

MISSION STATEMENT

The mission of Orange County Schools' Interscholastic Athletic Program is to provide equal and safe opportunities for all students to participate in competitive sports, while fostering academics, sportsmanship, teamwork, and individual improvement.

INTRODUCTION

Policies governing Orange County Schools' Interscholastic Athletic Program include the North Carolina State Board of Education, North Carolina High School Athletic Association (NCHSAA), National Federation Rules, Orange Person and Chatham (OPAC) Middle School Conference, and the Orange County Board of Education.

This handbook contains rules and regulations and other information necessary for Athletic Directors and Coaches to run effective and efficient athletic programs. Knowing these rules and regulations ensures that OCS Interscholastic Athletic Program shall be conducted in accordance with existing state and local policies.

Most questions concerning policies and procedures for both middle and high school athletic programs can be answered in this handbook, but no attempt will be made to include most conference or state rules and regulations. However, all Coaches are strongly urged to be familiar with their sport specific conference and state rules and regulations. NCHSAA and National Federation Rule handbooks will be made available to every Coach.

Disclaimer: The information contained in Orange County Schools Athletic Handbook is intended to serve as a general source of information for OCS Coaches. The information in this handbook shall not alter, modify, or otherwise change NCHSAA requirements, State Board of Education policies, Orange County Board of Education policies, or the General Statutes of North Carolina.

Statutory Provisions: "Local boards of education shall make all rules and regulations necessary for the conducting of extracurricular activities in the schools under their supervision, including a program of athletics, where desired, without assuming liability therefore provided, that all interscholastic athletic activities shall be conducted in accordance with rules and regulations prescribed by the State Board of Education." G.S. 115C-47 (4).

ATHLETIC PROGRAM LEADERS

The **PRINCIPAL** of the school is solely responsible for the operation of each school in cooperation with the Athletic Director, **including** any and all matters pertaining to the athletic program.

The **ATHLETIC DIRECTOR** of the school is charged with the responsibility of administering a wholesome and broad athletic program within the limits of policies established by the Orange County Board of Education.

The **DISTRICT ATHLETIC DIRECTOR** oversees all school athletic programs to ensure that all interscholastic athletic activities are conducted in accordance with NCHSAA requirements, policies established by the State Board of Education, the Orange County Board of Education, and the General Statutes of North Carolina.

The **COACH** should be guided by the principles that interscholastic competition is to be conducted for the welfare of the student and that each sport has a definite contribution to make to the overall development of the student and school community.

JOB DESCRIPTIONS

SCHOOL ATHLETIC DIRECTOR

An interscholastic athletic program remains a key element in the life of a successful comprehensive school. The Athletic Director provides the energy, leadership and enthusiasm for this important activity by working with Coaches, student-athletes, administrators, teachers, parents and citizens of the school community to support student-athletes in the classroom, on the field, and in the community.

Any interscholastic athletic program in a comprehensive middle or high school is big business. Sporting activities for both boys and girls are costly. At a time when there is increased competition for the dollar, the Athletic Director must possess a considerable degree of business expertise to ensure a successful and fiscally sound program that benefits all student-athletes.

As with every aspect of education, the role of the Athletic Director has undergone tremendous change. Some of these changes include being responsible for providing a broader range of athletic programs for males and females, being accountable concerning safety matters, and managing funds for various athletic expenditures with a limited budget.

Administrative and specific responsibilities of the Athletic Director (AD) are listed below.

AD Administrative Responsibilities

1. Provide leadership for the athletic department while focusing on the important connection between academics and being a student-athlete.
2. Assist the Principal in securing competent school personnel for athletic staff through interviews and recommendations.
3. Ensure that all sports are treated in a fair and equitable manner.
4. Prepare, maintain, and communicate a calendar of school athletic events and related activities to all affected.

5. Assign facilities in cooperation with the Principal, and when necessary, the Office of School Community Relations for athletic practices and related activities.
6. Attend as many athletic contests, meets, and events as possible.
7. Transmit pertinent information regarding state associations and conferences to the appropriate persons.
8. Arrange transportation for athletic events through the Transportation Department in a timely manner.
9. Resolve conflicts that may develop periodically within the ranks of the athletic department.
10. Serve as Tournament Manager for all league and tournament playoff activities that are assigned to the school.
11. Establish and enforce procedures for the supervision and use of athletic facilities.
12. Partner with the Athletic Booster Club, Coaches and Administrators to plan, organize and supervise all athletic awards programs.
13. Coordinate with the Maintenance Department to repair and maintain all athletic facilities and equipment.
14. Coordinate the organization and operation of the press boxes.
15. Attend and serve as the school liaison at Athletic Booster Club meetings.
16. Prepare and distribute athletic complimentary passes for home games for selected individuals.
17. Review the OCS Athletic Staff Handbook with Coaches per Season annually.
18. Evaluate all athletic programs per Season.
19. Prepare and obtain signed game contracts, if appropriate.
20. Examine all equipment and facilities before practices and events.
21. Stay abreast of the rules and regulations of the total interscholastic athletic program.
22. Complete all financial records and maintain a fiscally responsible athletic interscholastic program.
23. Have all new non-OCS employees interested in coaching complete the appropriate Human Resources and Finance forms prior to coaching.

24. Inform the Principal and appropriate district personnel regarding facility and equipment needs for the current school year and during the annual budget process.
25. Inform Coaches of coaching associations in their respective sports.
26. Send recommendations for athletic policy changes to the District Athletic Director for review and final approval by the Board of Education.
27. Perform other duties as directed by the Principal.

Specific Duties of the Athletic Director

1. Partnering with the Coach the Athletic Director will:

- a. Prepare eligibility lists as required by the state association.
- b. Evaluate each athlete's grades at the end of each grading period.
- c. Secure physical history and insurance forms from all participants.
- d. Maintain on file a current physician's form for all athletes and ensure that all athletes have been approved by a physician to participate in athletics.
- e. Inform Coaches of all conference rules and regulations.
- f. Establish policies for awards with each Coach.
- g. Enforce all state association rules and regulations.
- h. Prepare all reports to state and conference associations in a timely manner.
- i. Prepare entry list for tournament and meets.
- j. Supervise and observe coaching.
- k. Maintain a professional and respectful working relationship with Coaches.
- l. Provide for the professional growth of Coaches.
- m. Secure physicians for athletic physical examinations.
- n. Ensure that fields are ready for athletic events.

2. Secure all needed personnel for the operation of the athletic program including:

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| a. Game officials | g. Security | m. Bus drivers |
| b. Announcers | h. Supervisors | |
| c. Time-keepers | i. Custodians | |
| d. Score-keepers | j. Concessions | |
| e. Ticket sellers | k. Support personnel | |
| f. Ticket takers | l. Medical coverage | |

3. Coordinate and/or supervise all special events related to the athletic program including:

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| a. Athletic Banquets | d. Pep Rallies |
| b. Awards Nights | e. Any Gymnasium Sessions |
| c. Fundraisers | f. Special Events |

4. Develop the operational budget and financial procedures including:

- a. Preparing and supervising athletic budgets.
- b. Directing ticket sales for all athletic contests.
- c. Collecting all monies from athletic contests and delivering to the School Bookkeeper the following work day.
- d. Preparing and issuing all vouchers for disbursement of funds from the athletic budget

5. Procure and care of equipment/facilities:

- a. Provide a system for the purchase, storage, repair, cleaning, distribution and collection of athletic equipment.
- b. Establish procedures for proper use of materials, supplies, equipment and facilities.
- c. Oversee and approve athletic purchases:
 - 1. Maintain a current inventory
 - 2. Prioritize needs
 - 3. Provide a system for ordering equipment

6. Serve as school representative for the following:

- a. Local athletic meetings
- b. Conference meetings
- c. Regional athletic meetings
- d. State coaches' association meetings

7. Develop community relations:

- a. Promote publicity for all interscholastic sports, such as sport brochures, press and radio etc. for all school athletic events.
- b. Coordinate the use of all athletic facilities with the principal by groups outside the school.
- c. Send reminders of upcoming events to school's game officials and news media.
- d. Supervise and coordinate activities of cheerleaders within the athletic program.
- e. Coordinate participation of school band within the athletic program.

8. Implement prudent legal procedures:

- a. Maintain proper records including players' medical examinations, insurance forms, participation records, parent consent forms, payments, etc. for at least a school calendar year.
- b. Maintain employee records to verify coaching qualifications and certifications.
- c. Maintain safety and certification records of equipment/facility and recommend appropriate repair or replacement.
- d. Provide a system for approved means of transportation to and from contests and/or practices.

- e. Maintain a file of all athletic disciplinary actions.
- f. Interpret athletic rules and regulations regarding scholastic eligibility of all candidates for athletic teams and verify their eligibility.

COACHES CODE OF ETHICS

When entering the coaching profession, a Coach accepts certain obligations and responsibilities to players, fellow Coaches, and to the game each Coach directs. To keep the coaching profession on a high level, one must assume all these responsibilities in a manner that gives the coaching profession honor and dignity.

