

**Washington County Public
Secondary Schools
Athletic Association (WCPSSAA)**



WCPSS
ATHLETICS

Boonsboro High School • Clear Spring High School
Hancock Middle-Senior High School • North Hagerstown High School
Smithsburg High School • South Hagerstown High School
Williamsport High School

**High School Interscholastic
Athletic Handbook
2021-2022**

WASHINGTON COUNTY PUBLIC SCHOOLS

2021-2022 INTERSCHOLASTIC

ATHLETIC HANDBOOK

Revised July 24, 2014

Attached is the *2021-2022 Washington County Public Secondary Schools Athletic Association (WCPSSAA) High School Interscholastic Athletic Handbook*.

The original document was developed in 1972 with revisions in 1980, 1988, 1991, 1994, 1998, 2000, 2008, 2009, 2010, 2011, 2012 and 2014.

Revisions were prepared by the WCPS supervisor of athletics on recommendations of coaches and high school athletic directors. Information in this handbook has undergone an extensive review and has been approved by the high school athletic directors and the Washington County Public Secondary Schools Athletic Association (WCPSSAA).

This document serves as the operational standards to implement the policy and regulations, for the Washington County Public Schools (WCPS) high school interscholastic athletic program. One of the major revisions to this handbook was the placement of the entire document online, along with a number of forms that can be downloaded from the athletic page website, as well as from the individual high school websites.

Additional information can be found on two other athletic-related websites, which are the National Federation of State High School Associations at www.nfhs.org and the Maryland Public Secondary Schools Athletic Association at www.mpssaa.org.

A web feature, Dynamite Sports, provides assistance and references for parents, students, guidance counselors, coaches, and the general community – not only about the WCPS athletic program, but also about post-secondary school information, including NCAA initial eligibility requirements for incoming freshman. A link for Dynamite Sports is available from each WCPS high school athletic web site.

Washington County Public Secondary Schools Athletic Association

(WCPSSAA)

2021-2022 High School Interscholastic Athletic Handbook

Vision

Building a community that inspires excellence in character, athletics and academic achievement.

Mission

Washington County Public Schools, in partnership with community members affords student-athletes opportunities to grow academically, athletically and socially through educationally based programs in a safe and competitive environment while instilling the values of sportsmanship, leadership, commitment, teamwork, responsibility, respect and community pride.

Schools

Boonsboro High School

Clear Spring High School

Hancock Middle/High School

North Hagerstown High School

Smithsburg High School

South Hagerstown High School

Williamsport High School

**Board of Education of Washington County
10435 Downsville Pike
Hagerstown, Maryland 21740**

WASHINGTON COUNTY PUBLIC SCHOOLS

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Clear Spring
Hancock
North Hagerstown
Smithsburg
South Hagerstown
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All forms required for participation in the WCPS high school athletic program are available from each team’s coach, from the school athletic director, or on-line. These forms are listed in the Appendix and include the following:

- Parent Permission Form
- Student Physical / Medical Examination Form
- WCPS Rules and Regulations for Participation Form/ Proof of Insurance
- Medical Information Contact Card
- Concussion Form
- Payment of Student Activity Fee (***Fee paid only after student makes team***)

In addition to the above forms, each local school may require students and their parents to complete additional forms prior to try-outs and/or participation.

FOREWORD

The purpose of the Washington County Public Schools Athletic Association (WCPSSAA) Athletic Handbook is to provide high school principals, administrators, athletic directors, coaches, students and their parents, and members of the community with operational standards that govern interscholastic athletics in the Washington County Public Schools. This handbook serves to implement the operational standards for the interscholastic athletic program sponsored by the WCPSSAA.

Additional references regarding administration of high school interscholastic athletics are located on the Washington County Public Schools' high school athletics website at <http://wcpsmd.com/> click on Departments and then click on Athletics, on the Maryland Public Secondary Schools Athletic Association (MPSSAA) website at www.mpssaa.org, as well as in the *MPSSAA Athletic Handbook* (revised annually), and in the sport-specific, *MPSSAA Fall, Winter, and Spring Tournament Bulletins*, which are revised annually and distributed to athletic directors and varsity head coaches of MPSSAA tournament sports. Information on sport-specific national rules of administration and competition are available on-line at www.nfhs.org/publications.

The protocols described in this handbook provide clarification, equity, and uniformity in the WCPS interscholastic athletic program and serve as the basis for periodic evaluation.

Schedules of all high school teams are available on-line at www.washingtoncountycmc.org.

Copies of all required forms for parent authorization and student participation also are included in the Appendix section of this handbook. These forms can be downloaded from the website and also are available in each respective high school where they can be obtained from the respective varsity head coach or assistant coach of each sport team or from the school athletic director.

***MARYLAND PUBLIC
SECONDARY
SCHOOLS ATHLETIC ASSOCIATION

(MPSSAA)***

**Maryland State Board of Education Bylaws
Subtitle .06 – Supporting Programs
COMAR 13A.06.03
Interscholastic Athletics in the State**

Operational Bylaws, Publications, Sport-specific Information, Playoff and Tournament Information, Standards of Competition for Non-Public Schools, and Sanction and Program Forms required by the Maryland Public Secondary Schools Athletic Association (MPSSAA) are available online at -

www.mpssaa.org

***WASHINGTON COUNTY PUBLIC
SECONDARY SCHOOLS
ATHLETIC ASSOCIATION
(WCPSSAA)***

Constitution

And

Bylaws

High School Interscholastic Athletic Handbook

**WASHINGTON COUNTY PUBLIC
SECONDARY SCHOOLS ATHLETIC ASSOCIATION
(WCPSSAA)**

CONSTITUTION

PREAMBLE

In the belief that the public schools of Washington County can better promote the healthful living and good citizenship of all high school students through a united and cooperative effort in the field of interscholastic athletics, there is established as a medium of effective action, an athletic association of public high schools.

ARTICLE 1 - Name

The organization shall be known as the Washington County Public Secondary Schools Athletic Association (WCPSSAA).

ARTICLE II - Purpose

The purpose of the Association shall be to promote, organize, and administer athletic competition among member schools of the Association functioning under the existing policies and procedures of the Washington County Public Schools (WCPS), the Maryland Public Secondary Schools Athletic Association (MPSSAA) of the Maryland State Board of Education, and the National Federation of State High School Associations (NFHS).

ARTICLE III - Membership

Membership of the Association shall consist of all comprehensive high schools in the Washington County Public Schools that provide interscholastic athletic programs for their students.

ARTICLE IV - Organization

The Association shall be administered by a Board of Control, which is comprised of the principals of the member schools and the Washington County Public Schools Supervisor of Athletics.

The Board of Control shall operate within the framework of the Maryland State Board of Education, Maryland Public Secondary Schools Athletic Association (MPSSAA), and be directly responsible to the Supervisor of Athletics, who reports to the Superintendent of Schools.

The Board of Control shall be responsible for the development, review, and approval of all rules and regulations governing the Association, subject to the approval of the Supervisor of Athletics, and the Superintendent of Schools.

ARTICLE V - Officers – Term of Office

The officers of the Association shall consist of a President, Vice-President, and Treasurer.

The President and Vice-President shall be determined by an alphabetical rotation of schools beginning with the 1980-81 school year. These officers shall serve a one-year term and begin their duties on the first business meeting of the new school year.

The alphabetical rotation of schools shall be in the following order: Boonsboro HS; Clear Spring HS; Hancock HS; North Hagerstown HS; Smithsburg HS, and South Hagerstown HS. *The office of Association Treasurer shall*

be permanent and shall not rotate. The principal of Williamsport High School shall serve in the capacity of Association Treasurer.

ARTICLE VI - Meetings

There shall be three (3) general meetings per year – August/September, December/January, and April/May. Other meetings may be called as required. Such meetings shall be called by the President, or by the President on petition of three or more members of the Board of Control, or at the request of the Superintendent/designee.

ARTICLE VII - Quorum

A quorum shall consist of five (5) members of the Board of Control.

ARTICLE VIII - Amendments and Recommendations

Amendments to the Constitution shall be made as follows.

1. The proposed written amendment(s) shall be submitted to the President of the Board of Control by the first day of the month of a regularly scheduled meeting. The President shall submit written proposals to all Board of Control members at least two (2) weeks before the regularly scheduled meeting.
2. Ratification of the proposed amendment(s) shall require a two-thirds (2/3) vote of the Board of Control at a regularly scheduled meeting and then be submitted to the Superintendent of Schools for approval. The amendment(s) shall be in effect immediately upon ratification and approval of the superintendent of schools, unless otherwise specified.

ARTICLE IX - Planning Committee

The Supervisor of Athletics and member school Athletic Directors form the WCPS Planning Committee for interscholastic sports.

Recommendations from the Planning Committee will be considered at a regularly scheduled meeting of the Board of Control, provided they are submitted in writing to the President of the Board of Control no later than the first day of the month of a regularly scheduled meeting.

The President of the Board of Control shall submit the recommendations in writing to board members two (2) weeks before a regularly scheduled meeting.

ARTICLE X - Appeals Committee

The Appeals Committee shall be comprised of members of the Board of Control not directly involved in a protest. The Supervisor of Athletics shall chair the Appeals Committee. Notification of all protests must be submitted in writing to the Supervisor of Athletics.

ARTICLE XI - Effective Date of Constitution

This constitution shall be in effect when ratified by the Superintendent of Schools of Washington County Maryland. The original ratification date was August 15, 1960.

BYLAWS

Article 1 - Duties of Officers

1. The President shall have the power to call meetings of the Association and shall preside over them.
2. The Vice-President shall preside in the absence of the President.
3. The President shall be responsible for keeping a written record of the meetings and conducting necessary correspondence regarding county-sponsored interscholastic athletic activities.
4. The Treasurer shall be responsible for receiving and disbursing all income and keeping accurate records of all financial transactions.

Article 2 - Duty of Appeals Committee

The Appeals Committee shall investigate and recommend penalties to the superintendent and principal(s) of school(s) involved for infractions of the operational policies, regulations, or sport rules of the WCPS, the WCPSSAA, the MVAL, MPSSAA, and/or the NFHS that govern interscholastic athletics.

Article 3 - Resolution of Problems

All problems involving member schools shall be referred to the Supervisor of Athletics for resolution.

All infractions, disputes, or protests shall be submitted in writing within 48 hours of their occurrence to the Supervisor of Athletics.

DUTIES AND RESPONSIBILITIES OF SCHOOL SYSTEM

AND

SCHOOL-BASED ATHLETIC PROGRAM PERSONNEL

Supervisor of Athletics

High School Principals

Athletic Director

Varsity Head Coach

Sub-Varsity Coaches

Volunteer Coach

Sanctions and Penalties

Guidelines and Procedures for Hiring Coaches

Evaluating Coaches

DUTIES AND RESPONSIBILITIES - COUNTY SUPERVISOR OF ATHLETICS

Job Goal – Interscholastic Athletics

To provide high school students with opportunities to participate in interscholastic athletic competition through extracurricular activities that foster the development of: physical skills; a sense of self-worth and competence; knowledge and understanding of the pleasures of sport; team building; leadership and followership, and the principles of fair play and good sportsmanship.

The Supervisor of Athletics shall promote and encourage the highest ideals, by providing leadership and direction for the interscholastic athletic program, and by supporting administrators, athletic directors, and coaches in their efforts to provide a quality, equitable athletic program for student-athletes who attend the Washington County Public Schools. The duties of the Supervisor of Athletics include, but may not be limited to the following.

1. Plan, organize, coordinate, administer, supervise, report on, evaluate, and serve as the spokesperson for the Washington County Public Schools high school interscholastic athletic program.
2. Serve as liaison for the Washington County Public Schools to the Washington County Public Secondary Schools Athletic Association (WCPSSAA), the Central Maryland Conference (CMC), the Maryland Public Secondary Schools Athletic Association (MPSSAA), the National Federation of State High School Associations (NFHS), and to the public, regarding all matters pertaining to the operation of the WCPS high school athletic program.
3. Provide leadership and guidance to school personnel regarding the recruitment and hiring of diverse, qualified, and acceptable candidates for athletic leadership positions in the schools.
4. Plan, coordinate, conduct, and evaluate a minimum of two meetings per year with WCPSSAA and ten monthly meetings with athletic directors during the school year, and conduct an annual post-school year workshop with athletic directors to prepare for the ensuing year's interscholastic athletic program.
5. Plan, coordinate, schedule, monitor, and evaluate the MPSSAA-required course for all coaches – Care and Prevention of Athletic Injuries, at a minimum of three sessions per school year - Fall, Winter, and Spring.
6. Plan, conduct, and evaluate mandatory pre-season meetings for all coaches of each sport, in conjunction with MPSSAA pre-season rules interpretation meetings.
7. Plan, coordinate, and evaluate relevant staff development for personnel in athletic leadership positions.
8. Prepare and submit fiscal proposals for the annual operating and capital improvement budgets, as well as for the annual updates to the Master Plan, for line items and resources (both fiscal and human) that support the safe and equitable operation of the high school interscholastic athletic program.
9. Revise and prepare documents, annually, or as necessary, that provide information about operational parameters for the WCPS high school interscholastic athletic program. These documents include but are not limited to memoranda, handbooks, and updates for the annual WCPS Master Plan.
10. Provide leadership and training to enable school based athletic leadership personnel to perform their jobs more effectively. This includes the coordination, procurement, and use of technology hardware and software, professional development/training, program monitoring to eliminate and/or reduce duplicative or unnecessary paperwork, and scheduling upgrades.

