The Corollary Athletic Program shall offer a sports program during each of the competitive seasons, i.e. fall, winter and spring. The dates of these seasons do not need to match exactly the dates of the MPSSAA prescribed seasons. The sports seasons for the Corollary Athletic Program shall be limited to a maximum of 12 consecutive weeks. The Corollary Athletic Programs shall include co-educational teams of disabled and non-disabled students who meet the County's eligibility requirements. Only the identified disabled athlete shall be entitled to meet the requirements other than those of the non-disabled athlete. Those modified requirements are:

1. The identified disabled student-athlete shall be allowed to participate after the 19 years of age deadline mandated by the MPSSAA only if they are still receiving services from Caroline County Public Schools **and** they have not commenced or graduated from Caroline County Public Schools. They shall remain eligible until their 21st birthday, at which time they shall become immediately ineligible to participate in the Corollary Athletic Program.
2. The identified disabled student-athlete shall be allowed to participate more than the MPSSAA mandated four (4) years in the Corollary Athletic Program.
3. The identified disabled student-athlete may not participate in an in-season MPSSAA interscholastic team and simultaneously participate in a Corollary Athletic Program team, regardless of the circumstances for such participation.
4. The identified disabled student-athlete shall not be held accountable to serve the mandatory 45-day period of ineligibility for transferring students into a Caroline County Public School.
5. The identified disabled student-athlete must submit a completed and signed SOMD physical examination form that is different from the mandated MPSSAA physical participation form. They must still have medical insurance and parent permission to participate and try-out.

Appeals

Upon the request of a student, parent, teacher, coach or administrator a student with an IEP or 504 plan who wishes to participate in a mainstream MPSSAA interscholastic athletic program but is denied access to a tryout or is denied team membership due primarily to their disability shall be referred to the Caroline County Public School's "Pathways To Play Committee." This committee shall be made up of the county's Supervisor of Athletics, the Athletic Director from the high school the appealing student does not attend, a Physical Education teacher from the appealing student's attending high school, a representative from the Office of Special Education Services, and the Director of Student Services. They shall review on a case-by-case basis the exclusion of the student from the identified sport and consult with those organizations (MPSSAA, SOMS, etc.,) as they may deem necessary to determine the accommodations or modifications necessary to enable the appealing student to participate. To make this determination, the committee shall apply the following four (4) point criteria: Do the accommodations or modifications:

1. Fundamentally alter the sport?
2. Provide a competitive advantage to the student?
3. Competitively disadvantage other participants?
4. Significantly increase the risk of injury for the student or the other athletes?

The Pathway To Play Committee shall render one of the following determinations for each student referred:

1. The student is able to participate in the interscholastic athletic program with accommodations.
2. The student is able to participate against or alongside other athletes in individual interscholastic events with allowable accommodations or modifications.
3. The student is unable to participate in individual or team sports because of the necessary accommodations. The student shall be offered the opportunity to participate in the Corollary Athletic Program.

03: DISCIPLINE

03.01: General Statement of Expectations

General Conduct Criteria for Athletes

1. Any student who in the principal's judgment would not be a good representative for the school is not eligible to participate in athletics.
2. The coach and/or principal have the right to discipline athletes for violations of the Code of Student Conduct, including off-campus and after-school hours behavior. **This includes inappropriate use of social media and technology that violates the Code of Student Conduct, and Acceptable Use Policy for Students.**
3. All rules and expectations for athletes must be presented to them prior to the beginning of the season and athletes must sign a participant form with these rules and expectations prior to participating in the sport. A listing of these rules and expectations must be kept on file by the coach and athletic director.
4. If an athlete is ejected from the field of play during a game, they become ineligible to participate in the subsequent game. This suspension cannot be appealed if it was for unsportsmanlike conduct such as: fighting, profanity, disrespect to an official or other adult, obscene gestures, threats of physical harm, or the like. The Bayside Conference enforces an "Ejection Rule" based on fighting or flagrant unsportsmanlike conduct, and the consequence is, "not allowed to play in the next scheduled contest." This means the next scheduled contest for that athlete, whether that be a playoff game, a game in the next sport, or a game in the next season or year.
5. Class III offenses and first offense alcohol violations of the Code of Student Conduct carry with them a twenty (20) student-school day suspension from all athletic participation (includes practices and games).