The Coach, in contact with each player, should by principles and example, set a pattern of behavior for each student-athlete, for he/she influences those student-athletes more than any other person. Parents put their dearest possessions under a Coach's guidance, and every student-athlete should be a better person for having played under the Coach's leadership.

The Coach should see that every injured student-athlete is given immediate medical attention.

The Coach should remember his or her main role is to educate a student-athlete through their participation in athletics.

A Coach should support the administration in all policies, rules and regulations and air differences behind closed doors.

The Coach shall ensure that all eligibility rules and regulations are enforced. Anyone who attempts to circumvent eligibility rules and uses ineligible players shall be guilty of unethical conduct.

The Coach should inspire every student to achieve the highest academic success possible.

The Coach shall take an active role in providing student-athletes with information about avoiding alcohol, tobacco, and other drugs while stressing the importance of a healthy lifestyle.

The Coach shall use the Extracurricular/Co-curricular Student Code of Conduct consequences to discipline student-athletes who display unacceptable behavior in the school community.

The Coach, having tremendous influence, shall never place the value of winning above the value of high ethical and moral character.

The Coach shall strive to set an example of the highest ethical and moral conduct for student athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public.

The Coach shall not use crude or abusive language with players, opponents, officials or spectators. The use of profanity is not acceptable.

The Coach shall know and interpret the game rules to team members. Additionally, the Coach shall not try to seek a game advantage by circumventing the spirit or letter of the rules.

The Coach shall promote and work in harmony with the school's entire interscholastic athletic program.

The Coach shall actively promote good sportsmanship of spectators by working closely with administrators, cheerleaders, pep club sponsors, and booster clubs.

The Coach shall meet and exchange friendly greetings with the opposing Coach before and after contests to set a positive climate for the event.

The Coach have an obligation to the student-athlete, the school, and the athletic program to administer discipline fairly and consistently.

The Coach will supervise the dressing facility of his/her team. Horseplay can result in serious injury and must not be tolerated. Showers must be turned off and soap kept off the floor. Equipment that is properly hung in lockers will last longer and look better. Student-athletes must be expected to cooperate in keeping these areas clean for the health and safety of everyone.

Middle/High School Athletic Duties

1. To emphasize sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values of playing the game fairly.
4. To establish a happy relationship between visitors and game hosts.
5. To respect the integrity and judgment of sports officials.
6. To achieve a thorough understanding and acceptance of game rules and eligibility standards.
7. To encourage leadership, use of initiative, and good judgment by team players.
8. To recognize that the purpose of athletics is to promote the physical, mental, social, and emotional well being of the individual players.
9. To remember that an athlete contest is only a game – not a matter of life and death for the player, Coach, school official, fan, community, state or nation.
10. To avoid criticizing other Coaches and school officials.

11. To report to proper authorities any matters, which are detrimental to the welfare of the designated Conference.
12. To study and practice the Sportsmanship Code of the North Carolina High School Athletic Association/State Middle School.

COACHES RESPONSIBILITIES

To Team Players:

The main purpose of athletic teams is to provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important way to accomplish this aim. Coaches must promote and teach clean, aggressive and fair play while stressing good sportsmanship at all times. The Coach must be the leader and a role model.

The Coach should be fair and unprejudiced with players while considering their individual differences, needs, interests, temperaments, aptitudes and environments.

The Coach shall treat all players with respect.

Players have the right to expect Coaches to have genuine and up-to-date knowledge about their sport.

The safety and welfare of players should always be uppermost in the Coach's mind.

The Coach shall supervise all team personnel during practices, at home games and away trips.

To the Community:

Coaches are a frequent topic of conversation at various community locations including the home, workplace and at many civic meetings. Coaches shall remember that their profession and reputation as a Coach are always under scrutiny.

The Coach's actions and statements should always reflect confidence and respect for Orange County Schools. A Coach should partner with his school community contacts to build and maintain a high level of confidence in the athletic program.

The Coach shall treat parents and others in the community with respect at all times.

To the School:

A Coach' efforts and loyalty to his/her school shall be apparent at all times. A Coach shall strive for excellence in all areas of his/her school life.

To be effective, a Coach must be respected. To be respected, good personal habits and neat appearance are important, but most important are the examples set by the Coach. Being respected is much more important than being well-liked. The faculty, players, and the general student

population shall be treated by the Coach with the same honor and respect that the Coach desires to be shown. Private, firm, fair and constant discipline must be maintained.

The work of the Coach must be an integral part of the educational program of the school. The Coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The Coach shall support all school-endorsed activities. At every opportunity, the Coach shall urge the student body to be polite, courteous and fair to any visiting team.

The Coach shall remember that an athletic contest is only a game – not a matter of life or death for a player, another Coach, school official, fan, community, state or nation.

To the Teaching/Coaching Profession:

An Orange County Schools' Coach shall continue to seek professional growth in both teaching and coaching areas through the various educational and coaching associations open to the profession.

To Head Coaches:

The makeup of a coaching staff pulls from all different segments of society. The Head Coach must always be in command. Despite this position of authority, the wise Head Coach will encourage independent thought among the coaching staff. Another important factor of coaching is allowing for an open exchange of ideas in a courteous, thoughtful manner.

A wise Head Coach will praise assistant coaches and award recognition whenever possible. Misunderstandings between Coaches should be discussed as soon as possible and in an appropriate location away from the student-athletes and others.

The Head Coach shall not criticize other Coaches and school officials in the presence of others, except in instances that are being formally presented to school or district administrators.

The Head Coach will forward all athletic matters through the AD for approval, such as purchases, parent/guardian letters, media contacts, etc. Both the Head Coach and the AD will identify strategies for Coaches to improve their sport.

To Other Coaches in Your School:

A Coach must always bear in mind that his or her sport is NOT the only sport; it is only part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with other Coaches and Activity Sponsors the total well-being of the school's interscholastic athletic program.

A Coach shall support his or her fellow Coaches through their comments and actions. A strong, harmonious, interpersonal relationship must exist in the school community among fellow Coaches and other faculty members.

To Faculty Members:

A Coach shall cooperate with school staff to support the academic mission of the school as well as other activities organized and supervised by fellow faculty members.

To Athletic Director (AD):

A Coach shall supervise the care of all equipment, supplies, and facilities in their care.

In cooperation with the AD, a Coach shall plan for transporting, feeding and housing teams whenever applicable.

A Coach shall work with the AD before scheduling or re-scheduling a contest.

A Coach shall file with the AD a copy of their inventory and a list of needs for the next year immediately following the end of a season.

A Coach shall count, pack, clean and store all athletic equipment for each sport in a designated place immediately following the end of a season.

A Coach shall inform the AD of normal and unusual happenings regarding the team or coaching staff.

A Coach shall supply the AD with forms, information, statistics, or other data in a timely manner that are necessary for operating an efficient athletic program. These items shall include: (1) inventories, (2) equipment needs, (3) intent forms, (4) list of student-athlete awards, and (5) evaluations by Head Coach of all assets.

A Coach shall always remember that safety is the first consideration but sportsmanship is important as well.

Other Coaching Duties:

A Coach shall be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and in scheduled events. Integrity, graciousness, dignity, and respect are just a few of the positive characteristics, which should be cultivated for players, officials, opponents, colleagues, and the game itself.

A Coach is also responsible for every facet of discipline. Individually, the Coach becomes a model of all that the program represents. **THE COACH SETS THE CLIMATE** with his/her attitude toward school codes, training and game rules, ideals of good sportsmanship, and student-athlete behavior throughout the season at home and away. Coaches shall remember that they represent Orange County Schools and the school community, which supports the school and the student athletes. Quality leadership makes the difference!

Coaching Techniques:

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention.
When injuries do occur, follow a prescribed routine and maintain good communications with patient, athletic trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repairing, reconditioning and replacing equipment. All purchases shall be approved using available allocated funds.
- G. Keep Assistant Coaches, student managers and statisticians well informed regarding your expectations. Cooperate fully with staff from the departments of Maintenance and Transportation and others similarly involved in the overall athletic program.

COACHES' AREAS OF LIABILITY

- 1. Failure to properly supervise an activity.
- 2. Failure to teach fundamentals and protective skills.
- 3. Failure to entrust duty to a qualified individual.
- 4. Failure to provide and maintain a safe coaching and playing environment.
- 5. Failure to inspect, repair, or have equipment reconditioned.
- 6. Failure to provide proper equipment.
- 7. Failure to know, document, post and follow school policies.
- 8. Failure to see that first aid is administered.
- 9. Failure to warn of inherent dangers.
- 10. Failure to address the injury of an athlete.
- 11. Failure to keep adequate and accurate records.