11. Plan and administer the annual operating budget for WCPS high school athletic program.
12. Work with the WCPSSAA President, Vice-President, and Treasurer to ensure appropriate fiscal measures for receipt and disbursement of funds for the local athletic account. This includes the collection of revenue, ordering of county tournament awards, and payment of expenses for countywide tournaments in the fall, winter, and spring of each school year.
13. Conduct biannual negotiations with appropriate sport officials' associations that provide service to the WCPSSAA to determine fee structures for the ensuing two-year period and prepare annual contracts with those associations.
14. Coordinate schedules with appropriate sport officials' associations that provide service to the WCPSSAA and monitor contests to evaluate the coaches, players, spectators, and officials' services that are provided.
15. Attend numerous MPSSAA sport committee meetings throughout the calendar year, as well as district, regional, and state tournaments, two semi-annual meetings of the MPSSAA Board of Control and Executive Council, the CMC leadership and AD scheduling meetings, annual MSADA Conference, and annual NFHS NIAAA Conference.
16. Arrange locations for MPSSAA sport rules interpretation meetings held centrally in WCPS for officials' associations and coaches.
17. Review and authorize expenditures for student athletic transportation for all local WCPS contests and coordinate school payment for district, regional, and state contests.
18. Perform duties and functions of the position in accord with WCPS policies and procedures, WCPSSAA Constitution and Bylaws, MPSSAA and NFHS regulations and operational parameters, and perform other duties as assigned.

ATHLETIC DUTIES / RESPONSIBILITIES OF THE HIGH SCHOOL PRINCIPAL

The principal shall have general authority and control over all interscholastic athletic and athletic-related program personnel, teams, support staff, booster club(s), and contests in which the respective school participates. The athletic duties of the principal include, but may not be limited to, the following.

1. Participate as an active member of and attend regularly scheduled meetings of the Washington County Public Schools Athletic Association (WCPSSAA) in accord with the constitution and bylaws of that association.
2. Interview, hire, monitor, and evaluate the school athletic director, and provide administrative and other appropriate support for and to the athletic director to enable the athletic director to effectively perform the duties and responsibilities of that position.
3. Interview, hire, monitor, and evaluate all coaches who are on paid stipend, who are emergency coaches, and who are volunteer coaches, and ensure that all coaches meet and maintain minimum state / local coaching requirements.
4. Sanction all contests in which the school participates (signature on appropriate form).

5. Ensure administrative coverage at all home athletic contests, as well as contests held at a neutral site in which their school team/s is competing.
6. Ensure reasonable provisions for the safety and proper treatment of all visitors and officials attending contests conducted by the school
7. Certify the eligibility of all student-athletes at least one week before the first scheduled contest for each sport season and at appropriate times throughout the school year
8. Determine methods for financing the school's interscholastic athletic program.
9. Oversee the operation of the school athletic booster club.
10. Ensure that all persons associated with the interscholastic athletic program who represent the school understand, support, and demonstrate the highest standards of conduct through the spoken word and/or unspoken action, and demonstrate, through being a positive role model, the highest level of sportsmanship.
11. Sign and date all documents pertinent to their school's interscholastic program as appropriate.

WCPS ATHLETIC DIRECTOR DUTIES / RESPONSIBILITIES

The athletic director is responsible for overseeing and administering the daily operation of each high school athletic program. The Athletic Director is responsible for local school program coordination among the school principal and administrative staff, all coaches assigned to teams in their respective school, teachers, building services staff, student-athletes, parents, and the greater school community. Each school Athletic Director serves as liaison to the county Supervisor of Athletics and serves as spokesperson for the school on all matters pertaining to the operation of their respective high school athletic and athletic-related programs. The duties and responsibilities of the high school Athletic Director include, but may not be limited to, the following.

1. Qualifications: Note – Persons who possess actual and/or combined education and experience qualifications may be considered to fill the athletic director position.
 - **Education** – Master's degree from an accredited college or university or its equivalent with coursework dealing with organization and management of a physical education or athletic program desirable. It is an expectation that an Athletic Director can attain status as a National Interscholastic Athletic Administrators Associations Certified Athletic Administrator (CAA) or Certified Master Athletic Administrator (CMAA).
 - **Experience** – Considerable outstanding teaching experience, preferably in Washington County Public Schools, including experience as a coach; other combinations of applicable education, training, and experience that provides the knowledge, abilities, and skills necessary to perform effectively in the position will be considered.
2. Duties and Responsibilities – In consultation with the school principal, the athletic director manages a well-balanced athletic program as follows:
 - a. Works with the county supervisor of athletics, coaches, sponsors, students, to assure that their responsibilities in areas such as selection and care of equipment and uniforms, site preparation, practice organization, and participant safety are met within the framework of the Washington County Public Schools regulations and standards.
 - Distributes correspondence and other information to keep coaches and sponsors fully informed of all regulations and standards related to athletics, including areas such as student insurance and student transportation.

- Provides direction and assistance to coaches and sponsors in terms of: administrative responsibilities; practice organization and management; adherence to safety standards; coaching skills and techniques; care, storage, and accountability of equipment and uniforms; relationships with parents, the media, and the public; attendance at required countywide and state meetings; and awards and award presentations.
-
- Attends athletic events to monitor and evaluate program quality and confers with coaches, sponsors, players, spectators, and officials, to share observation results.
- Encourages coaches and sponsors to attend clinics, in-service courses, conferences, and seminars related to their responsibilities.

b. Meets with booster club, CAC, and other school/community group/s to promote and gain support for the total school athletic program.

- Encourages attendance at and community support for all athletic activities.
- Makes support groups aware of program issues and needs.
- Suggests and coordinates appropriate fund-raising activities to ensure equity for all programs.

c. Confers regularly with the supervisor of athletics about matters pertaining to interscholastic athletics.

- Attends all regularly scheduled meetings of athletic directors.
- Represents the school on all matters related to athletics at school, county, league, district, regional, and state meetings.
- Participates in conferences, seminars, and in-service activities related to job duties and responsibilities.
- Makes suggestions for improvement of athletic program standards and procedures.

d. Assists the principal in the selection and evaluation of coaches and sponsors.

- Assists the principal in interviewing and selecting coaches and sponsors.
- Provides direction to coaches and sponsors in program evaluation and self-evaluation.
- Participates in the evaluation process of coaches and sponsors as requested by the principal.

e. Develops, administers, and monitors a comprehensive athletic program budget.

- Prepares a yearly athletic program financial budget and year-end report for the school principal, in concert with the school secretary/financial staff member.
- Maintains accurate sport-by-sport financial records.
- Accounts for ticket sales for all home athletic events.
- Purchases or approves and coordinates purchase of uniforms/supplies, and equipment
- Holds coaches accountable for maintaining an inventory for budget development purposes.
-

f. Coordinates through designated contact persons the use of athletic facilities by school for school team practices and contests.

- Monitors site preparation for all school athletic-related events held on school property.
- Coordinates the use of athletic facilities for school events.
- Submits appropriate forms to meet the scheduling requirements of the Washington County Public Schools Department of Facilities Management.

g. Coordinates through designated contact persons the use of athletic facilities by school and other agencies.

h. Prepares work orders/maintenance requests for facilities and equipment in conjunction with the school physical education staff.

- Monitors indoor and outdoor facilities recommending repairs, improvements, and modifications, in consultation with the school physical education and building services staff.

- i. Coordinates scheduling of athletic events with the total school activities and school system calendars.
 - Confers on a regular basis with administrators to coordinate school athletic programs with other school activities.
 - Keeps the principal informed about county, CMC/league, and state athletic programs as they relate to local school programs.
 - Makes all necessary preparations for conducting home regular season and playoff athletic contests.
 - Attends athletic contests or arranges coverage and represents the principal at athletic events when requested.
 - Prior to the opening of school, prepares a year-long athletic program and a detailed calendar for fall activities.

- j. Maintains a thorough knowledge of the Washington County Public Schools policies and procedures dealing with student athletics, including Title IX of the Education Amendments of 1972, and ensures program compliance.

ATHLETIC DIRECTOR'S CODE OF ETHICS
National Interscholastic Athletic Administrators Association (NIAAA)
of the
National Federation of State High School Associations (NFHS)

The Interscholastic Athletic Director:

- Strives to develop and maintain a comprehensive athletic program that seeks the highest development of all participants, and that respects the individual dignity of every athlete.
- Considers the well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Organizes, directs, and promotes an interscholastic athletic program that is in harmony with, and contributes to the total school program.
- Cooperates with staff and school administration in establishing, implementing, and supporting school policies.
- Acts impartially in the execution of basic policies, and the enforcement of the county, conference or league, and state high school association rules and regulations.
- Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with students, colleagues, coaches, administrators, and the general public.
- Avoids using the position for personal gain or influence.
- Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state, and national associations and in-service programs.
- Is committed to high standards of ethics, sportsmanship, and personal conduct on the part of the administrator, members of the coaching staff, and the athletes representing their school.

DUTIES AND RESPONSIBILITIES OF THE VARSITY / HEAD COACH

WCPS Board of Education GDO-E(3) Adopted 5.6.08 and Revised as Administrative Regulation GDO-E(3) August 2009

The varsity head coach of an individual sport activity must realize that any sport sponsored by a school is a part of the curriculum offered by that school. Those in charge of such activities must utilize educational principles and educational aims if athletics are to be an integral and worthwhile part of the total school program.

The varsity head coach is responsible to ensure that all school system and local school policies and regulations, as well as those of the WCPSSAA, the MPSSAA, the CMC, the NFHS, and all other appropriate governing body for the sport are adhered to by the coach, the paid and non-paid coaching and team staff, the student-athletes who are team/activity members, all bench personnel, and the parents of team/activity members. Each coach is accountable for providing exceptional leadership and for being the positive role model for the team and program. The highest level of sportsmanship shall be exemplified and demonstrated at all times as representatives of the WCPS interscholastic athletic program. To this extent, coaches shall:

1. Work under the direction of and in cooperation with the school's athletic director who is to provide input on the evaluation to be completed by the school administrator.
2. Provide an atmosphere in which all athletes are treated with respect in a fair and equitable manner.
3. Exercise appropriate leadership to ensure the program has a positive and productive influence on the total educational experience of athletes.
4. Possess thorough knowledge of the sport, be familiar with current trends of the sport, have adequate skill background, and encourage wide student participation in the sport. The coach must be cognizant of all safety issues and hazards associated with the sport, communicate these concerns to players, and devote full effort in providing as safe an atmosphere and environment as possible.
5. Assume responsibility for implementing the procedures in this handbook, knowing the content of appropriate rules books of national organizations, including the National Federation of State High School Associations, adhering to regulations outlined in the Maryland Public Secondary Schools Athletic Association Handbook, adhering to procedures and guidelines contained in current state tournament bulletins, and following the regulations of other organizations that govern the sport.
6. Communicate with respective league conference, MPSSAA District and/or Regional tournament director for information and operational protocol for the MPSSAA open tournament playoffs.
7. Certify to the school athletic director that all students selected for the team are eligible in accord with the standards and requirements of WCPS and MPSSAA. This must be done throughout the sport season as appropriate.
8. Distribute written criteria used for the selection of team/activity members, rules and Board of Education policy concerning the prohibition of the use of tobacco, alcohol, and other illegal drugs during the season and penalties for infractions as established by that school, and other expectations of coaches. (see Policy JICG and JICH) These must be communicated and distributed to prospective team/activity members and their parents/guardians prior to the first tryout practice. The materials to be distributed include the Rules and Regulations Governing Participation in Extra-Curricular Activities (including Athletics).

9. Certify to the school athletic director that each student trying out for the team/activity has submitted all necessary forms required by WCPS and the local school, and submit such documentation to the athletic director as appropriate. These include but are not limited to parent permission form, proof of insurance coverage, medical certification, etc.
10. Communicate each day with the school athletic director to stay informed of issues pertaining to schedules, practices, games, transportation, student attendance, and the total athletic program. This is especially important for all coaches not based at the school.
11. Organize tryouts, practices, scrimmages, games, within defined guidelines of WCPS and WCPSSAA and plan regular practices when county regulations permit. It is the expectation that teams practice every day in the course of the season except on those days when practice is not allowed by WCPS regulation or where the team is involved in a contest. Coaches will comply with the two-hour per session on field/court practice rule at all times.
12. Understand and inform all athletes of guidelines regarding proper conduct, training rules, safety, and regulations established by WCPS, WCPSSAA, MPSSAA, the school, and the individual coach.
13. Attend assigned athletic activities including practices, scrimmages, games, and all required coaches' meetings.
14. Demonstrate a concern for the success of the entire school athletic program and not just that of one particular team or sport.
15. Advertise programs within the school and at feeder schools to encourage wide student participation in their sport.
16. Establish written criteria for selection of team members, earning athletic letters and/or other athletic awards, and provide each prospective team member and their parents with a copy of the criteria prior to tryouts.
17. Submit an accurate and complete team roster to the athletic director prior to the designated local school date, which must be a minimum of 72 hours before the first contest. Coaches who do not submit rosters by the deadline may not participate, nor may their teams participate in the contest, nor may they conduct any practices until the roster has been submitted.
18. Verify eligibility of all participants according to both WCPSSAA and MPSSAA criteria.
19. Collect from each student who successfully makes the team/activity the required WCPS athletic activity fee and submit the fees to the athletic director prior to the first scheduled contest. Coaches who do not meet this requirement may be removed from their respective varsity head coach position.
20. Provide for effective locker room supervision before and after each practice and contest.
21. Maintain appropriate individual and team statistics and records.
22. Notify the athletic director in writing immediately following any contest where any student athlete or coach has been ejected from any contest for any reason. If ejected, neither the student athlete nor coach may participate in the next scheduled contest of the team.