6. Students attending Caroline Innovative Pathways, in lieu of regular school day programs, are ineligible for athletic participation.

Rules at the Discretion of the Individual Coach with the Approval of the School Administration

- a. Tardiness to and/or missing practices (see 03.01 -- #3)
- b. Eligibility to remain on the team based upon a player's attitude (see 03.01 -- #3)
- c. Off-campus behaviors (Must be listed in the Caroline County Code of Student Conduct)

03.02: Appeals Process

Athletes are to show courtesy, respect, and pride in their school. Misconduct on or off the field can result in either a temporary or permanent suspension from the team. Athletes should be aware that they fall under the Code of Student Conduct at all times. A student may appeal disciplinary action by the coach, which affects athletic eligibility. The following appeal process will be used:

1. A written appeal must be presented to the principal within five (5) calendar days of the date of the decision.
2. The principal will convene a hearing panel of his/her choosing or conduct an investigation at his/her discretion and then render a decision within five (5) school days of the date the principal receives the written appeal.
3. The principal shall make the final decision relative to the student's eligibility and see that the affected athlete receives the final decision in writing.
4. The student will not be eligible to participate in athletics during the appeals process.
5. The principal's decision shall be final.

04: SAFETY / FACILITY USE

04.01: Facilities Use

The use of the Caroline County Public Schools facilities shall fall under the jurisdiction and rules and regulations as established in Board of Education Policy, Building and Grounds (VII. 72.00 and VII. 72.10). It is expected that all facilities will be certified safe and usable for both spectators and athletes at the beginning of each school year (before August 15). Safety checks will include:

1. The certified inspection of bleachers and seating areas for spectators and athletes
2. Ventilation systems
3. Entrances and exits (doors must readily open/close and cannot be chained)
4. Fire extinguishers

It is suggested that the Athletic Director closely scrutinize schedules and school events to alleviate conflicts with the use of facilities. Custodial personnel are asked to keep playing areas clean and free of debris. Cleanliness of such areas contributes to the safety of everyone. Cleanliness is also an indicator of school pride. The Athletic Director is responsible for keeping grass and ground areas maintained. This includes mowing and maintaining grass areas including practice and game fields. Proper lighting of athletic areas is important for the safety of spectators and athletes. Lighting is not controlled locally and must be requested and approved in advance of the scheduled contest. The lighting of playing and seating areas shall be turned-on at an appropriate time before the start of the event and extinguished after everyone has left the playing and seating area.

All youth sports programs using school facilities will complete and submit **Youth Sports Programs Use of School Property and the Concussion Awareness Parent/Guardian Acknowledgement Statement** to the school principal prior to use of the facility. Youth sports programs seeking to use school facilities **must** verify distribution of concussion information to parents or guardians and receive verifiable acknowledgement of receipt. In addition, each youth sports program **will annually** affirm to the local school system of their intention to comply with the concussion information procedures.

04.02: Supervision, Safety, and Security

Schools should provide a safe environment that is conducive to a positive athletic experience. Therefore, at least two of the following must be at all events: a school administrator, the Athletic Director, and/or an athletic trainer.

1. Security (which may include police, and/or sheriff) coverage will be arranged for all varsity football and basketball contests, as well as any other athletic events where large crowds are anticipated. For 15 events per year, the school system will pay for two staff event supervisors and two police/sheriff officers. Professional staff event supervisors will be paid \$18.00 per hour for no more than three (3) hours, and support services staff will be paid \$15.00 per hour or F.L.S.A. rules if applicable for no more than three (3) hours. Police/sheriff personnel will be paid in accordance with the amount agreed upon with the County Commissioner's Office for no more than 3.5 hours each event. Names of event supervisors will be forwarded to the Athletic Supervisor at the end of the month.
2. It is recommended that an ambulance is present at all stadium events. If an ambulance is unavailable, the local ambulance crew must be notified of the event and be on-call for emergency response. In addition:
 - a. An athletic schedule will be provided to local fire departments for on-call service in the event of an emergency.
 - b. Emergency vehicle access/exit areas will be clearly marked.
 - c. A safety procedure will be in place for attending to an injured athlete, fan, coach, or official.