ORANGE COUNTY SCHOOLS' EXTRACURRICULAR & CO-CURRICULAR STUDENT DISCIPLINE AND CODE OF CONDUCT

PHILOSOPHY:

Participation in any extracurricular/co-curricular activities is an important part of the educational process. A primary goal of these activities is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As role models for their peers and younger students, students who participate in extracurricular and co-curricular activities are held accountable for their actions at a higher standard than other students. This code applies to any Orange County School secondary student who participates in an extracurricular or co-curricular activity in the school district.

In Orange County Schools, we believe in teaching our young people high moral standards, integrity, discipline, character, sportsmanship, citizenship, the importance of teamwork, and the value of hard work and true dedication. The faculty, staff and administration pledge to dedicate their time, energy, and financial resources to this effort.

This code represents the efforts of Orange County Schools to provide clear expectations for all participating students and their parents/guardians. It is the responsibility of each student to know and understand the obligations of this code as well as the established consequences that will be imposed if/when the provisions of this code are violated.

****Remember, participating in extracurricular/co-curricular activities is a privilege and not a right****

1. OBLIGATIONS AS A STUDENT

In addition to the rules of this code of conduct, a participating student must at all times conform to the rules of conduct of the extracurricular/ co-curricular organization in which he/she is participating, as well as all school and school system rules. He/She shall not expect nor receive special privileges with regard to meeting his/her academic requirements or obligations to teachers and any other school personnel.

2. OBLIGATIONS AS AN EXTRACURRICULAR/CO-CURRICULAR PARTICIPANT

A. Each sport, club, and co-curricular activity has certain individual requirements that lead to the development of specific skills requiring different types of training. Every high school student-athlete has an obligation to know the rules of the North Carolina High School Athletic Association and as well as those rules governing his/her sport. Students participating in clubs or co-curricular activities are responsible for learning and adhering to the by-laws of their respective organizations.

- B. As an extracurricular/co-curricular participant, the student not only represents himself/herself, fellow team members, coaches, and teachers, but also the school and its student body. For these reasons, the participating student is expected to display the highest form of character and sportsmanship throughout the school year. If at any time a student's actions bring harm or discredit to the organization of which the student is a member or to the school or if a student's language or behavior reflects negatively on the organization or school the student may be subjected to disciplinary action, including suspension and/or removal from the extracurricular/co-curricular organization.

3. OBLIGATIONS TO THE SCHOOL AND COMMUNITY

A participating student is supported actively by the school and the community. Many volunteers work long hours to provide equipment and facilities for our extracurricular groups to have the opportunity to compete on an even basis with any established program in the state. Participating students are held accountable for the equipment/materials issued to them and shall reimburse the school for any equipment/materials not returned or damaged beyond normal wear and tear. Participating students are expected to exercise respect for and take care of the facilities and equipment provided by the school and booster club.

4. CONSEQUENCES FOR VIOLATING RULES OF CONDUCT

These consequences apply *in addition to* any consequences imposed by the school, school district or extracurricular/co-curricular organization for violation of their separate rules of conduct.

A. IN-SCHOOL AND OUT OF SCHOOL SUSPENSIONS

1. If a participating student is assigned to in-school suspension, he/she will not be allowed to practice or participate in a game/activity on the day(s) of suspension. Suspensions will be carried out regardless of the game/activity days or events.
2. If a participating student is given out of school suspension for any reason, he/she will be subject to the following additional consequences:
 - a. **FIRST OFFENSE:** A student participating in athletics will not be allowed to practice or play during the suspension period. If there is not a game during the suspension period, the student will not be permitted to play in the next game after the period of suspension. A student participating in other clubs or activities will not be allowed to practice, participate or perform during the suspension period. If there is not a performance or major activity during the suspension period, the student will not be allowed to perform or participate in the next major activity as determined by the responsible adult sponsor immediately following the suspension.

- b. **SECOND OFFENSE:** The student will be removed from extracurricular/co-curricular activities for the remainder of that season or semester or for 30 school days**, whichever is greater.
- c. **REPEATED OFFENSES:** If a student continues to be suspended from school or has consistent disciplinary infractions, the principal may remove that student from extracurricular/co-curricular activities for up to the remainder of the school year or 30 school days, whichever is greater.

B. USE OF ILLEGAL DRUGS/ALCOHOL

The possession, use, distribution or sale of illegal or counterfeit drugs/alcohol by participating students is not acceptable at any time, on or off campus, including off season and school breaks. Every effort will be made by the school and the extracurricular departments to make students aware of the detrimental effects of alcohol and drugs through educational programs and opportunities. Students who willfully violate this policy are subject to the following consequences:

1. FIRST OFFENSE FOR POSSESSION OR USE

Any student in violation of this policy for possession or use will be removed from participation for 60 school days or the remainder of the current season/semester, whichever is longer. The student must also be evaluated by a drug counselor as recommended by the school and must comply with all recommendations and treatment programs and receive a negative drug test result before resuming participation in any extracurricular/co-curricular activity. All costs of such drug testing shall be borne by the student and parent.

2. SECOND OFFENSE FOR POSSESSION OR USE DURING HIGH SCHOOL CAREER

A student with a second offense of this policy during the student's high school career for possession or use shall be removed from activities for 120 school days or the remainder of the school year, whichever is greater. The student must also be evaluated by a drug counselor as recommended by the school and must comply with all recommendations and treatment programs and receive a negative drug test result before participating in any extracurricular/co-curricular activity. All costs of such drug testing shall be borne by the student and parent.

** For purposes of this policy "school days" includes days that the student is scheduled to participate in school-sponsored activities, including school holidays and summer break.

3. THIRD OFFENSE FOR POSSESSION OR USE DURING HIGH SCHOOL CAREER

A student with a third offense of this policy in the student's high school career for possession or use shall be prohibited from participation in all extracurricular/co-curricular activities for the remainder of the student's high school career. The student and the student's parent or guardian will also receive information regarding drug-use counseling and prevention. All costs of such drug testing shall be borne by the student and parent.

C. ANY OFFENSE INVOLVING SALE OR DISTRIBUTION OF DRUGS AND ALCOHOL

A student with a first violation of this policy for sale or distribution or conspiracy to sell or distribute drugs/alcohol or counterfeit drugs/alcohol shall be prohibited from participation for 180 school days. A second offense shall result in removal from activities for the remainder of the student's school career.

D. VOLUNTARY ADMISSION OF DRUG AND ALCOHOL USE

If a student who is not under investigation for or currently charged with a violation of this section voluntarily admits that he/she has an alcohol or drug related problem and voluntarily enters a rehabilitation program, the principal may choose not to impose the consequences outlined in this section.

E. TOBACCO USAGE:

Participating students are not allowed to use tobacco products of any kind, on or off campus. The following consequences shall be imposed for a violation of this policy:

-FIRST OFFENSE: 2 days suspension from extracurricular and co-curricular activities.

FIRST OFFENSE: 2 days suspension from extracurricular and co-curricular activities.

SECOND OFFENSE: 5 days suspension from extracurricular and co-curricular activities.

THIRD OFFENSE: Suspension from extracurricular/co-curricular activities for season/semester or 30 school days, whichever is greater.

F. CRIMINAL CHARGES:

Any participating student charged with a criminal offense other than a traffic infraction may be suspended from extracurricular/co-curricular activities while the principal investigates the underlying circumstances and assesses the impact of the matter on the school environment. The principal will review each offense individually and determine what action will be taken.

G. GENERAL REQUIREMENTS/CONSEQUENCES:

Any participating student in attendance and checking out with parental permission will be excused to participate in extra curricular/co-curricular activities such as practices, games or events.

Any participating student absent in the morning hours must be in attendance before 12:00 noon to be eligible to participate in extracurricular/co-curricular activities. Exceptions can be made with a note from a parent or doctor.

Any student-athlete who quits without permission of the coach or who is officially dismissed from a team before the season is over (including the playoffs) may not practice or participate with any other athletic team until that season is completely over (including the playoffs). A student-athlete is considered a member of a team if he/she is listed on the final team roster.

All participating students are required to turn in all uniforms and equipment that are issued to them. A participating student may not participate in any other extracurricular or co-curricular activity until he/she has turned in his/her uniform and equipment to the coach/faculty representative.

WE, THE UNDERSIGNED STUDENT AND PARENTS HAVE READ THE EXTRACURRICULAR/CO-CURRICULAR CODE, UNDERSTAND ITS CONTENTS, AND AGREE TO ABIDE BY THE REGULATIONS AND RULES SET FORTH IN THIS DOCUMENT.

STUDENT SIGNATURE/DATE

PARENT/GUARDIAN SIGNATURE/DATE

THIS SIGNED DOCUMENT IS REQUIRED FOR PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES AND SHALL BE KEPT ON FILE IN THE MAIN OFFICE.

Orange County School Board Policy #4300 requires coaches and sponsoring adults to review this Extracurricular/Co-Curricular Code of Conduct with their students each season per school year and to retain a signed copy of this agreement in addition to the

“blanket” release found on page 27 in the Orange County Schools’ Student Discipline and Code of Conduct handbook.