23. Develop an emergency plan for removing players immediately from the area in case of an emergency.
24. Conduct daily inspections of equipment, fields, and facilities for safety, and report problems in writing to the athletic director.
25. Participate in awards and school recognition programs.
26. Maintain positive public relations with school staff, community members, booster organizations, opposing coaches, colleges and universities, and print and non-print media representatives.
27. Attend countywide pre- and post-season meetings conducted by the supervisor of athletics. Countywide coaches' meetings take precedence over practices and scrimmages.
28. Prepare and submit to the athletic director an inventory of equipment, uniforms, and supplies necessary for the varsity, junior varsity, and if appropriate, for the Freshman team under the varsity/head coach jurisdiction at the beginning and end of each sport season. This includes submitting a budget plan and request for additional equipment, uniforms, and supplies for all sport teams under the varsity/head coach jurisdiction for the ensuing season. This also includes submitting a list of all equipment in need of repair and/or replacement.
29. Demonstrate interest and concern for the academic success of student-athletes and participate in providing student mentoring and/or other academic enhancements for students.
30. *Each coach is expected to monitor academic records / progress of team members and verify that each athlete continues to meet academic eligibility requirements throughout the season.* Coaches are expected to ensure that any incomplete grade is made up within the 10-day allowable period. *Each coach must verify eligibility by looking at the grades on the student report card and not rely on an eligibility list.*
31. Each coach is responsible for monitoring class attendance of team members and for following procedures regarding the required daily attendance of team members.
32. Each coach is to direct team captains and other team members not to organize “informal” or formal practices at any time, including religious holidays, school cancellations, or other non-practice days.
33. Comply with all local school and WCPS policy and regulations governing fund-raising and the handling of money. All monies must be processed through the school fiscal channel.
34. Attend all pre-season and post-season meetings, including the MPSSAA rules interpretation clinic for each respective sport, attend all sport-required seeding and/or pre-tournament meetings, and attend all other meetings as required.
35. Select all team/activity personnel and decide captain/s for each game.
36. Be present at each practice session and each contest. This includes supervising the locker/shower room areas at the opening and closing of each practice session and contest until the students have left the area and it has been secured.
37. Prepare and submit to the athletic director a comprehensive list of all junior varsity/assistant, emergency, and volunteer coaches for each team in the respective sport.

38. Distribute to and collect from all students on the team, athletic equipment, uniforms, and supplies. Provide the athletic director with a list of every student financial obligation for equipment, uniforms, and supplies not returned to the school.
39. Be responsible for all team equipment, uniforms, and supplies during the respective sport season.
40. Be responsible for all team/activity members and all bench personnel at every contest in which the team participates.
41. Demonstrate positive sportsmanship at all times, especially when communicating with other coaches, student-athletes, officials, parents, the media, and the general public.
42. Report each game score regardless of win or loss, to the local media representative within four (4) hours of the conclusion of each contest.
43. Participate in the end-of-season evaluation with the athletic director.
44. Coaches must ensure that all team members will ride the team bus to and from each event. The head coach/asst coach or designee also must accompany the team on the bus.
45. The head coach or a member of the coaching staff designated by the head coach must remain with the student athletes until they leave school property.
These coaching responsibilities are not all-inclusive. The designation of responsibilities for the varsity head coach, assistant coaches, junior varsity, freshman, and/or volunteer coaches, will be determined by the local school's athletic director, with the final decision regarding these duties being that of the school principal.

DUTIES AND RESPONSIBILITIES OF SUB-VARSITY COACHES

The duties and responsibilities of each assistant coach, junior varsity coach, and all volunteer coaches are included in those of the varsity head coach with differences in responsibilities for their respective teams being determined at the local school level by the athletic director and principal. In addition, specific responsibilities are listed below.

1. Work under the direction of the varsity head coach and in cooperation with the school's athletic director.
2. Check-in each day with the head coach and/or school athletic director to stay informed of issues pertaining to schedules, practices, games, transportation, student attendance, and the total athletic program. **This is an especially important requirement for all coaches not based at the school.**
3. Attend all pre-season and post-season meetings, attend all sport-required seeding and/or pre-tournament meetings, and attend all other meetings as required.
4. Be present at each practice session and each contest. This includes supervising the locker/shower room areas at the opening and closing of each practice session until the students have left the area and it has been secured.

5. Prepare and submit, through the varsity head coach, to the athletic director an inventory of equipment, uniforms, and supplies necessary for the junior varsity, and if appropriate, for the Freshman team, at the beginning and end of each sport season. This includes submitting a budget plan and request for additional equipment, uniforms, and supplies for all teams under the coach's jurisdiction for the ensuing season. This includes also submitting a list of all equipment in need of repair or replacement.
6. Prepare and submit, through the varsity head coach, to the athletic director a comprehensive list of schedule dates for transportation to and from athletic contests for the junior varsity, and if appropriate, for the Freshman team under the coach's jurisdiction.
7. Distribute to and collect from all students on the team, athletic equipment, uniforms, and supplies. Provide through the varsity head coach to the athletic director a list of every student financial obligation for equipment, uniforms, and supplies not returned to the school.
8. Be responsible for all team equipment, uniforms, and supplies during the respective sport season.
9. Be responsible for all team/activity members and all bench personnel at every contest in which the team participates.
10. Notify the varsity head coach and athletic director immediately following any contest where any student-athlete has been ejected for any reason. The student-athlete may not participate in the next scheduled contest of the team.
11. Demonstrate positive sportsmanship in communicating with other coaches, student-athletes, and officials.
12. Report each game score regardless of win or loss to the local media representative within four (4) hours of the conclusion of each contest.
13. Participate in the end-of-season evaluation with the varsity/head coach and the athletic director.

DUTIES/RESPONSIBILITIES OF EMERGENCY / VOLUNTEER COACH

The duties and responsibilities of each emergency or volunteer coach are included in those of the varsity head coach with differences in responsibilities for their respective teams being determined at the local school level by the athletic director and principal. **Each emergency and/or volunteer coach is accountable for providing exceptional leadership and for being the positive role model for the team and program.** The highest level of sportsmanship shall be exemplified and demonstrated at all times as representatives of the WCPS interscholastic athletic program. Specific additional responsibilities are listed below.

1. Work under the direction of the varsity head coach and/or junior varsity/assistant coach and in cooperation with the school's athletic director.
2. Read and understand the appropriate documents for the respective sports season, including the WCPSSAA Handbook, the MPSSAA Handbook, the NFHS sport-specific rules book, and the rules book of any other appropriate governing body, and the respective MPSSAA Tournament Bulletin.

3. Check-in each day with the school athletic director to stay informed of issues pertaining to schedules, practices, games, transportation, student attendance, and the total athletic program. **This is an especially important requirement for all coaches not based at the school.**
4. Attend all pre-season and post-season meetings, including the MPSSAA rules interpretation clinic for each respective sport, attend all sport-required seeding and/or pretournament meetings, and attend all other meetings as required.
5. Collect from each student who successfully makes the team/activity the required WCPS athletic activity fee and submit the fees through the varsity/head coach to the athletic director prior to the first scheduled contest. Coaches who do not meet this requirement may be removed from their respective coach position.
6. Be present at each practice session and each contest as approved by the head coach. This includes supervising the locker/shower room areas at the opening and closing of each practice session until the students have left the area and it has been secured.
7. Prepare and submit, through the varsity/head coach, to the athletic director an inventory of equipment, uniforms, and supplies necessary for the junior varsity, and if appropriate, for the Freshman team, at the beginning and end of each sport season. This includes submitting a budget plan and request for additional equipment, uniforms, and supplies for all sport teams under the coach's jurisdiction for the ensuing season. This includes also submitting a list of all equipment in need of repair or replacement.
8. Prepare and submit through the varsity/head coach to the athletic director a comprehensive list of schedule dates for transportation to and from athletic contests for the junior varsity, and if appropriate, for the Freshman team under the coach's jurisdiction.
9. Distribute to and collect from all students on the team, athletic equipment, uniforms, and supplies. Provide through the varsity/head coach to the athletic director a list of every student financial obligation for equipment, uniforms, and supplies not returned to the school.
10. Be responsible for all team equipment, uniforms, and supplies during the respective sport season.
11. Be responsible for all team/activity members and all bench personnel at every contest in which the team participates.
12. Notify the varsity/head coach and athletic director immediately following any contest where any student-athlete has been ejected for any reason. The student-athlete may not participate in the next scheduled contest of the team.
13. Demonstrate positive sportsmanship in communicating with other coaches, student-athletes, and officials.
14. Report each game score regardless of win or loss to the local media representative within four (4) hours of the conclusion of each contest.
15. Participate in the post-season evaluation with the varsity/head coach and athletic director.

ITEMS SPECIFIC TO EMERGENCY COACHES

Every person employed as an emergency coach in WCPS shall comply with the following:

- Meet all requirements for the varsity head coach position in WCPS. Refer to WCPSSAA and MPSSAA Handbooks.

1. The person shall be a minimum of 21 years of age and possess a high school diploma.
2. The person shall be officially appointed by the local school system for a one-season basis only for a specific coaching assignment.
3. In sports having more than one coach, emergency coaches cannot comprise more than 50 percent of that staff. In sports designated by the local school system as a one-coach sport, an emergency coach may be employed as a varsity head coach.

ITEMS SPECIFIC TO VOLUNTEER COACHES

Member MPSSAA high schools may permit volunteer athletic coaches to assist their coach staff only in accord with the following procedures. **WCPS will allow (1) volunteer coach for each level of a sport plus one additional volunteer for the entire program, pre-approved by the school athletic director and principal, is permitted for each sport team.** *The exceptions are for large sport teams such as Cross Country, Indoor Track and Field, and Outdoor Track and Field. Where there are more than 40 students, then there may be two Volunteer Coaches per team, but one must be a male and one must be a female for purposes of supervision.* The volunteer coach must meet the following requirements before working with any team.

1. The volunteer coach shall be a minimum of 21 years of age and possess a high school diploma.
2. The volunteer must have successfully completed the state-mandated course, Prevention and Care of Athletic Injuries.
3. The volunteer coach must pay for and submit to an FBI fingerprinting and background check and have a current and negative TB test.
4. The volunteer coach must be pre-approved by the varsity head coach, athletic director, and school principal.
5. The volunteer coach shall be officially appointed by the local school system for a one-season basis only for a specific coaching assignment.
6. The volunteer coach may not serve as the varsity head coach at any level.
7. The volunteer coach must work only under the direction of the varsity head coach and in the presence of a paid member of the coaching staff.

WCPSSAA SANCTIONS / PENALTIES AGAINST COACHES

1. Any coach who fails to comply with the aforementioned duties and responsibilities is subject to suspension or dismissal from the coaching position at the discretion of the school principal, and/or in conjunction with a recommendation from central services administrative staff. This includes actions or conduct that violate expected standards of behavior for coaches, and/or for conduct not in the best interest of student-athletes, the school, and/or the WCPS interscholastic athletic program.
2. Any coach who removes a team from any contest because of dissatisfaction with officiating or with any other game condition will be subject to immediate suspension and/or dismissal from the coaching position.
3. *Any coach who is ejected from any scrimmage or contest by an official must immediately leave the premises where the event is being held and shall not communicate or be visible to student athletes, officials, spectators or school personnel until the contest is completed.* This regulation applies to pre-season as well as post-season contests and includes a carryover provision for the ensuing sport season of that same activity. Any coach who does not comply with officials may be immediately suspended and/or removed from the coaching position.

A coach who is ejected from a contest is suspended from participation in the next contest. If the ejection occurs during a multiday tournament, the suspension will apply to the first day of the next tournament or contest. The suspended coach may not be on the premises of the contest, including the bleachers or adjacent areas.