3. In addition, the BOE will pay \$18.00/\$15.00 an hour, depending on employee status, for no more than three (3) hours for one (1) adult for timing, scoring, or announcing during football, basketball, and wrestling contests.
4. Additional school security/help for games must be approved by the principal. Payment for this additional help must be handled by forwarding the \$18.00 or \$15.00 per hour per individual on the Security/Help Form, Appendix VI to the supervisor of athletics who will forward to the Comptroller's Office with name and hours to be paid. Additional police/sheriff personnel may be requested but the compensation for the additional officers is the responsibility of the school. All payments for personnel will be made from the Central Office.

04.03: Safety Requirements and Precautions

Coaching Course Requirements

1. All coaches will meet MPSSAA coaching requirements.
2. All coaches must successfully complete a course in CPR including the proper use of an Automated External Defibrillator (A.E.D.). All coaches must attend and be certified yearly in the use of an A.E.D.
3. All head coaches must be trained annually in the use and administration of EpiPens.
4. All coaches must complete the required Public School Works modules annually, and complete the NFHS Concussion and Heat Acclimatization courses.
5. All coaches are encouraged to attend clinics, in-services, and/or staff development training when feasible.

04.04: Beginning of Season Health/Insurance/Safety Requirements

1. Before participation is allowed, all student athletes must have a valid physical exam, a signed parent permission form, and proof of medical insurance on file in the athletic director's office.
2. Inspect practice/game equipment and playing areas in advance of use.
3. Verify that a stocked medical kit is available at all practices and games and replenish supplies as needed. Included in the medical kit shall be emergency cards for each student-athlete on the team.

04.05: Transportation

Guidelines require that all transportation requests be forwarded to the Supervisor of Transportation before the beginning of each season (see participation dates). The Caroline County Transportation Form is to be used. Athletes are required to follow all rules and regulations related to transportation as outlined in the Transportation Guidelines.

All players, student managers, student scorekeepers, (all who are required to travel) must travel **to an event** with the team. If a parent wishes to take their child home from an event, they must put that request in writing. **The coach may release students to their parents only.** It is expected that the parent will then transport the child.

AT NO TIME may a player or team member drive his/her own vehicle, transport other students, or be a passenger in another student's vehicle when leaving an away sporting event. Athletes are required to follow all rules and regulations related to transportation as outlined in the Transportation Guidelines. Students will be transported to and from all away athletic contests by bonded carriers and arrangements will be made only by the supervisor of transportation. Exceptions will be with advance written approval by the principal. This approval process is covered by a Board of Education policy, which governs how and under what conditions employees can transport students in their personal vehicles.

In the event of inclement weather related closings, or early dismissal, all school activities for CCPS students will be cancelled, whether they are in district or out of district. Any decision to modify this closing will be at the Superintendent's discretion.

05: FINANCE

05.01: Financial Policies and Procedures

Gate Receipts

1. There will be a standard admission charge among all county schools. Schools may sell season athletic tickets.
2. Tickets will be used for admission to athletic contests to account for accuracy and security of gate receipts. Each individual paying the gate fee must be issued a ticket for admission.
3. At the end of each contest, gate receipts will be counted. The appropriate form will be completed and signed by the ticket seller and the administrator in charge verifying gate receipts. Receipts, money and unused tickets will be properly secured.
4. Caroline County staff and Board of Education members shall be admitted free to all County contests with proper identification. Proper identification is defined as School Identification Badge, County Athletic Pass, Bayside Conference Pass or MPSSAA State Pass. Admittance to Bayside and State play-off contests are governed by Bayside or MPSSAA guidelines.
5. Athletes will pay an admission charge to all home and away contests other than those contests in which they are participating.
6. Varsity and Junior Varsity team members in a given sport will be considered as one team for purposes of the admission policy. For example, junior varsity football players will be admitted to varsity football games without charge.
7. Bayside Conference and Caroline County passes will be honored for all regular season games.
8. State passes are required for district, regional or state competition.