CODE OF CONDUCT FOR SPECTATORS

Spectators should comply with all School Board policies regarding the use of alcohol, tobacco products, or any controlled substances while on school property and/or attending athletic events.

Non-compliance of any Code of Conduct obligation can lead to the removal of a spectator from a game.

Spectators should role model positive behavior while attending athletic events.

Spectators should support their team while enjoying the skill and competition.

Spectators should remember that school athletics are an extension of the classroom, offering learning experiences for the students.

Spectators should learn the rules of the game in order to understand and appreciate every game situation.

Spectators should show respect for the opposing players, coaches, spectators and support groups.

Spectators should recognize and show appreciation for outstanding plays by either team.

Spectators should only participate in cheers that support and uplift the teams involved.

Spectators should respect the judgment of game officials, and admire their willingness to participate in full view of the public.

Spectators should compliment and participate in school and community efforts to promote good sportsmanship at athletic contests.

Spectators should never openly criticize players on their own team or on the opposing team.

Spectators should never approach the team bench area or a Coach before, during or after an athletic event except in an emergency.

CROWD CONTROL

Any Orange County school athletic program should have a well-planned crowd control plan before the start of the school year. Administrators, athletic directors, coaches, supervisors of cheerleaders, band director, security personnel, and the game announcer shall input in this plan.

Specific Crowd Control responsibilities outlined for all involved shall include the following.

Before the Contest:

1. Have Custodian on duty ensure that all facilities are clean and safe.
2. Provide adequate staff for concessions, and if possible, provide one for the home side and one for visitors.
3. Provide separate entrances and ticket booths, if possible, for home and visitors with admission prices plainly posted.
4. Provide visiting schools with game information such as directions for traveling and game parking, ticket booth locations, seating arrangement, ticket prices, and game time.
5. Provide supervised parking.
6. Designate specific seating areas for students, bands, adults and visitors. If possible, opposing student bodies should be separated.
7. Discuss with the student body the need to demonstrate good sportsmanship to visitors. An informative presentation of game rules and their interpretations might be helpful.
8. Inform cheerleaders of the importance of proper timing of yells/cheers, display of good sportsmanship to visitors and cooperation with team, band and other activities.
9. Arrange for adequate supervision by law enforcement.
10. Post at the entrance to the stadium or gym a copy of the Spectators Code of Conduct.
11. Exhibiting any inappropriate behavior will result in the immediate removal of a spectator by a Law Enforcement Officer from any Orange County school property.
12. Assign officials to dressing facilities separated from both teams, if possible.
13. Provide a Host to help and escort officials, when it is required or needed.

During The Contest:

1. Provide for adequate supervision of students and facilities by the Home School.
2. Be sure that the visiting schools assume responsibility for supervising their students.
3. Plan the Half-time program.
4. To prevent long lines, have extra help at concession stands during halftime and breaks.
5. When possible, arrange for secure facilities to prevent fans from getting on the field or court, around the players bench area, or directly into areas of competition.
6. Have the P.A. announcer give the location of rest rooms, concession stands and the Lost and Found station.
7. Have emergency personnel at home football games. Ensure access to a telephone from any contest area.

After the Contest:

Planning for after the contest is probably the most important of the three stages in crowd control. Most incidents and encounters occur after the game when the fans are on their way to vehicles or home. Some things to consider when managing crowd control after the contest are:

1. Develop a procedural plan for the exit of teams, officials and fans.
2. Direct the route for movement of all visiting school buses and all home team buses. (Include band, cheerleader buses, etc.)
3. Use the P.A. system to: (1) caution spectators about not walking on the floor or field and (2) give directions for leaving the area.
4. To facilitate orderly movement of traffic lines, use local law enforcement officers to direct and supervise vehicles entering and leaving parking areas.

Game Responsibilities**Administrators:**

1. Assign and delegate to the proper school official the authority for crowd control responsibility, e.g., the Athletic Director.
2. Convey to the delegated authority the seriousness of crowd control.
3. Review with the Athletic Director the responsibilities of law enforcement officers before, during and after the game.
4. Stress good sportsmanship of the student body through assemblies and intercom announcements.
5. Insist that the Coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics.

Athletic Director:

1. Prepare a plan for the safety of visiting school athletes and fans.
 - a. Inform visiting schools where you want them to park their buses and then greet and escort the guests to the game site. After the contest, have security move with the crowd flow. After fans exit to their vehicles, ensure that the traffic flow is organized and moving quickly.
 - b. Provide separate, clearly marked seating areas for the visiting adults, students and bands. It is strongly recommended that the fans from the two schools remain in the area designated for them (home or visitors). Problems can occur whenever there is a crossover of fans and dialogue takes place, e.g., name calling, teasing and derogatory cheering and taunts.
 - c. Guest cheerleaders should be greeted and escorted to their accommodations by the host school cheerleaders. Conversation can include a greeting, notification of dressing and restroom facilities locations, which group will cheer first and the procedure to follow at half-time.

2. Courtesy and protection of Game Officials.
 - a. Provide for parking and have a host greet the Officials and escort them to their dressing facilities. These facilities should be private and include a shower, if possible. The Official's dressing room shall be off-limits to players, Coaches, fans and the news media personnel.
 - b. Pay Officials at half-time and as a courtesy provide soap, towel and refreshments.
 - c. After the game is over, direct security personnel to the playing area.

3. Both the Athletic Director and the Principal shall insist that Coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics. The Coach is the leader whose actions play a big part in maintaining good crowd control. The Coach must insist that players are courteous to Officials and the Coach's conduct shall reflect the same.

4. Provide for basic crowd control.
 - a. Remember, it takes very little to incite an already "uptight" crowd.
 - b. Provide visible police protection. The security force shall have radio equipment to permit communications at all times. Security personnel will need to know the Coach's expectations before, during and after the contest. The role of security is to provide a service and not just look for a problem. A gentle but firm attitude is very helpful.
 - c. Make arrangements to prohibit fans from going on to the playing area after a contest.

Cheerleading Coach:

1. Cheerleaders, Coaches, advisors and band directors shall set an example by being cooperative and helpful to each other. The Cheerleading Coach shall be knowledgeable of all rules and regulations.

2. Instruct the cheerleaders to:
 - a. Have positive (non-antagonistic) cheers at all times.
 - b. Divert the crowd's attention from booing by starting a positive cheer.
 - c. Lead the crowd in a round of applause when an injured player leaves the playing area.
 - d. Be on hand when the visiting team arrives and escort them to their section.
 - e. Remain at the game site after the contest and only go to the buses with an escort.
 - f. Travel in pairs or small groups when going to the restroom, water fountain, or concessions. (Each school should set up a policy for entering and leaving an athletic event – possibly going as a unit with the band – especially in game situations of high rivalry)
 - g. Understand all NCHSAA rules and regulations.

3. During basketball games, instruct cheerleaders to:
 - a. Set up a scheduled rotation of floor cheers.
 - b. Remain silent when the opponent's squad is on the floor with a cheer.

Band Director:

1. Assist with crowd control playing music at the appropriate times.
2. Encourage band members to stay in small groups of at least three to five persons when they are not performing at football games.
3. During the football season, the guest band director should make a courtesy call to the host band director and exchange information consisting of:
 - a. Whether or not the guests are planning to attend the contest.
 - b. The length of the half-time performances.
 - c. Number and location of seating required. Number of band parents or helpers attending.
 - d. Whether or not there are any special events planned.
4. Host band officers should seek out and meet with the guest band officers sometime during the contest for the purpose of promoting goodwill.
5. Provide faculty supervision for all pep or marching bands at all athletic contests.

Coaches:

1. Coaches influence not only the conduct of the players under their direction, but also that of the student spectators, school facilities, parents of squad members and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he must visibly show that he values self-restraint, fair play, and sportsmanlike behavior.
2. The behavior of the Coach must at all times be marked by dignity and self-control. He should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He must avoid any actions or remarks, which would tend to incite the displeasure of the spectators or provoke disorderly conduct.
3. If the Coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the diverse combinations of spectators in the stands.
4. Players, who disrespect an Official, will be disciplined by the Coach.
5. Deliberate attempts to humiliate an opponent should not be tolerated.
6. Coaches must control their emotions by eliminating any show of outraged discontent over an Official's call.
7. Never seek out an Official during half-time or at the conclusion of a contest.

Security Personnel:

1. Must have adequate, uniformed police/sheriff's officers visible at the site.

MIDDLE SCHOOL RULES AND REGULATIONS GOVERNED BY THE STATE BOARD OF EDUCATION

The SBE authorizes the LEA or the conference, of which the school is a member, to administer the rules and regulations.