4. All final action regarding sanctions and/or penalties is contingent upon due process for the coach.

DUTIES/RESPONSIBILITIES OF OTHER TEAM/BENCH PERSONNEL

1. All team assisting/bench personnel of an individual sport activity must realize that every sport sponsored by a school is a part of the curriculum offered by that school. Those persons who have been authorized to assist with such activities must utilize educational principles and educational aims if athletics are to be an integral and worthwhile part of the total school program.
2. **All team assisting/bench personnel are accountable for providing exceptional leadership and for being positive role models for the school's team and for the school's athletic program. The highest level of sportsmanship shall be exemplified and demonstrated at all times as representatives of the WCPS interscholastic athletic program.**
3. **Any team assisting/bench personnel who do not comply with behavior standards and expectations of the WCPS interscholastic athletic program will be removed from the respective, privileged position and will not be permitted to return to any such position for a minimum of four (4) calendar years from the dismissal date.**

CRITERIA FOR SELECTION OF COACHES

1. The selection of coaches shall be made in accord with MPSSAA COMAR regulations, which are listed in the MPSSAA Handbook (revised annually) or located on-line at www.MPSSAA.org, and local policy and regulations (GDQ-R).
2. The appointment of each coach is for one specific sport season only. Coaches may be continued in a specific coaching position in accord with MPSSAA COMAR, local policy, and local negotiated agreement requirements.
3. Coaches must meet all eligibility requirements including a fingerprinting and background check, TB screening, and appropriate references.
4. It is preferable that coaches not only have an understanding of educational programs and age and developmentally appropriate knowledge of skills and strategies for their sport, but that they also possess knowledge / experience either as a player or as a coach in the sport for which the assignment is made.
5. It is recommended that all vacant coaching positions be filled as early as possible.

PROCEDURES FOR HIRING CERTIFIED TEACHER AND EMERGENCY COACHES FOR STIPEND AND VOLUNTEER COACHING VACANCIES

1. The applicant completes the application via the AppliTrack system through the Human Resources page on the Washington County Public School website.
2. Applicant submits the application to the Human Resources office ***before*** the person assumes any responsibility of the job.
3. Human Resources staff contacts the applicant to schedule appointment to complete all employment paperwork, as well as the TB test and fingerprinting.
4. Coach must bring the following items to the Human Resources office appointment:
 - Proof of TB Test or appointment for test
 - Proof of completion of- or for certifiable teachers, enrollment in the Prevention and Care of Athletic Injuries course
 - Valid driver's license and Social Security Card
 - Fee for the criminal background check (fingerprinting)

PROCEDURES FOR DESIGNATING / APPROVING VOLUNTEER COACHES

1. Volunteer coach completes the application via AppliTrack form and proof of completion of the course, *Prevention and Care of Athletic Injuries*, to the to the school athletic director.
2. If approved by the Athletic Director and head coach, the volunteer name is submitted to the school principal for review and approval.
3. If approved by the school principal, the Volunteer Coach's name is submitted to the Office of Human Resources requesting to be approved by the superintendent.

COACH'S CODE OF ETHICS
(National Federation of State High School Associations)

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic performance and achievement and never should interfere with opportunities for academic success. Each student-athlete should be treated as though they were the coaches' own and their health, safety, and welfare shall be uppermost at all times. In recognition of this, the NFICA Board of Directors has adopted the following guidelines for coaches.

- The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct, behavior, and leadership.
- The coach shall take an active role in the prevention of drug, alcohol, and tobacco use and under no circumstance shall authorize their use or use personally such substances in the presence of student-athletes.
- The coach shall promote the entire interscholastic athletic program of the school and direct his or her program in harmony with the total school program.
- The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Coaches shall actively use their influence to enhance the highest positive sportsmanship by their team members, parents, spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- Coaches shall actively and positively demonstrate respect of and support for all contest officials. The coach shall not indulge in conduct such as baiting or taunting of officials that will incite players or spectators against the officials. Public criticism of officials or players is unethical and shall not be tolerated.
- Before and after contests opposing coaches shall meet and exchange friendly greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration.
- It is unethical for coaches to scout opponents by any means other than those adopted by the league and the state high school association.
- Coaches shall demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

- Coaches shall display modesty in victory and graciousness in defeat and promote ethical relations among coaches.
- Coaches shall fulfill responsibilities to provide emergency health procedures and ensure an environment free from obvious safety hazards.
- Coaches shall encourage the highest standards of conduct and scholastic achievement among all student-athletes.
- Coaches shall seek to inculcate good health habits for student-athletes including the establishment of sound training rules.
- Coaches shall strive to develop in each athlete the qualities of leadership, initiative, good judgment, and the highest standards of excellent sportsmanship
- No coach or school staff member is to discuss or otherwise promote transfers or changes in residence or residence arrangement with any student, or other person of influence, or knowingly permit such activity to take place for the purpose of facilitating athletic participation. Violation of this policy by a coach or school staff member will result in disciplinary action of up to and including termination from coaching positions.

**COACHES' CODE OF COMMITMENT TO BE MULTICULTURAL,
GENDER-FAIR, AND PHYSICALLY CHALLENGED AWARE**

As a coach I will support the commitment of the Washington County Public Schools to enhance race relations, gender fairness, and sensitivity to the physically challenged by:

- Modeling language and behavior that is non-biased and inclusive of individuals regardless of ethnicity, race, religion, gender, and physical challenge.
- Educating, sensitizing, and promoting tolerance for myself, my team members, and those associated with my team to non-bias with regard to ethnicity, race, religion, gender fairness and equity issues.
- Intervening to let others know that I will not tolerate jokes, comments, or behaviors that are sexist, ethnic, and those involving physically challenged persons.
- Educating and sensitizing myself, my team members, and those associated with my team to the cultural heritage and traditions of others.
- Initiating actions that prevent prejudice and discrimination against individuals or groups in athletic activities and in my daily living.

(Exhibit Adopted: May 6, 2008 by the Washington County Board of Education; Revised August 2009 as Administrative Regulation GDQ-E(3) and Included as Pages 14 through 26 inclusive.)

CERTIFIED ATHLETIC TRAINERS (ATCs)

Certified athletic trainers have been assigned to all 7 WCPS high schools with athletic programs. ATC responsibilities are described in the document *Athletic Trainer Scope of Services* located in the Health and Safety Google Folder and in hard copy from the Athletic Director.

REPORTING GAME RESULTS

All coaches are responsible for reporting game results to the media. However, in order to ensure that results are reported promptly, the home team has the primary responsibility for notifying the media. It is recommended that coaches designate a team manager, scorekeeper, or student reporter to report games scores. It is not recommended that parents perform this responsibility.

Newspaper Phone Numbers: 301.733.5131 or 1.800.626.6397 then press 4.

Email the newspaper at sports@herald-mail.com

TV Station: WDVM Sports: 301.797.4408.

Internet: County Sports Zone

SPORTS / TEAMS / COACHES

Number of Sports Teams and Programs

Guidelines for Adding a Sport / Activity

Guidelines for Determining Number of Coaches per Sport / Activity

**Sports Teams in WCPS High School Interscholastic Athletic
Program For the 2021-2022 School Year**

FALL

Boys	Co-ed	Girls
Varsity Soccer	Cheerleading	Varsity Soccer
JV Soccer	Cross Country	JV Soccer
	Varsity Football	Varsity Volleyball
	JV Football	JV Volleyball
	9 th Grade Football	
	Golf	
	Unified Tennis	

WINTER

Boys	Co-ed	Girls
Varsity Basketball	Cheerleading	Varsity Basketball
JV Basketball	Indoor Track	JV Basketball
9 th Grade Basketball	Wrestling	9 th Grade Basketball
	Unified Bocce	

SPRING

Boys	Co-ed	Girls
Varsity Baseball	Tennis	Varsity Softball
JV Baseball	Track and Field	JV Softball
Varsity Lacrosse	Unified Track and Field	Varsity Lacrosse
JV Lacrosse		JV Lacrosse

Guidelines for Adding a Sport / Activity

An athletic activity that is new to the school/school system or to a particular grade level may not be organized or administered without the expressed approval of WCPSSAA and the superintendent or designee.

Procedure

1. A student, employee, or citizen seeking to initiate a new interscholastic athletic activity must first make a request in writing to the school athletic director.
2. The school principal and supervisor of athletics will use the following guidelines to determine the viability of the request.

Sport or Activity - The sport must be recognized by the National Federation of State High School Associations and the Maryland Public Secondary Schools Athletic Association.

Participants - There must be an adequate number of students in that school to make up the team/s. A recommended number is two times the number of players needed to field a team, excluding current Grade 12 students. **Seniors cannot compete on sub-varsity teams.**

Costs / Funding - Total start-up costs need to be determined, which includes but may not be limited to the following:

- Facilities, Equipment, Supplies and Materials, Officials, Transportation, Safety/First Aid, Availability of Coaches, Coach Stipend/s, Event Security, Availability of Opponents, and any other costs and/or items determined necessary by the principal and supervisor of athletics.
- If the proposed sport / activity is feasible, the first year program costs need to be raised, documented as to contributors, and placed in an escrow account at the school not less than nine (9) months prior to the start of the season.

When the above conditions have been met, the principal shall send a written request to the supervisor of athletics by September 30 of the year prior to the start of the proposed sport / activity. The supervisor of athletics will present the request to the superintendent for approval. This process must be included with the annual budget process. The superintendent will approve or deny the request by January 1 of the year prior to the sport's initiation.

- If the sport / activity comes to fruition, the program must operate at the junior varsity level for at least two years. Seniors cannot compete on sub-varsity teams.

- If the sport / activity does not come to fruition, the balance of the funds shall be returned to all contributors on a pro-rated basis.

- At the end of the first and second years the activity shall be evaluated to determine whether or not it will come to fruition. At the end of the second year it will be determined if it remains at the sub-varsity level or moves into varsity competition.

Guidelines for Determining Number of Coaches

SPORT / TEAM	Stipend Head Coach	Stipend Assistant	Unpaid Volunteer	Total Number of Coaches
Cheerleading	1	0	2	3
Cross Country	1	1-3 + *	3 (over 40)	7
Football Varsity	1	2	2	5
Junior Varsity		2	1	3
Grade 9		2	1	3
Golf	1	0	2	3
Boys' Soccer Varsity	1	0	2	3
Junior Varsity		1	1	2
Girls' Soccer Varsity	1	0	2	3
Junior Varsity		1	1	2
Volleyball Varsity	1	0	2	3
Junior Varsity		1	1	2
Boys' Basketball Varsity	1	0	2	3
Junior Varsity		1	1	2
Grade 9		1	1	2
Girls' Basketball Varsity	1	0	2	3
Junior Varsity		1	1	2
Grade 9		1	1	2
Indoor Track	1	1-3+ *	3 (over 40)	7
Wrestling Varsity	1	0	2	3
Junior Varsity		1	1	2
Baseball Varsity	1	0	2	3
Junior Varsity		1	1	2
Lacrosse Boys Varsity	1	0	2	3
Junior Varsity		1	1	3
Lacrosse Girls Varsity	1	0	2	3
Junior Varsity		1	1	2
Tennis	1	1	3	5
Softball Varsity	1	0	2	3
Junior Varsity		1	1	2
Track and Field	1	1-3 + *	3 (over 40)	7
Unified Tennis	1	1	2	5
Unified Bocce	1	1	2	5
Unified Track and Field	1	1	2	5

* denotes 1 paid Assistant Coach per 20 students above 20, to a max of 3 assistants

ARTICLE I

STUDENT ELIGIBILITY

Age Eligibility

Seasons of Eligibility (Limits of Participation)

Academic Eligibility

Transfer Eligibility

Attendance Eligibility

Parent Permission / Forms Eligibility

Athletic Activity Fee

Conduct Eligibility

Financial Responsibility Eligibility

Ejection From Contest - Consequences

Compliance Eligibility

ARTICLE I – STUDENT ELIGIBILITY

The Washington County Public Schools student eligibility requirements fall within a number of separate categories and are in addition to those of the Maryland Public Secondary Schools Athletic Association, which can be found on the Internet at www.mpssaa.org

- Academic Eligibility
- Attendance Eligibility
- Transfer Eligibility
- Parent Permission
- Conduct Eligibility
- Financial Responsibility Eligibility
- Compliance Eligibility
- Rules and Regulations Form

Students not only must meet all minimal requirements for all of the separate eligibility categories, but also must maintain all requirements for the duration of the season of the team/activity, which is interpreted through the regular season as well as through the completion of the state playoffs for that specific sport team/activity. To be eligible students must be considered full time students enrolled in a minimum of 50% or greater of the total possible classes per semester. In addition, each student must be deemed to have successfully completed the season “in good standing” in order to be eligible to receive school-based, countywide, and/or statewide recognition of their participation as a member of the team/activity. There are absolutely no exceptions to this requirement.

AGE ELIGIBILITY

Students who are 19 years of age or older as of August 31 are ineligible to participate in the MPSSAA / WCPSSAA interscholastic athletic program in the ensuing school year.

SEASONS OF ELIGIBILITY – LIMITS OF PARTICIPATION

Students in grades 9, 10, 11, and 12 may participate in interscholastic athletic contests for a maximum of four seasons in any one sport.

ACADEMIC ELIGIBILITY

Extracurricular activities are in integral part of each student’s school life and are used as a means to enhance the development of knowledge and skills, to develop wholesome attitudes and personal character, and good human relations. These activities often require as much careful planning and supervision as student experiences in academic content areas. However, care must be taken to ensure that these activities do not take precedence over the academic content areas, but remain as supplemental to the basic courses of study.