Budgeting

1. All coaches, athletic directors, and principals in each school will survey their needs for the ensuing year and formulate a budget.
2. The athletic budget for the school will be submitted to the Principal no later than December 15 of each year.
3. An accounting of expenditures is due to the Principal by July 1 of each year.
4. It is the responsibility of each school to operate their athletic program with available funds. Deficits are to be avoided.
5. Gate receipt forms will be submitted with the monthly athletic account audit report.

05.02: Payment of Coaches

1. All coaches must sign an extra duty agreement prior to the beginning of their athletic season (copies to the Athletic Director, Director of Student Services, and the coach).
2. All coaches must complete the employment process prior to beginning their assignment.
 - a. Background check, withholding forms, fingerprinting, review of sexual harassment policies, and all other county policies pertaining to a coaching assignment must be read, understood, and signed off on, to make coaching eligibility complete.
3. Coaches shall be paid their stipend upon successful completion of their coaching assignment, where all duties and responsibilities have been met. The principal or their designee must verify successful completion, in writing, in a timely fashion to the Supervisor of Athletics for payment purposes.
4. Summer Extra Duty Assignment:
 - a. Coaches involved in a fall sport where an approved summer camp has been conducted, will receive an additional stipend.
 - b. Stipend will be received by each coach upon successful completion of their summer camp assignment, provided:
 - i. B.O.E. had copy of extra duty agreement on file (with Human Resources Department)
 - ii. B.O.E. (Human Resources Coordinator) has received signed time sheet.
 - c. Summer extra duty assignment pay is calculated by a pre-determined daily rate. To calculate the days eligible for the summer coaching stipend, you must count back from the first scheduled game to the beginning of practice as regulated by MPSSAA. The number of these days, excluding Sunday, which fall between the legal start of practice and the first day all Caroline County teachers are required to report for duty are the days which principals should request summer pay for coaches.

- d. Coaches will be paid for a half-day when they hold one (1) two-hour practice with related activities on a given day. They will be paid for a full day when they hold two (2) two-hour practices with related activities or a full day when they participate in a scrimmage with another school on a given day. No one will receive more than a full day's pay for any given day. Summer practice schedules are subject to the MPSSAA Model Policy for Heat Acclimatization.

05.03: Payment of Officials

Each athletic officiating association will invoice the appropriate high school in Caroline County for services rendered by their association. Payment will be made to the association as outlined by the Bayside Conference Fee Schedule.

August 2018

Fall Sports Practice Calendar

SAMPLE

Appendix X

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 First Day of Practice Football – helmets Field Hockey – goalies	9 [helmet and kickers --] [only -----]	10 Football - helmets & contact w/ sleds & Field Hockey - goalies	11 shoulder pads only tackling dummies helmet, chest protection, kickers
12	13	14	15	16	17	18
Football - helmets & shoulder pads only; contact w/ sleds & tackling dummies Field Hockey – goalies helmet, chest protection, kickers		NO RESTRICTIONS FOR EQUIPMENT	1 practice per day	1 practice per day	1 practice per day	1 practice per day
19	20	21	22	23	24	25
1 practice per day	2 practices per day	2 practices per day	1 practice per day	2 practices per day	1 practice per day	2 practices per day
26	27	28	29	30	31	
2 practices per day Pre-Season Ends Regular Practice BEGINS	1 practice per day	1 practice per day	2 practices per day	1 practice per day	2 practices per day	1 practice per day

Caroline County Public Schools
Athletic Coach's Code of Ethics
(adapted from the NFHS)

The Caroline County Public School system seeks to provide an athletic program that is beneficial for all athletes and one which provides an opportunity to learn skills, good sportsmanship, and build strong character. The function of the coach is to educate students through their participation in athletics around these core principles, recognizing that academic achievement is the primary goal. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the athletic department.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, MPSSAA, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall adhere to all CCPS, Bayside, and MPSSAA rules associated with the high school athletics.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall recognize that they play a vital role in the success of a student, and supporting their students outside of the athletic season can have a profound impact on academic achievement.

Name

Date

I have read and understand the CCPS Athletic Coach's Code of Ethics, as well as the Coaches Athletic Handbook to which I am expected to adhere.