1. ADMINISTRATION & SUPERVISION OF GAMES: The school administration is responsible for adequate supervision of athletic contests to secure safety and proper conduct of athletes, coaches, fans, and officials. Officials should be escorted to safety at the end of every game. It is recommended that a uniformed law enforcement officer(s) be present at basketball and football games.
2. AMATEUR RESTRICTIONS: Money or awards having utilitarian value (example: clothes, merchandise, cash, gift certificates, golf balls, clubs, tennis balls, rackets, etc.) may not be accepted by student athletes. Loan equipment and supplies are prohibited items.
3. CHEERLEADING: Although cheerleading is an activity that comes under the control of the LEA and conference, it has been approved as a sport by the Orange County Board of Education. Safety guidelines have been developed by the Department of Public Instruction and have been recommended to each LEA for implementation and adoption.
4. COMPOSITE TEAMS: When an administrative unit is experiencing difficulties in organizing interscholastic athletic teams at the middle/jr. high school levels, a local board of education may form composite teams with students from different schools within the administrative unit.
5. CONFORMING RULES: To conform middle/jr. high school athletic rules with rules governing high school athletics, the following shall apply:
 - a. In defining participation in middle/jr. high school athletics, dressing and sitting on the bench shall be interpreted as playing in the game.
 - b. Summer school attendance shall not be counted in determining percentage of attendance of athletic eligibility.
 - c. Girls will not participate on a boy's interscholastic athletic team where the school has a girl's team in the same sport (Fast pitch softball is not the same as baseball).
6. FILMING & VIDEOTAPING: Filming or videotaping of a contest by non-participating schools, in any sport, is considered unsportsmanlike conduct unless agreed upon by competing teams.
7. GAMES & CONTESTS:
 - A. Evening Contests: Evening contests and/or games shall start no later than 7:00 pm when followed by a school day. (Exception: tournaments)
 - B. Practice Provisions: There shall be no interscholastic athletic practice or contest during the regular school day of the ten month school calendar year. There shall be no Sunday practice or contest in any sport. This includes the assembling of members of athletic squads for purposed of viewing films, "chalk talk," or other matters pertaining to coaching.

- C. Pre-Season Scrimmage: Pre-season scrimmage with other school or non-school teams are not permitted in any sport.
- D. Number of Games Per Season: Teams and individuals shall not participate in more than seven football and fourteen other sports or athletic contests during the regular season. Teams and individual students are permitted to participate in one school tournament or play-off championship game in each sport. Conferences may play up to two additional games (except football, who may play one) in lieu of a conference tournament.
- E. Number of Contests Per Week: Teams and/or individuals may participate in only one regularly scheduled football game per week. In other sports, students may participate in two regularly scheduled contests per week.
(EMERGENCY EXCEPTION: A single contest postponed because of an emergency may be rescheduled and played in addition to the number of contests permitted per week. This should be decided on by the administration of each conference.)
(Make-up Games: Any single contest postponed because of emergency reasons (e.g. inclement weather, epidemics, mid-term exams, etc.), may be rescheduled and played in addition to the regular number of contests allowed per week. With the exception of volleyball and slow pitch softball games, no team or athlete shall play more than three games in one sport per week.)
- F. Sports Season: Football shall be played as a fall sport. All other sports may be played during any sports season during the school year and begin as follows: Fall, beginning of the fall semester not to exceed November 15; winter, October 15 to March 1; spring, February 1 to the end of school. For schools beginning August 1, adjustments made by your LEA will be allowed so long as they stay in regulation with number of games per season.
- G. Off-Season Skill Development: Off-season skill development sessions are allowed during the school year. All skill development sessions must be voluntary and open to all athletically eligible students. At no time may a coach require of any student off-season skill development sessions as a measure of continued participation on a team. Any team practice or game environment created in an off-season skill development session is prohibited during the 180-day school calendar. The primary focus of off-season skill development should be on individual student athletes, not team. During the summer, working with individuals will be allowed, as long as it is not required. Note: The school administration is responsible for adequate supervision of the Off-Season Skill Development Sessions and its intended purpose.
- Note: The school administration is responsible for adequate supervision of the off-season skill development sessions and its intended purpose.
- H. Game Rules: Schools shall use the adopted game rules approved by the National Federation Rules and the adopted rules of the Department of Public Instruction. The adopted rules are defined in each sport section.

8. HARDSHIPS: The local board of education or the conference of which the school is a member, shall have the authority to set aside the effect of any (other than the age) eligibility rule upon the individual student when in its opinion the rule fails to accomplish the purpose for which the rule is intended or when the rule works undue hardship upon the student. Such action shall be reported in writing to the Athletics Consultant at the Department of Public Instruction.

Hardship – note: It is to be understood that ordinary cases in ineligibility shall not be considered as coming under the hardship category, and that the conditions which cause the student to fail to meet the eligibility requirement must have been beyond the control of the school, the student and/or his/her parents. Injuries, illnesses, or accidents, which cause the student to fail to meet one of the basic requirements, are possible causes for hardship consideration.

9. HEAD COACHES: In accordance with SBE policy, the head coach of an interscholastic athletic team shall be a bona fide member of the faculty and as such shall be responsible for supervision of athletic teams during all practices, games and trips. The local superintendent may, with the concurrence of the local board of education, designate non-faculty persons as head coach until such time as a suitable bona fide faculty member becomes available. Any person paid or employed as a Principal shall not coach interscholastic athletic teams. The head coach is responsible for the conduct of assistant coaches, players, and bench personnel.
10. INSURANCE COVERAGE: Student athletes should have proper insurance coverage. The Orange County School District purchases catastrophic insurance for both middle schools while each high school purchases catastrophic insurance. Insurance information is sent to each principal and athletic director.
11. OFFICIATING: Any complaints with the officiating are to be filed with the booking agent making the assignment. Therefore, booking agents should not officiate in the sport which they are responsible for booking. This is to eliminate any real or perceived conflict of interest. Also, officials have been instructed by the NCHSAA to inform Principals when ejections occur. Officials should be escorted to safety at the end of play in all games.
12. OUT-OF- STATE COMPETITION: The local superintendent shall make the decision involving schools playing in out-of-state athletic contests.
13. PARTICIPATION OF AN ATHLETE: Only students in grades 7 and 8 may participate (or play) in a middle school athletic program. Sixth graders are not allowed to play athletics but are allowed to participate as managers. Manager duties include such things as carrying equipment, refilling water bottles, keeping stats, etc. This does not allow them to participate in any way at practice or games, throwing, catching, or participating in drills. They also may not wear a uniform as this considers them participating in a game.

Students in grades 7 and 8 may not play or practice with or against teams composed of students in grades 9 - 12.

14. STATE CLINICS: It is recommended that the head coach attend one of the NCHSAA state clinics in the sport he/she coaches for National Federation rule changes only.
15. STUDENTS WITH IDENTIFIED DISABILITIES: These students are eligible for participation in grades seven through nine athletic programs. Ninth graders participating in high school athletics are governed by the North Carolina High School Athletic Association. Academic eligibility is determined by the student making progress towards meeting the educational goals on the IEP as determined by the School-based Committee. A student with a disability must meet all other requirements that apply to the regular education student such as age, attendance, and other requirements.
16. PROTEST/COMPLAINTS: An established committee of the LEA or adopted conference is responsible for ruling protests. Decisions made on protests should be based on current SBE/NCDPI regulations and/or printed LEA rules and guidelines. Complaints should be made to the Athletic Director, Principal, or booking agents.

STATE MIDDLE SCHOOL PENALTY CODE

The local board of education or the conference which the school is a member (if a school participates in a conference that involves more than one local board of education) shall adopt and enforce a Penalty Code. This Code should be published and distributed to each athletic and administrative member of your school and the County Athletic Director prior to the first game of the first season.

The following **Penalty Code** was developed by the N.C. Department of Public Instruction and may be used with any school handbook.

1. Violations of these regulations may result in a reprimand, probation, suspension, forfeiture of games and/or ineligibility
2. **Coaches**: A Coach found guilty of conduct inconsistent with a wholesome athletic program by the Administrator and the Athletic Director may be:
 - A. Suspended and placed on probation
 - B. Suspended from directing a team
- 3) If a Coach or School Official is ejected from a game or if a Coach or School Official removes his/her team from a contest before the termination of the contest, the Coach or School Official will be placed on probation until an investigation is made by the LEA or adopted conference. The schools involved shall immediately report in writing to the conference president, and the local superintendent.
- 4) **Students**: A student found guilty of misconduct may be:
 - A. Placed on probation
 - B. Suspended from participation in a sport or sports for a period of time

- 5) **Officials:** An official found guilty of misconduct may be:
 - A. Placed on probation
 - B. Suspended from participation in a sport or sports for a period of time

If team members not participating in a game come onto the playing surface during an event or immediately thereafter to engage in conflict, that team shall be placed on probation and may not participate until a decision is rendered by the LEA or conference.