While it is desirable for students to participate in these activities to the extent they further their educational development, it is of paramount importance that such participation shall not jeopardize the student’s academic achievement nor exploit their time and talents.

1. In order for students to participate in high school athletics, they must be attempting to earn a *minimum of three high school credits*. The only college courses that apply toward athletic eligibility are the college courses that earn high school credit based on an existing agreement between WCPS and the college.

2. The Washington County Public Schools academic requirement for eligibility to participate in extracurricular activities, including high school interscholastic athletics, is that a student may not fail more than one subject that is worth one credit, or may not fail one subject worth two or more credits during any marking period in order to be eligible to participate in the next marking period. The marking period grade average (MPA) determines eligibility and not the student's overall grade point average (GPA). **Further, a student who is enrolled in less than six (6) credits in any semester, even though the student may be determined to be full-time based on the individual schedule, must pass all subjects in order to be eligible during the ensuing marking period. See Board of Education Policies IGDL, Student Activities – Eligibility (High Schools) and IKA, Grading Policy.**
3. Grades used to determine eligibility will be those recorded on the report card earned while attending a county school or as a result of transferring from a non-county school. Students will be declared ineligible or eligible effective the next school day following distribution of report cards. Students do not become ineligible based on failing grades on interim reports; however, students who were ineligible due to their most recent marking period grades become eligible for full participation if their interim report indicates they are passing all classes. Students declared eligible based on interim grades may fully participate immediately following the posted interim report.
4. Students entering any public high school in Washington County for the first time as a 9th grade student, shall be exempt, one time, from the academic eligibility requirement. However, if a student previously attended a Washington County public high school and left the school system, did not attend another school during the absence from WCPS, and returned to WCPS, the last marking period grade average that the student had while attending WCPS will be used to determine that student's academic eligibility status. If the student attended another high school during this time, the transfer grades will apply to eligibility.
5. An "Incomplete" must be made up within ten (10) school days. However, in unusual circumstances this period may be extended with permission from the principal. "Incomplete" grades become effective on the day report cards are distributed but are not counted in determining eligibility. Students may participate in athletic-related activities during the time the "incomplete" is in effect. However, if the "incomplete" grade is not changed at the end of ten school days, it is deemed to be a failing grade for purposes of athletic eligibility.
6. Eligibility shall be determined by the previous marking period grades except for the first marking period. Eligibility for the first marking period is determined by the final grades of the preceding year. Should a student not be eligible as determined by the final grades, that student may attempt to improve his/her grade by attending summer school. **If, as a result of attending summer school the student meets necessary requirements, he/she is considered eligible and may participate in extracurricular activities in the fall.** If the specific make-up course needed by the student is not available in summer school, a course may be substituted with written permission from the guidance counselor and the principal.
7. Students who withdraw from any course after 14 days for any reason will be deemed - for purposes of academic eligibility, to be ineligible from the date of withdrawal from the course through the remainder of the semester.
8. Students who are ineligible may participate in practices, but cannot participate in a game or competition, dress in a game uniform, be on the bench or field or travel with the team to games or competitions played away from their home school; these stipulations apply to students who are ineligible at the start of an athletic season or become ineligible during an athletic season.
9. Students dual-enrolled in Essence classes at HCC and at a regular WCPS high school must pass each WCPS course to determine academic eligibility. Essence classes not taught in a WCPS high school do not factor into the student's academic eligibility.

10. Students enrolled in the WCPS Evening High School Program are not eligible to participate in the WCPS athletic program, unless they also are enrolled in a school day program as well.

11. Students who are enrolled in a six-period day program and who are scheduled for one or more periods as an “Aide” or “Student Aide” non-credit course, must pass each remaining course each marking period. The number of credits – e.g., a two-credit, year-long course, is not factored in determining eligibility. The factor is the actual grade earned during the previous marking period for less than a full credit-bearing class schedule.

12. Eligibility Reinstatement:

a. If a student becomes eligible during a sports season, the student may try out for a team provided the student meets all other eligibility requirements. No current member of the team/activity may be cut to accommodate the newly eligible student.

b. A reinstated athlete must practice for five days (may compete on the 6th day) before competing in a regular or post-season game, and including the first calendar day following distribution of report cards **and/or following the date of reinstatement**.

TRANSFER ELIGIBILITY

A transfer student is eligible to participate on an interscholastic athletic team under the following provisions.

1. The student attends a school outside the residence attendance area and has received special permission by the Superintendent of Schools.

a. Special permission based solely on an athletic program not provided at the student’s home school will only be granted through the Special Permission Process between February 1 and May 1 of the current school year. Students who transfer back to their home school after the athletic season in which the sport occurs that is not provided by the home school will be ineligible to participate in interscholastic athletics at the home school for the remainder of the school year.

b. Special permission based solely on an athletic program not provided at a student’s home school will only be granted for the school with the desired athletic program that is closest to the address which the student resides.

2. The student has legally transferred to another school where there has been no undue influence by anyone causing the student to transfer for athletic purposes.

3. The student must be legally enrolled at and attending classes in the school in order to attend any practice session, travel with the team, or participate in any contest

4. Students who transfer from another league member school must have been in good standing in order to be eligible in the WCPS school program.

ATTENDANCE ELIGIBILITY

Unless there is a lawful absence or tardy, students who are members of any school team/activity must attend all classes on time each day, on the day of, as well as the day after, each scheduled practice and contest, or they will not be eligible to attend practice on that day, and they may not participate in the next scheduled regular season or post-season contest/event.

Interpretation: In the case of a non-weekday or non-school day interscholastic practice, contest, or event, attendance in school, **on time, and for all classes is required on the last school day prior to and the next school day immediately following the practice, contest, or event.**

PARENT PERMISSION / FORMS ELIGIBILITY

Student must submit the following forms in order to meet the minimum eligibility requirements for participation in extracurricular activities including high school athletics.

- ***Parent/Guardian Permission Form (unless the student is Age of Majority)***: Parent/guardian permission must be in the hands of the team coach before the student is authorized to attend and participate in any practice or contest.
- ***Rules and Regulations Governing Participation in Extracurricular Activities, Including Interscholastic Athletics***: This form must be in the hands of the team coach before the student is authorized to attend and participate in any practice or contest.
- ***Pre-Participation Medical Certification***: This certification must be signed by a licensed physician, a certified physician's assistant under the supervision of a licensed physician, or a certified nurse practitioner, stating the student is able to participate in tryouts/competition. This medical certification must be in the hands of the team coach before the student is authorized to attend and participate in any practice or contest.
- ***Insurance Certification***: This certification must be in the hands of the team coach before the student is authorized to attend and participate in any practice or contest.
- ***Concussion & Sudden Cardiac Arrest Fact Sheet***: This form is to notify parents and students of the signs and symptoms of concussions and sudden cardiac arrest as well as the return to play procedures. This form must be in the hands of the team coach before the student is authorized to attend and participate in any practice or contest.

ATHLETIC ACTIVITY FEE ELIGIBILITY

Once the student has made a team/activity in any/each sport season, the student athletic activity fee must be paid to the school or the student no longer can participate as a team member in any scrimmage, practice, or contest. This fee is used to defray operational costs for the WCPS high school interscholastic athletic program and is subject to change by the Board of Education.

CONDUCT ELIGIBILITY

Student misconduct during the school day, in school buildings or on school grounds, or at any time when serving as a representative of a school, or at any time off school grounds or outside the school day to commit any conduct or act that is counter to any behavior agreement of the school and/or WCPS may result in conduct ineligibility. Ineligibility as a result of misconduct will be decided by the school administration.

1. Students enrolled in the WCPS Antietam Academy are not eligible to participate in the WCPS athletic program. These students are considered conduct ineligible in accordance with language from page 33 WCPS Student Handbook and Guide. Students will remain conduct ineligible until their return to the home school and the school administration declares them conduct eligible.
2. Students returning from Antietam Academy and who are subsequently declared eligible by the administration may try out for teams if the season has not already started. If the season has already started, the returning students can try out for a team only if no eligible students have been cut from the team and then only if the head coach grants permission.

Students placed on conduct ineligibility or who violate the athletic participation agreement and who transfer to another WCPS high school shall remain ineligible for the remainder of that school year.

Students who are conduct ineligible and who have credit denial shall be considered failing for purposes of athletic participation.

Students who have been granted "conditional eligibility" and who fail to perform in accord with their contract standards shall be considered conduct ineligible for purposes of athletic eligibility.

FINANCIAL RESPONSIBILITY ELIGIBILITY

Students must be clear of all athletic financial eligibility requirements to the school and to the school system in order to participate on a team or in an activity in which they serve as a representative of that school or of WCPS. There are no exceptions to this requirement. At the end of the season students must be clear of all financial responsibility before letters, awards, recognition can be presented to them.

DISQUALIFICATION/EJECTION FROM CONTEST – CONSEQUENCES

Student-athletes who are disqualified/ejected from any athletic contest by a game official for misconduct or for any other reason may not participate in the next *scheduled contest* for that activity. This includes post-season play for that activity. If a player is ejected during the last game of the season and there is no post-season game, the school administration will take appropriate disciplinary action, which may carry over to the next season in that activity for underclass students.

Student-athletes who are ejected from any athletic contest by a game official for unsportsmanlike conduct, or for some other serious violation, which may be deemed to be flagrant misconduct, before, during, or after any contest, such as fighting, may be removed from the team/activity for the remainder of the season. If a player is ejected during the last game of the season and there is no post-season game, the school administration will take appropriate disciplinary action, which may carry over to the next season in that activity for underclass students.

COMPLIANCE ELIGIBILITY

Students who fail to comply with any or all of the WCPSSAA, CMC, and/or MPSSAA eligibility standards may be deemed to be ineligible and removed from any team or activity for the duration of the season, the remainder of the school year, or for the duration of their term as a student in any WCPS high school.

ARTICLE II - SCHEDULING

General Schedule Guidelines

Tournament Competition

Sub-Varsity Levels and Limits of Competition

Other Sport-Specific Guidelines

**Inclement Weather / School Closures
and
Postponed / Re-Scheduled Games**

Sundays and Holidays

Interschool Scrimmages

Game Contracts

Team Travel

Overnight Stays

Time of Contests

Facilities

Sanctions

Special Note: All Washington County Public Schools high school athletic team schedules are available on-line at www.washingtoncountycmc.org

SCHEDULING

GENERAL SCHEDULE GUIDELINES

1. Principals and coaches should review schedules and guidelines prior to each sport season.
2. Sport schedules are made in concert with appropriate MPSSAA, league, and county guidelines. Schedules must be established before the first scheduled contest in each sport season. Any proposed schedule change must be approved by the county supervisor of athletics and MPSSAA before the start of the regular season.
3. The maximum number of contests for any varsity level team permitted during any sport season is determined by MPSSAA. Individual players may not compete in more than the maximum number of contests when playing between varsity and sub-varsity levels in any sport season. Any “play-in” game or event required for entry into district, regional or state competition shall not count in the maximum number of games permitted. **(REFER TO MPSSAA HANDBOOK FOR SPORT SPECIFIC VARSITY-LEVEL MAXIMUMS.)**
4. All schools shall post every contest during the regular season, including holiday tournaments, on the internet using the rschooltoday program. Public access to all WCPS athletic schedules is available at www.washingtoncountycmc.org.

5. **Tournament Competition**

- Varsity Level Competition – Washington County Public School Championship tournaments shall be held each year in the following sports:

Fall - Cross Country - Golf

Winter - Indoor Track and Field - Wrestling

Spring – Outdoor Track and Field - Tennis

- Sub-varsity Level Competition

a. **Seniors cannot compete on sub-varsity level teams.**

- b. There shall be no county championship tournaments for any sub-varsity teams. However, junior varsity wrestling teams that have less than ten (10) regular season dual or tri-meets may enter a maximum of three sub-varsity level tournaments as a team, or may allow wrestlers to enter as individuals during the season, provided the total number of contests does not exceed MPSSAA sport guidelines for any student.

6. Sub-varsity limits of competition are listed alphabetically by sport.

- a. Baseball and Softball – Seventeen (17) games with no more than three (3) games per week. There is a two-hour time limit or seven complete innings, whichever occurs first.

The two-hour time limit is interpreted that when the two hours limit is reached, the game is stopped and the score reverts to the previous completed inning. However, if only one hour and 50 minutes has elapsed, a new inning may be started and completed notwithstanding the two-hour limit. When there are sub-varsity doubleheaders, there must be a 20-minute rest period before the start of the second game.

- b. Basketball – Junior Varsity teams - 20 games with no more than three games per week. Three games per week only may be scheduled twice during the season.

- c. Basketball – Freshman (Grade 9) - 18 games with not more than three games per week. Three games per week only may be scheduled twice during the season.
- d. Cross Country – Ten (10) meets with not more than one meet per week.
- e. Football – JV / Freshman may play nine (9) games - not more than one game per week.
- f. Lacrosse -12 games with not more than two games per week or 14 with designed optional tournament. Three games in one week may be scheduled twice during the season.
- g. Soccer – 12 games with not more than two games per week. Three games in one week may be scheduled twice during the season.
- h. Volleyball – 15 games or 14 with designated optional tournament with no more than two games per week. Three games per week may be scheduled twice during the season.
- i. Wrestling – 12 meets with not more than three tournaments or three tri-meets and not more than two meets per week. Exhibition matches may not exceed 14 bouts per meet.

Other Sport Specific Guidelines

- **All on-field / on-court practices have a two-hour time limit. Any exception must be pre-approved by the supervisor of athletics through the school athletic director.**
- **On days when there is multiple practice sessions there must be a minimum of one 90-minute rest period between sessions.**

***** Time restriction is superseded during Heat Acclimatization Period*****

Wrestling

- Wrestlers must have their minimum weight certified and documented by a licensed medical physician in accord with MPSSAA and NFHS standards for hydration and body composition analysis. .
- Wrestlers may not compete in any weight class below their minimum certified weight.

Open Gyms – There are no open gyms in WCPS.

Inclement Weather / School Closures / Postponed and Re-scheduled Games

- a. School administrators and Athletic Directors of both schools involved should be consulted, but the final decision remains with the HOME team management.
- b. Postponements should try to be determined at least four (4) hours prior to game time.
- c. When WCPS schools are dismissed before normal dismissal time for any reason, all athletic practices/games are cancelled and WCPS teams cannot travel out of county.
- d. When WCPS schools are not open for any emergency reason scheduled practices / games are cancelled and WCPS teams cannot travel out of county.
- e. **When snow emergency plans are in effect in Washington County all practices and events are cancelled and WCPS teams cannot travel out of the county**
- f. The following persons shall be notified about postponements and re-scheduling:
 - Officials Association / Assignor- Transportation Field Trip Technician
 - Media- Supervisor of Athletics
- g. **Postponed games must be made up in the order they are postponed and on the next available play date. Priority order for re-scheduling games: First – County/CMC games; Second - Non-county games. Previously scheduled games cannot be re-scheduled to accommodate make-up games.**

h. Schools may re-schedule one postponed game per week in addition to the maximum number of games permitted per week.

Sundays

No practices or games shall be played on Sundays. This includes “Captain’s Practices” or other team meetings / practices / events.

Holidays

Official school holidays are to be observed. Practices and games may not be held on any religious holiday observed by the Board of Education. Practices and some contests that have been pre-approved may be held on non-religious holidays observed by the Board of Education official calendar. However, participation in these events are voluntary at the student’s option and coaches cannot require student attendance. Students who do not attend practices or games due to observance of a family religious holiday may not be penalized.

No Games: Rosh Hashanah, Yom Kippur

No Games or Practice: Thanksgiving, Christmas Day,

Optional Practice: Christmas Eve, New Year’s Day, Good Friday

Interschool Scrimmages

STUDENTS CANNOT BE DISMISSED FROM SCHOOL FOR SCRIMMAGES

- a. Four practice days must elapse before the first scrimmage. *Heat Acclimatization Period is seven days before the first scrimmage. (August)*
- b. All teams may participate in three pre-season scrimmages, with no more than two scrimmages per week. There must be two complete rest days between scrimmages.
- c. There shall be no publicity before or after any scrimmage.
- d. There shall be no scoring of scrimmages.
- e. There shall be no admission fees charged for scrimmages.
- f. There shall be no payment of officials for scrimmages unless day long multi-team.
- g. Other than warm-up there shall be no pre-or post-scrimmage practice sessions.
- h. There shall be no interschool scrimmages after the start of the regular season games.

Game Contracts

All game contracts are the responsibility of the individual school and must be completed on the appropriate MPSSAA contract form. Go on-line to www.MPSSAA.org to obtain the correct form/s.

Team Travel

- a. Any interstate, two-school contest that involves a round trip of more than 300 miles is not permitted. This is a local WCPS travel restriction. (*Any invitational more than 300 miles round trip must have Superintendent approval*)
- b. Only **coaches, team members, managers, cheerleaders, and authorized personnel** may ride the team bus. A stipend coach must accompany the team on the bus at all times.
- c. When traveling to a common site, athletic teams and cheerleaders will travel together using the same bus, when possible.
- d. A school contingent shall travel to and from athletic contests by means provided by the school. When school bus transportation is used it must be coordinated by the WCPS Transportation Office.
- e. All team members must travel with the team both to and from each trip unless prior written approval has been granted by the school principal or principal designee.

Overnight Stays

All overnight stays must be pre-approved by the superintendent of schools, except for MPSSAA state-sponsored tournaments. **Schools must pay all bus driver overnight costs.**

Time of Contests

- a. Intra-county contests may not begin before 4:00 p.m. on a school day. Exceptions include the following:
 - Golf, because meets are held when courses are available, and
 - Three (3) home contests are permitted per season before completion of the academic day.
- b. During the spring sport season when Daylight Savings Time is in effect no contest shall begin before 4:30 p.m.
- c. Preliminary games for basketball and wrestling must begin no later than 6:00 p.m.
- d. Tri-meet wrestling events must begin no later than 5:00 p.m.
- e. Inter-county / interstate contest starting times are determined by the appropriate conference, league, and/or sponsoring agency.

Facilities

Locker rooms should be made available to visiting teams not less than one hour prior to the game starting time. The exception is for football when the locker room should be available at least 90 minutes prior to the game starting time.

Sanctions

A school that wishes to host an inter-county or interstate contest shall file the appropriate sanction request form with the MPSSAA Executive Secretary. This form must be submitted within a minimum of 15 days before the contest. A school that is a member of a federation member state high school association may not compete in any of the following contests unless the contest has been sanctioned by each of the interested state authorities through the NFHS.

- Any interstate meet in which four or more schools participate.
- Any competition involving schools from three or more state athletic associations.
- Any interstate two-school contest regardless of distance traveled, which is sponsored by an individual or an organization other than a MPSSAA member high school.

ARTICLE III - OFFICIALS

Association Agreements

Contest Rules and Playing Times

Score and Time Limits

Officials' Reporting of Ejections

Re-Scheduled Games

Game Timekeepers and Scorekeepers

Strike-off Procedures

OFFICIALS

Officials' service agreements are established by WCPS in concert with the respective officials' association representative/s. Agreements will be for one year, with a contingency for annual review. All WCPS school teams must use MPSSAA-approved officials for all regular / post-season games, as well as for all tournament games hosted during the regular season. Individual schools may negotiate terms with the appropriate MPSSAA-approved officials' association for an in-season or holiday tournament, and the per-official rate must be included in any such agreement. **Individual schools may not establish any contract with any non-approved officials' group and may not pay any per game fee different than what has been negotiated by the school system.** Playoff fees for officials' are determined by and paid in accord with MPSSAA guidelines.

Dressing Areas - When possible and where facilities allow, private dressing facilities separate from players and coaches shall be provided for game officials. Dressing area should be available for both male and female officials.

Contest Rules / Play Time - All WCPS regular season, holiday tournament, and state playoff games will be administered in accord with the National Federation Rules and/or the appropriate governing organization for each respective sport. This includes the playing time length for each game at the varsity and sub-varsity levels. **Playing time / rules of competition for any contest cannot be changed by any coach or official.**

Score Limits / Time Limits for Varsity and JV - Contests in sports with a score-limit or time limit shall be conducted, or shall end, as soon as the requirement is met. **However, the time limit for junior varsity baseball and softball shall be administered in accord with the interpretation on Page 42, Item 6.a.** game shall be stopped and the final score shall revert to the previous completed inning.

Overtime - Shall be conducted in accord with appropriate NFHS / MPSSAA procedures.

Officials' Reports - When a player or coach is ejected from any contest, the official must notify the appropriate association representative who will notify the county supervisor of athletics in writing within 24 hours. **Fax number to report ejection is 301-766-2986.** It also is required to submit a written statement for each ejection, as well as for any serious injury or incident that occurs during any contest. (*See Appendix 18 for Officials' Special Game Report.*)

Re-scheduled Games—ADs must contact officials' association when re-scheduling games.

Game Timekeepers / Scorekeepers – The home school is responsible to provide competent, mature, and experienced adult scorers / timers for all varsity contests. For sub-varsity games the preceding applies, when possible.

Strike-Off Procedure - There is no strike-off procedure. Officials shall be assigned for all contests by the respective officials' association.

ARTICLE IV - RULES AND REGULATIONS

Limits of Participation

Awards

Playing Times for Contests

Game Supervision

Cheerleader / Sponsor Requirements

WCPSSAA Sportsmanship Expectations

Lightning / Heat and Humidity Safety

All-Star Events

Fund-Raising

Use of Facilities

Ticket Prices and Admission Guidelines

Limits of Participation / Awards / Team Rosters

- Seniors cannot participate on any sub-varsity level team at any time.

- A student who participates in both varsity and sub-varsity teams may not play in a number of games that exceeds the maximum number allowed in a sport in a week or in a season as defined by MPSSAA regulations. A student may not compete on both a varsity and sub-varsity team on the same day.

- Any player who enters any contest and who participates in one play is deemed to have participated in the contest.

- Student-athletes who have joined the team after the first day of practice must practice for five days (may compete on the 6th day) before competing in a game.

- Only varsity athletes who complete the season in good standing – as determined by the school, will be eligible for a varsity letter and/or other school recognition and awards. This includes meeting all eligibility requirements and financial responsibilities to the school.

- Dual Sports – Students are allowed to participate in two co-curricular sports activities during the same season. Students wishing to participate will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation. A student who wishes to participate in two sports during the same season must designate a primary sport and complete the Dual Sports Contract before the beginning of the season as determined by the MPSSAA. Students will not be allowed to participate in two sports in the same day. During the regular season.

- Should a student quit a team during the season, they are ineligible to participate for another team in the same season unless they left their former team in good standing.

Awards: The minimum criteria for awarding a school athletic letter or other similar award must include all of the following:

- Coaches must provide clearly written minimum criteria for individual/team awards and have them pre-approved by the AD and principal.
- The student must complete the entire season in good standing as determined by the school
- The student must fulfill all team/team-related obligations
- The coach may establish more specific requirements with approval of the school athletic director and principal prior to the beginning of the season

Team Rosters: Coaches must have a complete roster of all eligible team members and the roster must be submitted to the school athletic director and principal by the designated roster due date, which is not later than seven (7) days before the first scheduled contest. Changes to the roster must be submitted to the athletic director/principal immediately

Playing Times for Contests

Sport	Varsity	JV	Freshman
Football	12 min. Quarters	10 min. Quarters	9 min. Quarters
Soccer	40 min. Half	35 min. Half	
Lacrosse (Boys)	12 min. Quarters	10 min. Quarters	
Lacrosse (Girls)	25 min. Half	20 min. Half	
Basketball	8 min. Quarters	7 min. Quarters	6 min. Quarters
Wrestling	3 – 2 min. Periods	3 Periods 2-2-2 or 1-2-2	

Game Supervision

- Schools are responsible for the conduct of their own students at athletic events and for ensuring proper conduct on the part of spectators who attend these events.
- Noisemakers are not permitted at indoor athletic games. However, Pep bands permitted only if space allows and prior approval of home management.
- Persons permitted on team bench or in designated team areas shall be limited only to players in uniform, school-approved bona fide coaches and team managers, and medical personnel. All other persons are to be in designated spectator areas.
- Spectators are not permitted to bring signs, posters, or banners into the host school gymnasium unless prior approval has been granted by host game management.

Cheerleaders

- For a positive and safe atmosphere only uniformed cheerleaders will lead cheers.
- Game management will assign specific areas for cheerleaders that will not interfere with the orderly progress of games.
- Due to safety reasons, only cheerleaders will be permitted to perform during games held indoors. Squads with more than eight (8) cheerleaders may perform on the court/floor for special cheers during timeouts or between quarters.
- Megaphones shall be used only by cheerleaders to address their student body. Under no circumstance shall megaphones be used by spectators.

Care and Prevention Course Requirement for Cheerleader Advisors / Sponsors

- All cheerleader advisors / sponsors must have successfully completed the state-mandated Care and Prevention of Athletic Injuries course.
- Must meet all other requirements as determined for all athletic-related coaches / sponsors.

Sportsmanship

- WCPSSAA reminds all players, coaches, officials, and spectators, that all teams must be treated positively and courteously at all times. The high school athletic program is an extension of the school day and, therefore, is an educational program. All persons are to be respectful and supportive or they will not be permitted to attend WCPS high school athletic events or events in which WCPS teams are participating – in state or out of state.

Thunderstorm / Lightning and Heat / Humidity Safety - See Appendix 16

- Thunderstorm / Lightning Safety: During practice sessions and/or games when there is thunder and/or lightning, game officials and coaches must stop the activity and seek shelter. The practice / game cannot resume until at least 30 minutes has elapsed after the last audible sound of thunder or visual sighting of lightning.
- Heat / Humidity Safety - During practices and contests coaches and game officials need to be aware of the heat and humidity and take necessary precautions to provide water breaks to participants. Coaches and game management are responsible to know the appropriate heat and humidity levels and take appropriate action to ensure the safety of all participants.

See APPENDIX 16 –Thunderstorm / Lightning & Heat / Humidity Safety

Use of Facilities

All requests for use of school facilities a must be processed through each local high school and approved by WCPS Facilities Department.