- 6) **Eligibility Lists:** Schools not filing a completed eligibility list with the local superintendent's office shall be suspended from playing in that sport until such list is received by the local superintendent's office.
- 7) **Playing an Ineligible Player:** Any school that uses an ineligible player in any contest is to immediately drop the player from the team and forfeit all games in which the ineligible player participated (This includes individual sports).
- 8) **Game Officials:** Game officials shall be appointed by an authorized booking office. Under no circumstances shall a game be played when officials are taken from the audience of spectators or from school personnel (Exception: In an emergency situation, North Carolina High School Athletic Association certified officials may be used when permission is acquired from the office of the local superintendent of the home team or host school).
- 9) **Conference Membership:** Once a school becomes a member of a conference, a unanimous vote of all other conference members is required to remove that school from that conference. Such removal may not take place until the year following the unanimous vote.

DEFINITIONS OF PROBATION AND SUSPENSIONS:

- 10) **Probation:** If a school or individual is placed on probation, the school or the individual is put on a trial period for a specific time. At the end of this trial period, the LEA or the conference of which the school is a member, shall review the school or the individual's conduct and behavior and advise the school or individual of their status. During the probationary period, a school or individual may participate in all interscholastic activities unless otherwise stipulated by the governing authority. If while on probation a school or individual is found guilty of a second violation; the school shall be barred from participation and the individual shall be barred from participating at the discretion of the LEA or conference of which the school is a member.
- 11) **Suspension:** A school or individual may be suspended in a particular sport or in all sports.

SPORTSMANSHIP/EJECTION POLICY MIDDLE SCHOOLS

This policy applies to all persons involved in athletic contest, including student-athletes, Coaches, managers, and game administrators. The following examples include behavior or conduct, which will result in an Ejection from a contest:

- FIGHTING**, which includes, but is not limited to, combative acts such as:
- an attempt to strike an opponent with a fist, hands, arms, legs or feet
 - an attempt to punch or kick an opponent, regardless of whether or not contact is made
 - an attempt to instigate a fight by committing an unsportsmanlike act toward an opponent that causes an opponent to retaliate
 - leaving the bench area to participate in a fight (contact or no contact)

TAUNTING OR BAITING

PROFANITY directed toward an Official or opponent

OBSCENE GESTURES including gesturing in a manner to intimidate

DISRESPECTFULLY ADDRESSING OR CONTACTING AN OFFICIAL

PENALTY FOR AN EJECTION FOR ANY OF THE ABOVE REASONS:

- A) **First offense - FOOTBALL:** The person shall be reprimanded and suspended for the next game at the level of play (varsity, jr. varsity, or middle school) and for any intervening games at any level.
- ALL OTHER SPORTS:** The person shall be reprimanded and suspended for the next **TWO** games at the level of play (varsity, jr. varsity, middle) and for any intervening games at any level.
- B) **Second offense** - The person shall be suspended from all sports for the remainder of the year.
- C) **Third offense** – The person will be suspended 365 days or a full school year from the time of infraction.
- D) **TEAMS** in the following situations will not be allowed to participate in Tournament play (or the remainder of the season for those who do not play a tournament):
1. A team whose players and coaches accumulate six (6) or more individual ejections during the regular season.

2. A team whose players and coaches accumulate more than three (3) individual ejections for fighting during the regular season.

NOTE: Penalties are cumulative from sport to sport and from sport season to sport season. Ejections in the last game of the season carry over to the next sport in which the individual participates that year. Ejected players may practice but not play and Ejected Coaches may not be on the premises for a contest. If no member of the school's coaching staff is present to assume an ejected Coach's duties, the contest shall be terminated by a forfeit.

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

ELIGIBILITY

Only students in grade 7 and above may participate in interscholastic athletic competition. In order to qualify for middle school participation, a student athlete must meet the following requirements:

- (B) Eligibility lists shall be certified with the signature of the Principal and filed with the local superintendent (or his/her designee) prior to the first game or contest in that sport. One copy shall be kept on file in the office of the Principal. All eligible students shall be included and all information must be complete and accurate when certified by the Principal.

RESIDENCE: The student must meet the residence criteria of G.S. 115-366 (a) as it appears in the public school laws of North Carolina. The student may participate only at the school to which the student is assigned by the LEA or, if over the age requirements, the school which the student would be assigned at the next higher grade level. Transfers within the same LEA may be governed by the local board of education policy. A student transferred from one LEA to another by mutual agreement as provided by G.S. 115C-366.1 (f) is immediately eligible for athletic participation in the receiving unit.

LEGAL BIRTH & AGE LIMITS: The Principal must have evidence of the legal birth date of the student. A student shall not participate on a seventh or eighth grade middle school team if he/she becomes 15 years of age on or before October 16 of said school year.

MEDICAL EXAMINATION: In order to be eligible for practice or participation in interscholastic athletic contests, a player must receive a medical examination once every 365 days by a duly licensed medical physician, nurse practitioner or physician's assistant.

SCHOLASTIC REQUIREMENTS: In order to be eligible for athletics, a student in grades 7 & 8 must meet the local promotional standards by passing Language Arts (English & Reading) and two other academic subjects (Math Social Studies, Science) the previous semester. No electives, including Health & Physical Education, are to be used as an academic subject for athletic eligibility.

CONFERENCE SCHOLASTIC REQUIREMENTS: A student's initial eligibility will be determined at the beginning of each school year. To establish initial eligibility, a student must have been promoted from the previous year's grade, meet all state standards and have maintained

an overall “C” average (2.0) for the previous nine weeks with no more than one failing mark. Summer school and other programs do not affect the calculations of the average of the previous nine weeks grading period. The student must maintain an overall “C” average (2.0) for the nine weeks with no more than one failing mark. *

* Refer to Conference Handbook

ATTENDANCE:

A player must have been in attendance for at least 85% of the previous semester.

APPEALS PROCESS:

If, at the end of the nine-week grading period, a student does not meet the conference eligibility requirements, but receives no more than one failing mark, he/she may appeal to the Principal to be allowed to continue in a probationary status. This appeal must be accompanied by an academic improvement plan developed and signed by the student, the coach, the teachers, and the student’s parent/guardian. The plan will include careful monitoring of progress by the coach and school counselor. If, at the next progress report period, which is the midpoint of the nine-week grading period, the student appears to be making satisfactory progress, he/she will be allowed to continue to participate until the next nine weeks are calculated. At that time, if the probationary student meets the eligibility requirements, he/she will no longer be on probation. If he/she does not meet the grade requirements, then he/she will be considered ineligible until such time as his/her nine-week grades meet the eligibility requirements.

OVER AGE ATHLETE: A middle/junior high school student, who is over age for middle/junior high school play, shall be eligible for senior high participation.

DAY OF ELIGIBILITY: The day report cards are issued is the day we determine the academic eligibility of athletes.

TRYING OUT FOR A SPORT: A student must have a physical examination by a licensed physician to try out for a sport and must meet eligibility requirements.

ACADEMIC ELIGIBILITY: If an athlete is academically eligible at the beginning of any semester, that status is retained throughout the full semester. If a student is academically ineligible at the beginning of any semester, that status is retained throughout the full semester. It is the responsibility of the Principal to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester.

* Refer to the SBE Handbook for additional requirements and for further clarification.

** For Sports Regulations, coaches are to refer to the State Middle School Athletic Manual

HIGH SCHOOL GRADES

- A. The state association requires that a player must receive passing grades on at least three (3) courses of the previous semester of a sport. The student athlete must be enrolled for a “minimum load” defined as three (3) courses. The student athlete must also be promoted to be eligible.

Students enrolled in “**Exceptional Students**” classes shall be eligible for athletic participation provided the program of instruction is in accordance with the recommendations of the State Department of Public Instruction and the Principal and teacher agree that the student is making “satisfactory progress.” “Satisfactory progress” means that the student athlete passes a minimum load on his or her level. All other regulations must be met.

- B. The High School Athletic Department require that all Coaches maintain an active interest in the student athlete’s grades by checking grades at the following intervals during their respective sports:

- 1.) Mandatory BI-MONTHLY grade cards during the sport season.
- 2.) Optional grade cards out-of-sport season.

Any student athlete academically eligible at the beginning of any semester shall retain his or her eligibility throughout that 90-day semester.

However, weekly grade reports can alter his/her participation at the discretion of the Coach. Each coach should explain his/her requirements before the season starts.

ELIGIBILITY REQUIREMENTS

All student athletes, in order to participate in interscholastic athletics, must adhere to the following regulations:

- a. The student athlete must reside in the school administrative unit in which he/she participates or have appropriate permission from the State Board of Education.
- b. The student athlete must have been in attendance for at least 85% of the previous semester in an approved school.
- c. The student athlete must not have reached his/her nineteenth birthday on or before October 16th of the current school year.
- d. The student athlete must be enrolled for a “minimum load” defined as three of four courses. The student athlete must also have passed three (3) courses in the previous semester. The student athlete must also be promoted.
- e. The student athlete upon entry into the ninth grade is eligible for competition at the high school level only during the succeeding eight (8) consecutive semesters.

- f. A student athlete may play on a non-school team during his sports season under the following conditions:
 - 1. The student-athlete may not play a game or practice on the same day as a school sponsored game.
 - 2. The student-athlete may not incur any loss of school time as a result of the non-school participation.