All Star Events

The following items must be adhered to when considering any end-of-season, student-athlete all-star event.

- Only students who have completed their MPSSAA/WCPS athletic eligibility may participate in a maximum of two post-season all-star events.
- All-star games must be sponsored by a non-school group, and it must be made explicitly clear that WCPS does not select teams or support any all-star event in any way.
- Students and coaches cannot use any school equipment and/or supplies for these events.
- A facility use form must be processed through the host school to the Department of Facilities and appropriate rental and other fees must be paid. All fees must include payment for local scoreboard operators, PA system, lights, clean up, and all other associated costs.
- The organizing group must provide proof of single event liability insurance, which must provide minimum coverage of one million dollars (\$1,000,000.00) and must provide security for the event.
- The organizing group must ensure compliance with MPSSAA regulations governing all-star participation, including all-star participation limitations, amateur status, and eligibility.
- If concession areas are to be used, such use must be coordinated through the school principal, athletic director, and/or appropriate booster group.
- All pre-event work must be done by the organizing group, including seeking approval for advertising and event promotion.

Fund-Raising

All fund-raising to support high school athletics must be in compliance with WCPS Board of Education policy JJE.

All fund-raising by, or in the name of any school team or activity, must first be approved by the school principal and must be processed through the local high school financial and accounting procedures and accounts.

Records of all funds raised must include the respective donor so that in the event the total is not raised funds can be returned to each donor.

Team/activity coaches and/or sponsors are not to retain funds for more than 24-hours. All funds must be deposited daily in the appropriate school account.

Ticket Prices and Admission Guidelines

Admission to WCPS athletic events is a privilege and good sportsmanship and appropriate, positive behavior in support of student-athletes, coaches, officials, and other game personnel are expectations of all persons attending these events.

PERSONS RESTRICTED FROM ANY WCPS SCHOOL LOCATION MAY NOT ATTEND ANY EVENT INVOLVING ANY WCPS TEAM.

Ticket Prices:

<u>Regular WCPS Season Events:</u>	Adults \$5.00	Students \$2.00
* Children age 12 and under must be accompanied by parent or adult over age 21		
* Sub-varsity doubleheaders:	Adults \$3.00	Students \$2.00
* Sub-varsity single game:	Adults \$3.00	Students \$2.00

County / School Tournaments: General Admission for Adults and Students @ \$5.00
Children age 12 and under \$2.00 must be accompanied by parent or adult over age 21

MPSSAA District / Regional / State Contests at High School Facilities:

General Admission Adults and Students @ \$6.00

General admission fees for MPSSAA playoffs at non-high school facilities vary by the event site and location to a maximum of \$10.00 per person. Please refer to the MPSSAA website, www.mpssaa.org/tournaments for specific ticket information.

Children age 12 and under must be accompanied by parent or adult over age 21

- * No Re-entry Allowed (Once admitted into the event there is no re-entry)
- * No animals – except service animals
- * No bicycles, skateboards, or roller blades
- * No spectator ball playing or other recreation activities are permitted before, during, or after any WCPS / MPSSAA athletic event.
- * Spectators not permitted on playing area and may not interfere with the athletic event

School authorities have the right to refuse entry or expel anyone from any event for disruptive or inciting behavior, disrespectful or inappropriate yells, cheers, gestures, harassment of administrators, players/coaches/officials, and music that invites inappropriate lyrics or gestures.

APPENDIX

Websites

Forms

Coach Policy / Regulations / Evaluation / Forms

SPECIAL NOTE:

The following forms can be downloaded from the county home website at wcpsmd.com

- Parent Permission Form
- Student Physical / Medical Examination Form
- WCPS Rules and Regulations for Participation Form
- Proof of Insurance

All forms required for participation in high school athletics are available from each school's Athletic Director

APPENDIX - Websites, Forms, & Coach Policy

WEBSITES - Appendix items 1 through 4 inclusive are websites listed below.

Please refer to Appendix 1 for the WCPS athletic website, Appendix 2 for the MPSSAA website, Appendix 3 for all WCPS high school sports schedules and forms, and Appendix 4 for information regarding access to Dynamite Sports, which includes information about NCAA Initial Eligibility requirements and college searches.

Appendix 1 - www.wcpsmd.com under athletic department includes the WCPSSAA Handbook with general information, policies, regulations, standards, and several required forms for the high school athletic program. This site also has a direct link to all WCPS schedules.

Appendix 2 - MPSSAA Documents. The MPSSAA Handbook, which includes the Code of Maryland High School Interscholastic Athletic Regulations (COMAR), the MPSSAA Forms Booklet, the MPSSAA Fall / Winter / Spring Tournament Bulletins, and other publications and information, all are available on-line at www.MPSSAA.org

Appendix 3 - WCPS high school athletic schedules are available from each high school or at the WCPS athletic website that provides a direct link to www.washingtoncountycmc.org

Appendix 4 - Dynamite Sports is an on-line service that WCPS subscribes to which provides students, parents, guidance counselors, and coaches with specific information about NCAA initial eligibility requirements, four-year high school program planning, and post-secondary college search information. This web site can be accessed from any WCPS high school athletic website, or from the WCPS central athletic web site, or accessed directly at www.dynamitesports.com

FORMS - Appendix Items 5 through 10 inclusive are forms listed below.

All forms required for participation in the WCPS high school athletic program are available from each team's respective coach, from the school athletic director, and/or from the athletic website. These forms are all listed in the Appendix and include the following:

- Parent Permission Form
- Student Physical / Medical Examination Form
- WCPS Rules and Regulations for Participation Form
- Medical Information Contact Card
- Proof of Insurance
- Payment of Student Activity Fee (***Fee paid only after student makes team***)

In addition, to the above forms, each high school may require students and their parents to complete additional forms prior to try-outs and/or participation.

Appendix 5 - *Pre-Participation Medical Evaluation Form and Physical Clearance Form*. This form is available from each high school athletic director, varsity head coach, or on-line.

Appendix 6 - Parent *Permission Form*. This form is available from each high school athletic director, varsity head coach, or on-line.

Appendix 7 - *WCPS Information Brochure*. This brochure is available from each high school athletic director, varsity head coach, or on-line.

- Appendix 8 - *WCPS Rules and Regulations for Participation in Extracurricular Activities, Including Athletics*. This form is available from each high school athletic director, varsity head coach, or on-line.
- Appendix 9 - *Parent Insurance Verification Form, Revised June 2008*. This form is available from each high school athletic director, team coach, or on-line.
- Appendix 10 - *WCPS Student Activity Fee Form*. This form only is available from each high school athletic director or team coach.
- Appendix 11 - *Official's Special Game Report*. This form is available from the WCPS athletic website and the Central Services Supervisor of Athletics.
- Appendix 12 - *Head and Neck / Concussion Safety*. This information is available from each high school athletic director and the central services Supervisor of Athletics.
- Appendix 13 - *Blood-Borne Pathogens / MRSA Precautions*. Information on standard, universal precautions is made available to coaches in the National Federation of State High School Association (NFHS) rules books.
- Appendix 14 - *WCPS Coach's Pre-Season Checklist*. This form is available from each high school athletic director.
- Appendix 15 - *WCPS Coach's Post-Season Checklist*. This form is available from each high school athletic director.
- Appendix 16 - *Lightning and Heat / Humidity Safety Memo and Guidelines*
- Appendix 17 - *Hazing and Sexual Harassment Brochure*
- Appendix 18 - *Ten Recommendations to Prevent Sexual Harassment Issues*
- Appendix 19 - *Technology Awareness / Issues*
- Appendix 20 - *Energy Drinks*

Pre-Participation Medical Evaluation Form

(Also known as required annual physical exam form)

This is a two-page form that is printed front and back and which is available from

each high school athletic director, the Central Services supervisor of athletics, and can

be downloaded from the www.washingtoncountymval.org, wcpsmd.com, or the www.mpssaa.org website, then download this two-page form.

Pre-Participation Physical Evaluation Clearance Form

There also is a Pre-Participation Physical Evaluation Clearance Form that is required for students who have had a significant injury and need to have medical authorization before they are permitted to return and participate with the team in any practice or contest.

This Physical Evaluation Clearance Form is available from the school Athletic Director

AUTHORIZATION FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

As parents or legal guardians of _____ (Name of Student)

We hereby authorize and consent to our child’s participation in interscholastic athletics and sports. We understand that the sport in which our child will be participating is potentially dangerous and that physical injuries may occur to our child requiring emergency medical care and treatment. **We assume the risk of injury to our child that may occur in an athletic activity.**

In consideration of the acceptance of our child by the Washington County Public Schools in its athletic program and the benefits derived by our child from participation, we agree to release and hold harmless the Board of Education of Washington County, its members, the Superintendent of Schools, the principal, all coaches, and any and all other of their agents, servants, and/or employees and agree to indemnify each of them from any claims, costs, suits, actions, judgments, and expenses arising from our child’s participation in interscholastic athletics and sports and any injuries received therefrom and expenses related thereto.

We hereby give our consent and authorize the Board of Education of Washington County and its agents, servants, and/or employees to consent on our behalf and on behalf of our child, to emergency medical care and treatment in the event we are unable to be notified by reasonable attempts of the need for such emergency medical care and treatment.

We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of our child, and we agree to provide proof of insurance coverage of our child against accidents and injuries in school sponsored games, practice sessions and during travel to and from athletic contests.

Students who have elected to participate in the athletic program will be required to practice and participate in scheduled contests after regular school hours and possibly on non-school days. Supervision at practice, games and travel will be provided by the school.

In addition, it is recognized that all students must comply with eligibility regulations that govern athletics in Washington County Public Schools as issued by the Washington County Board of Education and the Maryland State Department of Education.

Every candidate for and participant on an interscholastic team must obtain and maintain insurance against possible accident or injury in school-sponsored games, practice sessions, and during travel to and from athletic contests. Such coverage may be provided by the purchase of scholastic accident insurance (through the school); otherwise, proof of similar or superior coverage must be presented. Football insurance must be purchased separately from other insurance options. There is no guarantee that all medical bills and expenses will be borne by the football insurance coverage.

Name of School
Community or Development of Residence
<p>I also declare and affirm that my child:</p> <p><input type="checkbox"/> Resides (with parents or legal guardians) within the above attendance area, or</p> <p><input type="checkbox"/> Is attending the above school with special permission of the Office of Student Services of Washington County Public Schools</p>

If a student is attending a high school without the benefit of **residing (with parents or legal guardians)** within the school’s attendance area and/or without special permission of the Office of Student Services, the student in question is subject to disciplinary action which could result in the loss of athletic eligibility for a period of time, ineligibility in a specified sport for the forthcoming year or penalties as may seem justified in the particular case. *A student being taught by parental request at home (home instruction) is not enrolled in Washington County Public Schools and cannot participate in athletics.* The athlete’s team and school will be penalized for failure to comply with MPSSAA regulations.

I/We understand and agree to all of the above.

Relationship to student	Signature of Parent/Legal Guardian	Date
Home Phone	Cell Phone	Email

ATHLETIC GUIDE FOR STUDENTS AND PARENTS GENERAL STANDARDS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Purpose: This Athletic Pamphlet is designed to be useful as a guide to student-athletes and parents. The intent is to condense into one pamphlet that information which is necessary to effectively understand and participate in the athletic program in Washington County. **Athletic participation is a privilege, not a right.**

The pamphlet includes a collection of information pertaining to state and county procedures and regulations. Additional references on the administration of interscholastic athletics will be found in the Maryland Public Secondary Schools Athletic Association Handbook and the Washington County Public Schools Interscholastic Athletic Handbook. Copies of these documents are available online at www.MPSSAA.org and www.wcps.k12.md.us.

There may be questions which arise that may not be covered in this brochure. Remember, this pamphlet is only a guide. Only open communications between coaching staff, athletic director, parents, students, and school administrators will ensure an effective athletic program.

GENERAL ELIGIBILITY

Enrollment: Students shall be officially registered as required by Maryland school laws and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.

Age: Students who are 19 years or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.

Seasons of Competition: Students may participate in interscholastic athletic contests a maximum of four (4) seasons in any one sport in grades 9, 10, 11 and 12.

Physical Examination: A student shall be examined and certified as being physically fit to participate in any tryout or practice. This examination shall be performed by a qualified physician within the current calendar year.

Athletic Insurance & Parental Permission: Every candidate for and participant on an interscholastic team must provide proof of parental permission and have insurance covering possible accident or injury in school-sponsored games, practice sessions and travel to and from athletic contests. Such coverage may be provided through the purchase of scholastic accident insurance or by providing proof of similar or superior coverage. (except football)

Football Insurance: The Board of Education offers an insurance policy option which students participating in football may purchase. Students must show proof of similar or superior coverage or purchase the football insurance through the Board of Education. There is no guarantee that all medical bills and expenses will be borne by the football insurance coverage. There are exclusions and limitations that are delineated in the football insurance brochure that every football candidate should receive from his respective coach. If an injury occurs, parents and/or guardians of athletes should anticipate the distinct possibility of incurring medical expenses that will not be covered by insurance.

The football insurance option available through the school system, if selected, will cover students participating in football only. Insurance for school time and other sports must be purchased separately.