NOTE: The sports season for a school is defined as that period of time, which begins with the opening date of practice and goes through the last regular or playoff game.

- g. The student athlete must receive a medical examination by a physician each calendar year to be eligible.
- h. The student athlete must be an amateur to participate.
- i. The student must provide assurance of insurability (proper medical insurance) or purchase school insurance.
- j. The student athlete and parent(s)/guardian must sign a Sportsmanship Pledge before participation.

STUDENT TRAVEL AND TRANSPORTATION

All student athletes are required to travel with the team on a certified county vehicle both to and from athletic contests unless other travel arrangements are approved through the Athletic Director's office or school administration. Special considerations to travel home with parents after an athletic contest will be granted only if the parents have submitted in writing their request to the Coach. Each student-athlete should list up to five persons on their contact sheet for emergency pickup when the parent/guardian isn't available.

All student athletes, Coaches, managers, scorekeepers, statisticians, and any other athletic help must be included on the Catastrophic Insurance Form filed with the State Athletic Association. The responsibility rests with the Head Coach in charge to eliminate any person from riding the transportation vehicle unless they are listed on the Catastrophic Insurance Form.

Activity buses are available to transport all teams to and from contest. Vans and rental vans are prohibited. Coaches are responsible for their athletes and should not allow them to travel unsupervised. Only drivers with proper CDL certification are allowed to drive buses. It is the individual school's responsibility to secure drivers.

Gas and maintenance are provided by Orange County Schools and are financed by charging the schools at the current rate per mile. Please schedule all buses by contacting the Athletic Secretary first.

Student athletes including cheerleaders riding to a contest on an activity bus are expected to return home in the same vehicle unless prior arrangements have been made with the Head Coach

ATHLETIC SEVERE WEATHER/LIGHTNING POLICY

Chain of Command – These are the individual(s) who monitor and make the decision to remove a team or individual from an athletics site or event. This decision plan should include instructions for participants as well as spectators.

Athletic Director
Assistant Athletic Director
Head Athletic Trainer
Assistant Athletic Trainer (Not Student Athletic Trainer)
Head Coach
Assistant Coach

When inclement weather is approaching, a designated person in the chain of command will obtain a weather report. A combination of methods will be utilized to monitor weather conditions. They are:

National Weather Service Radio
Doppler 5000 Radar through Internet
“Sky Scan” Severe Weather Storm Monitoring Device
“Flash-to-Bang” Method: Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide the number by five to obtain how far away (in miles) the lightning is occurring.

When a severe weather warning, not a watch, is issued for the area, the designated individual will monitor the weather constantly to monitor changes that could affect the safety of participants and spectators in attendance at the athletic event.

As a minimum, the National Severe Storms Laboratory (NSSL) Staff has recommended that by the time the monitor obtains a flash-to-bang count of 30 seconds, which is six miles, all individuals should have left the athletics site and reached a safe structure or location. On the Sky Scan device, this is in 3-8 mile range.

When the decision is made to halt an event or practice for the threat of severe weather, the following should be understood by the Head Coach of each team:

- a. proceed immediately to the nearest “safe structure” or location. A safe structure or location is defined as any building normally occupied by or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure.
- b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof and rolled up windows can provide a measure of safety.

During a regular practice: Proceed to the nearest building of the facility. Dugouts do not provide adequate enough protection from severe storms that may contain lightning.

During an athletic event: Home team will go the nearest building of the facility. Visiting team will be instructed to go their bus. Spectators will be instructed to report their cars and/or a portion of the facility will be opened for the spectators who are unable to seek shelter elsewhere.

4. When considering resumption of an athletics activity, NSSL staff recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far away as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
5. INCLEMENT WEATHER

WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER CONDITIONS, ALL ATHLETIC ACTIVITIES AT A SCHOOL SHALL BE CANCELLED. IN ADDITION, ALL ATHLETIC ACTIVITIES SHALL BE CANCELLED SHOULD SCHOOLS BE DISMISSED EARLY DUE TO INCLEMENT WEATHER.

POSTPONED GAMES

The Principal, Athletic Director and Head Coach will decide whether or not to postpone a home game. The final decision will be the responsibility of the Athletic Director in cooperation with the Principal. If a home game is postponed, it is the responsibility of the Athletic Director to notify all parties involved. If the school receives word that an away game has been postponed, the Athletic Director should be notified immediately.

In all sports, it is the Athletic Director's responsibility to see that the following procedures are implemented.

HOME GAME: When it is necessary to postpone a home contest the AD should:

- Notify the Opponent by contacting the Principal or Athletic Director.
- Notify the news media.
- Announce any change to students and faculty.
- Check on availability of your playing facility for a make-up date.
- Check the NCHSAA Handbook concerning number of games per week, and make-up procedures.
- Notify the Game Officials.
- Notify the game concessions and support personnel.
- Notify medical and ambulance personnel.
- Notify law enforcement personnel.
- Notify field or facility personnel.

AWAY GAMES: When you are informed by your Opponent that a contest is being Postponed the AD should:

Notify the Principal and Coach.
Announce to students and faculty the cancellation.
Notify the news media.
Check the NCHSAA Handbook before agreeing to a make-up date.
Check on available transportation.

REDUCING THE RISK OF CONTRACTING BLOODBORNE INFECTIONS (HIV & HEPATITIS B VIRUS)

UNIVERSAL HYGIENIC PRECAUTIONS FOR THE ATHLETIC SETTING

Before completing, cover any open wounds you might have to reduce the transfer of blood from one open wound to another.

Athletes should render first-aid to themselves and cover their own wounds, whenever possible. This reduces the risk of transmitting a blood borne virus from one person to another.

When rendering first aid to others, wear protective gloves any time blood or other body fluids containing visible blood, open wounds, or mucous membranes are involved. Clean gloves should be for each athlete or the recurrence of an injury with the same athlete if any practice or competition has occurred following initial treatment.

If you get someone else's blood or other body fluids containing visible blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate blood borne pathogens. Soap and water or antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes, are recommended by OSHA. Cloth towels should be used only once before laundering and disposable towels/towelettes should be discarded properly. Proper disposal would be the use of a plastic-lined container with a lid, labeled with a biohazardous waste label.

If blood or other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surfaces should be cleaned. A uniform saturated with blood should be changed. Any open wounds should be cleaned, the bleeding should be stopped, and the wounds should be covered before the athlete is allowed to continue participation.

Do not use common towels to clean surfaces contaminated with blood or other body fluids containing visible blood. The use of common towels any time during athletics is a very poor health habit. Personalize towels, cups and water bottles with the individual's name or number.

When cleaning contaminated surfaces use a solution of household bleach and water or commercially prepared, EPA-approved solution. The household bleach solution should be mixed fresh daily and should be a dilution of 9 parts to 1 part bleach.

All blood contaminated linen such as uniforms and towels should be presoaked and then washed in hot, soapy water.

Wash all soiled uniforms, towels, and other dirty linen in warm or hot soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.

In general, use good hygienic practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid sharing towels, cups, and water bottles.

SPORTS MEDICINE

1. Each prospective student-athlete must complete and pass a physical examination in order to participate in interscholastic athletics at the high school level.
2. A completed physical form and athletic participation waiver must be filed with the Athletic Trainer before the student-athlete can participate in any tryout, practice, or competition.
3. When a student-athlete is injured during a tryout, practice, or game, this injury must be brought to the attention of the Sports Medicine Staff (Athletic Trainer or First Responder) as soon as possible. It is the responsibility of the Coach to report injuries to the Sports Medicine staff as soon as they occur. If injured in practice, the injury should be reported to the training room as soon as possible after the end of practice.

REPORTING GAME RESULTS

Student athletes, parents, boosters, recruiters, and fans are eager to follow athletic teams in the news. The Head Coach must assume the initiative in this vital aspect of public relations. The Coach should report the results of all contests to the news media and to the Athletic Director.

TEAM SELECTIONS

The following procedures are to be followed by all schools and all Coaches.

- ✓ Athletic directors will hold annual meetings with Coaches to communicate their expectations.
- ✓ Each Coach will meet with all students trying out for a team prior to the first tryout date and explain his/her expectations and the skills he/she will be assessing during the tryout period.
- ✓ The Coach may want to talk about “other things” as well. Parents are to be invited to this meeting.
- ✓ Once team selections are completed, each Coach shall meet again with players. Parents are to be invited to this meeting.
- ✓ During the tryout period, it is recommended that each Coach develop and use a check or number sheet to assess the skills that the Coach is evaluating.
- ✓ Coaches are to maximize the tryout period for as long as possible. Some sports may allow for a tryout period that is longer than others (depending on the number of days from the first allowable day of practice to the first game). Coaches are discouraged from holding tryout periods that last only “a day or two.”
- ✓ For players who are not selected for a team, the Coach is to meet with each player and provide constructive feedback and encourage each player to keep working on their skills. Perhaps those players could be encouraged to participate in “no-cut” sports as well.

- ✓ It is recommended that when interviewing for potential Coaches, the Principal and Athletic Director should question candidates on their philosophy and procedures for making team selections.
- ✓ If a student-athlete and/or parents feel that their child was not selected due to some unjust reason, they may appeal using the established appeal procedures provided below.
- ✓ Players' skills and abilities should be assessed in a fair and equitable manner.

APPEALS PROCESS

If a student-athlete and/or parents feel a need to appeal an athletic related issue that couldn't be handled at the school level, the following procedure may be initiated to address those concerns:

Step 1 – Meet with the Coach: The best place to resolve most issues/disagreements is at the point of origination. If a student athlete feels they have been treated unfairly, a conference should be scheduled with the coach to discuss the reasons and circumstances that warranted the decision made by the coach. This meeting may or may not include the parent. That decision will be left up to the student athlete. If the issue is not resolved at this meeting, the student athlete/parent may choose to proceed to the next step. No matter what the outcome of this discussion happens to be, the coach should inform the Athletic Director, in writing, of the conference with the student athlete/parent and their concerns and the coach's response to those concerns. This process should be completed within **five days** after the initial conference.

Step 2 – Meet with the Athletic Director (AD): The student athlete and parent should provide in writing their concerns to the AD. With written documentation from both parties, the AD can begin to formulate some opinions/suggestions concerning the student athlete/parent request and also get input from the Coach. The AD should then have a conversation with the Coach and schedule a meeting with the student athlete and the parents. If the AD determines that the student athlete has been treated unfairly, a discussion with the Coach about correcting the matter will take place. The AD has the authority to make a recommendation to the Principal to remove the Coach from extracurricular responsibilities at that time. Should the AD find no fault with the Coach, the parent may appeal the AD's decision to the Principal. The Coach, should he/she be found noncompliant, also has the right to appeal the AD's decision to the Principal. The AD will inform the parent and coach of his/her decision in writing. This process should be complete within **five days** of the conference with the student athlete/parent.

Step 3 – Principal Review: The AD will forward all written documentation about the appeal the Principal. The Principal will review the documentation and meet with the AD to determine if the Coach should be removed or if the student athlete/parent complaint is warranted. The Principal will schedule a meeting with the parent and/or the Coach to discuss the information. The Principal will respond to the student athlete/parent or Coach in writing about his or her decision. All written documentation will then be forwarded to the Associate Superintendent

for Support Services. This process should be complete within **five days** of the conference with the student athlete/parent.

Step 4 – Review by the District Athletic Director: The District Athletic Director will review all information in consultation with the Principal and the School Athletic Director followed by a meeting with the student-athlete and parent. The District Athletic Director will inform the student-athlete and parent of a decision concerning the incident within five days of the hearing. Should the parent disagree with the decision, an appeal can be made to the Superintendent. The Director will forward all written information to the Superintendent for follow-up and a decision.

Step 5 – Orange County Board of Education Hearing: If the Superintendent’s decision is not accepted then the student athlete and parent can appeal to the Board of Education. The Superintendent will forward all written documentation to the Board for review and to determine if a hearing is necessary that would involve all parties affected by the situation of concern. The decision of the Board of Education will be rendered in writing within five days of the hearing, and that decision will be final.

ATHLETIC PASSES

The policy regarding athletic passes is as follows:

Employee ID Card/Badge: All employees of Orange County Schools will be issued an Orange Employee Value Card. This card will admit the employee to all athletic contests held within Orange County schools. It will not be honored for any games outside of Orange County Schools. The North Carolina High School Athletic Association will not honor these cards for any state playoff games.

BOOSTER CLUBS/SUPPORT GROUPS

The Booster Club(s) and other athletic support groups can be tremendous assets to the athletic program. Coaches and Athletic Directors should make an effort to attend Booster Club and support group meetings whenever possible. Boosters are far more receptive to Coaches’ needs and requests when they see them taking an active interest in the club. Any and all requests by boosters/support groups should be channeled through the Athletic Director or their designee.

CHEERLEADING

Cheerleading is a sport that comes under the jurisdiction of the North Carolina High School Athletic Association in two areas – eligibility and safety guidelines. Cheerleaders, both junior varsity and varsity, must have their eligibility certified in the same manner as other interscholastic athletes. In addition, the Board of Directors has approved a set of safety guidelines from the National Federation of State High School Associations. These guidelines have been recommended to each local educational agency for implementation and adoption.

Philosophy of Cheerleading: Cheerleaders serve as a support group for the different interscholastic athletic teams within their schools. Cheerleaders should always strive to improve student morale, boost team spirit and help a school achieve the most worthwhile objectives in its interscholastic program. Positive crowd and student body involvement, directed by the cheerleading squad in support of the school team, should be a major goal and is a very important component of entertainment or competition purposes. These activities can provide the student with educational experiences that contribute greatly toward the

The following are from **GUIDELINES GOVERNING CHEERLEADING SAFETY** as outlined by the State Board of Education with modifications to reflect current National Federation Rules.

1. All cheerleading squads shall adopt a comprehensive conditioning program. Emphasis must be placed on problem areas (i.e. leg flexibility, upper arm strength, ankle and wrist strength, etc.).
2. Preceding all practice sessions and performances there shall be structured stretching exercises and a basic warm-up of cheerleading gymnastics (jumps, partner stunts, pyramids, tumbling, etc.).
3. All cheers, chants, dances, or spirit raising activities shall be well planned, practiced, and organized to promote the safety of students participating in cheerleading activities.
4. All squads shall be supervised by a cheerleading coach/sponsor during all warm-ups, practices, and performances.
 - a) Locations of practices should be suitable for the activities of cheerleaders, (i.e.: tumbling mats, away from excessive noise and distractions, etc.)
 - b) Practices should also be conducted in an atmosphere conducive to maximum concentration and with minimal talking.
5. Cheerleading coaches/sponsors should have a background in cheerleading, dance choreography, and/or gymnastics; and must be knowledgeable in proper cheerleading techniques and safety procedures. **Coaches must coach only within his or her level of expertise and the abilities of their squads.** It is recommended that cheerleading coaches/sponsors should regularly attend cheerleading camps and state and local cheerleading clinics to be more knowledgeable of current cheerleading techniques and safety procedures.
6. Sponsors/coaches must know their squad's ability level and must limit the squad's activities accordingly. As quoted by Universal Sports Camp Inc., "**ability level refers to the squad's talents as a whole, and individuals should not be pressed to perform activities until safety perfected,** (all routines, pyramids, stunts, and gymnastics shall be practiced to perfection prior to actual performance)."
7. Cheerleaders shall adapt their routines to the environmental conditions and playing surfaces for which stunts, pyramids, and routines are used (i.e.: no mount or gymnastics should be done during rain or on slippery surfaces. Hot and humid weather may also present problems).
8. Pyramids and partner stunts may be a part of the squad's routine, provided the following safety precautions are taken:
 - a) No pyramid or stunt formation is to be higher than two levels. (Refer to National Federation Spirit Rulebook.)
 - b) No base should support more than 1 1/2 full people.
 - c) No free roll-off or free flips off pyramids or stunt.
 - d) No knee drops.
 - e) No collapsing pyramids or stunts (does not mean cradling).
 - f) No toe pitches.
 - g) No single support split catch.
 - h) Spotters should be present throughout the mounting, result, aid dismounting stages of pyramids. (Spotters should always be in position throughout with hands up and eyes on the top mount).
 - i) Back dismounts into a cradle must be received by at least two people (example: Fireman's catch).

9. Gymnastics maneuvers where competency has been mastered are permitted (coaches/sponsors not knowledgeable in gymnastics should consult someone with expertise in this area to advise them of the ability level of their squad members).
10. Mini tramps, springboards, and similar equipment are prohibited.
11. For safety reasons, no jewelry should be worn during practices or performances and all hairstyles should be worn away from the face while performing stunts.
12. Aerobic type shoes shall be worn.
13. Cheerleaders shall have access to the school athletic trainer.
14. A cheerleader who misses practices at which a pyramid, stunt, or gymnastics maneuver was mastered shall not perform the maneuver at the next performance.

These rules and regulations also apply to practice, game situations, and outside competitions.

CLASS TIME

State regulations do not permit practice in any sport during the regular school day. This is interpreted to include Teacher Workdays as well.

The Principal will determine the time student athletes may be excused from class to travel to a contest. Coaches should check with the Principal in time to notify teachers and student athletes. It should be made clear to the student athletes that it is their responsibility to see that any work they may miss is made up.

Whenever a Coach is away from his/her class, the Principal should make arrangements for another teacher to assume the teaching responsibilities of his/her class. If a substitute teacher is required, the request should be made through the proper procedures.

The Coach must be as considerate of class time as possible, and not be away or ask for student athletes to be excused any more than is absolutely necessary. It will be much better for the athletic department to regulate this properly than to abuse it and have regulations imposed by others.