Squad Membership: The coach of each sport is responsible for the determination of squad membership. Seniors are not eligible for junior varsity competition in any sport. Juniors and seniors are eligible for exhibition level competition in cross country, wrestling, track, and tennis.

Outside Team Membership: The outside participation shall not conflict with the practice or contest schedule of the school including district, regional and state championship play. A principal may authorize in advance an absence from a school scheduled practice for competition.

Transfer: A student attending a high school without the benefit of residing within the school's attendance area and/or without special permission of the Office of Pupil Services is subject to disciplinary action which will result in the loss of athletic eligibility and other penalties as may seem justified in the particular case.

Recruiting Statement: No coach or school personnel may discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent, or other person of influence, or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

Amateur Status: Any student, who has not or is not using his athletic skill as a player for financial gain or has not competed under an assumed name as a player, shall be considered an amateur. Employment as an instructor, counselor, or official may not be considered a violation. Students may not apply for reinstatement until at least 60 days after the date of violation.

ACADEMICS

Academic Eligibility: Student extracurricular activities are an integral part of school life and are used as a means of developing wholesome attitudes and good human relations; as well as knowledge and skills. These activities often require as much careful planning and supervision as student experiences in the academic subject area; however, care must be taken that these activities do not take precedence over subject matter areas, but remain as supplemental activities to the basic courses of study.

While it is desirable that students participate in such activities to the extent that they further their educational development, it is of paramount importance that such participation shall not jeopardize pupils' academic achievement nor exploit their time and talents. In order for students to participate in high school athletics, they must be attempting to earn a minimum of three high school credits. The only college courses that apply toward athletic eligibility are the college courses that earn high school credit based on an existing agreement between WCPS and the college.

A student who fails two or more courses, in a marking period is ineligible. Students enrolled in less than six credit bearing classes must pass all classes to be eligible. The marking period grade, reported every nine weeks, determines eligibility unless a final grade was awarded. Final grades always determine eligibility over making period grades

Grades used to determine eligibility will be those recorded on the report card earned while attending a county school or as a result of transferring from a non-county school. Students will be declared ineligible or eligible effective the next school day following distribution of report cards. Students do not become ineligible based on failing grades on interim reports; however, students who were ineligible due to their most recent marking period grades become eligible for full participation if their interim report indicates they are passing all classes. Students declared eligible based on interim grades may fully participate immediately following the posted interim report.

A student may practice but not participate or accompany the team during the ineligible period.

Eligibility shall be determined by the previous marking period grades except for the first marking period. Eligibility for the first marking period is determined by the final grades of the preceding year. Should a student not be eligible as determined by the final grades, that student may attempt to improve his/her grade by attending summer school. If, as a result of attending summer school the student meets necessary requirements, he/she is considered eligible and may participate in extracurricular activities in the fall. If the specific make-up course needed by the student is not available in summer school, a course may be substituted with written permission from the guidance counselor and the principal.

Eligibility Reinstatement: If a student becomes eligible during a sports season, he or she may try out for a team provided that he or she practices as indicated in WCPSSAA rules and meets all other eligibility criteria (e.g. insurance, passes the physical, etc.). No other member of the team may be cut as a result of this regulation.

A reinstated athlete shall not participate in a regular scheduled game/contest until at least (8) eight calendar days have elapsed after and including the first school day following distribution of reports cards.

Attendance

Each athlete is required to attend school and all classes regularly and on time. Unless there is a lawful absence or tardy, students who are members of any school team/activity must attend all classes on time each day, on the day of, as well as the day after, each scheduled practice and contest, or they will not be eligible to attend practice on that day, *and* they may not participate in the next scheduled regular season or post-season contest/event. Interpretation: In the case of a non-weekday or non-school day interscholastic practice, contest, or event, attendance in school, on time, and for all classes is required on the last school day prior to and the next school day immediately following the practice, contest, or event.

Fees

Athletic Activity Fee: The school system requires each student to pay an athletic activity fee for each sport season. The fee supports the Washington County Board of Education Athletic Program.

CONDUCT OF STUDENT ATHLETE

Student Conduct: As a result of misconduct the coach shall be responsible for deciding appropriate punishment with approval of the principal.

Conduct Ineligibility: If a student is placed on conduct ineligibility and/or violates the athletic participation contract and transfers to another Washington County school, that student will remain ineligible for the remainder of that school year.

Ejection: Students ejected from a scheduled athletic contest by an official of the contest may not participate on the next playing date of that same activity. This includes post-season play of that activity.

Substance Abuse

Alcohol, drug, and tobacco use are extremely serious offenses. Not only is the quality of life of the student athlete in jeopardy but the quality of life of innocent bystanders may be in jeopardy as well. Individuals participating in athletics depend on one another to be mentally and physically prepared to give their best effort each day. This cannot happen if the student athlete is using alcohol, tobacco, or drugs that are not prescribed by a physician. Athletes using, possessing, or distributing drugs, alcohol, or tobacco on school premises or at a school sponsored event shall be subject to discipline. Discipline may exclude student participation up to as much as the remainder of the season.

Serious Acts by Student Leaders: Students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious suspendible offense may be removed from the position. Arrest, conviction, or legal judgment is not required.

HAZING/BULLYING: Hazing /bullying will not be tolerated to any degree and may result in disciplinary action including suspension and expulsion. Any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or emotional harm, extreme embarrassment, ridicule, or loss of dignity to another student for purposes of initiation into a student organization or activity will not be tolerated.

TITLE IX: WCPS supports the provisions of title IX and believes the implementation of the athletic program should reflect equity in funding, scheduling, and access to programs and facilities. The supervisor of athletics in cooperation with the athletic director and building principal will annually evaluate the following areas to insure equity in athletic programs at all WCPS high schools.

PRACTICE

Starting Dates for Practice: Fall sports, August 14; winter sports, November 15; spring sports, March 1. If the first day of practice falls on Sunday, practice can begin on the preceding Saturday.

Out-of-Season Practice: Member schools and coaches shall confine all organized or formal practices for a contestant or a team to the seasonal limitations. Any individual, group or gathering that has assembled for the purpose of instruction and is under the direction of any member of the school coaching staff would constitute a violation.

A coach may not coach a team representing his/her school beyond the sports season. The team may not use a name connected with the school. The team may not use school uniforms or equipment. The outside teams' roster does not exceed 80% of returning players of what constitute a starting lineup in that sport. Returning players are those players that participated on any high school team the year before.

EQUIPMENT

Equipment Responsibility: It is the responsibility of the student-athlete to maintain and return all equipment and uniforms issued to them. Parents will be financially responsible for any equipment or uniforms which are lost, stolen, or misplaced during the time the student/athlete is responsible for them. The price of replacing these items will be 150 percent of original cost. Until all charges for lost equipment have been paid, the student-athlete will not receive a report card or be eligible to participate on any other high school athletic team.

AWARDS

Awards: The minimum criteria for awarding a school athletic letter or other similar award must include: (1) The participant must complete the season in good standing; (2) The participant must fulfill all team related obligations; and (3) The coach may establish more specific requirements with the approval of the athletic director and principal.

TOURNAMENT COMPETITION

Tournaments: There shall not be tournament competition or post season games or meets for Junior Varsity and Freshman teams, unless pre-approved by WCPSSAA.

LIMITS OF PARTICIPATION

- A student who participates in both varsity and junior varsity teams may not play in a number of games that exceeds the maximum number allowed in a sport in a week or season for the varsity team. A student may not compete on both a varsity and junior varsity team on the same day.
- All Star Games – Student athletes may participate in the maximum number of all star games per sport, upon the completion of their eligibility in the sport in which the participation occurs, as determined by MPSSAA.
- Graduates – Graduates of high schools are not eligible to practice with or participate on interscholastic sport teams. However, they may participate in the remaining athletic contests of that sport season. MPSSAA member schools shall practice with or play against only high school teams.

INCLEMENT WEATHER

- When schools are dismissed early or do not open due to inclement weather, all athletic activities, scheduled games and/or practices are cancelled.

SPORTSMANSHIP: Admission to interscholastic athletic events in Washington County entitles spectators to enjoy a competitive exhibition of skills in an education setting. We ask that spectators give student athletes positive encouragement and support. Booing, taunting or intimidating the officials and opponents is unfriendly and unacceptable.

To assure a positive and safe atmosphere, only uniformed cheerleaders will lead cheers. Noisemakers are not permitted and we request that spectators not pound or stomp on the bleachers. We encourage support for allowing all athletes the opportunity to compete in a sportsmanlike atmosphere.

CONDUCT OF SPECTATORS

The supervising personnel at an athletic function are required to maintain and enforce appropriate conduct of the spectators.

- a. Spectators represent their schools, as do athletes.
- b. Spectators are expected to demonstrate the highest standards of sportsmanship.
- c. Booing, taunting, yelling profanities, inappropriate cheers, or attempts to intimidate athletes, coaching staffs, event personnel, administrators, officials and opponents are unacceptable behaviors.
- d. Spectators should support and cheer for their teams in a positive manner.
- e. Spectators who exhibit unacceptable behavior will be asked to leave the contest without reimbursement of game fees and will not be permitted to re-enter that contest. Further disciplinary action may be imposed by the school principal.
- f. Spectators will not be permitted to leave and reenter without paying a second admission.
- g. Spectators must comply with the WCPSS' alcohol, drug and tobacco policies.
- h. Spectators must stay in the bleachers or stands. For spectator safety, there is no jumping on the bleachers or stands.
- i. Only authorized coaches for the designated activity and/or authorized school supervisory personnel so designated by the school are permitted on the sidelines.
- j. School dress code extends to athletic contests.
- k. During contest, spectators may not play catch or pickup games inside the stadium or gymnasium.
- l. Noisemakers are prohibited at athletic events.

Rules and Regulations Governing Participation in Extracurricular Activities (Including Athletics)

A. **Justification:** Participation in an extracurricular activity in the Washington County Schools is regarded as a privilege. The extracurricular participant comprises much of the visible student leadership in our schools; therefore, the participant must accept the responsibility of projecting a positive image to younger students in the community.

In order to participate in extracurricular activities, students must meet the following eligibility requirements for academics and conduct.

B. Rules for Academics

1. In order for students to participate in high school athletics, they must be attempting to earn a minimum of three high school credits. The only college courses that apply toward athletic eligibility are the college courses that earn high school credit based on an existing agreement between WCPS and the college.
2. If taking a full course load of six (6) or more credits, may not fail more than one subject that is worth one credit.
3. If enrolled in less than six (6) credits in a semester, must pass all subjects in order to be eligible.
4. The marking period grade, reported every nine weeks, determines eligibility for the next marking period unless a final grade was awarded. Final grades always determine eligibility over marking period grades.

C. **Rules of Conduct:** Each student is expected to display good conduct, citizenship, and sportsmanship at all times. Rules will apply during the term of the activity. Violations may include but are not restricted to:

Category One Offenses

1. Reportable Offenses:
 - Crimes of violence - (arson, kidnapping, manslaughter, murder, rape)
 - Possession of a handgun during the commission of a crime
 - Carrying or possession of a deadly weapon on school property
 - Carrying or wearing a concealed weapon or carrying it openly with intent to injure
 - Manufacturing / distributing of a controlled substance
 - Possession of a firearm
2. Use of drugs or controlled dangerous substances (Except by physician's prescription and notification of advisor) on school property or at a school sponsored event.
3. Possession or use of alcohol on school property or at a school sponsored event.
4. Constructive Possession: Knowingly and willingly placing oneself in proximity with a person who is illegally in possession of drugs or alcohol on school property or at a school sponsored event.

Disciplinary Actions for Category One offenses

**Prohibited from participating in extracurricular activities for at least 45 days or the remainder of the season whichever is longer.*

**The student will be referred to the school Student Assistance Program and to an approved program for assessment for violation of rules of conduct #2, #3, and/or #4.*

Category Two Offenses

5. Use of tobacco on school property or at a school sponsored event.
6. Insubordination or use of profanity to any faculty member, school administrator or official
7. Flagrant misconduct and misbehavior in school
8. Misbehavior and misconduct in the community while representing the school.
9. Exceeding allotted number of absences/tardiness to classes, announced meetings, activities, etc.
10. Unless there is a lawful absence or tardy, students must be present in school all day on the day of an extracurricular activity in order to participate. Further, students must be on time and present all day the day after an extracurricular activity in order to participate in the next scheduled event.

Disciplinary Actions for Category Two Offenses: As a result of misconduct or disruptive behavior, the Principal or designee shall be responsible for deciding appropriate discipline. Disciplinary action can range from a conference, to a suspension, to dismissal from the organization or team for forty five (45) calendar days or the remainder of the sports season, whichever is longer. Students will be required to refrain from additional violations of the disciplinary code and may be subject to such other athletic sanctions as the principal deems appropriate. *Elected and appointed offices held within the organization may be forfeited for the remainder of the school year.*

1. Any student expelled or suspended from school; May not participate in school sponsored activities and; May not return to the school building or grounds without the Principal's permission.
2. A coach has the responsibility to administer appropriate forms of discipline for infractions of team rules.
3. Serious violations of athletic policies, rules, or regulations will be handled by the Athletic Director in consultation with the Principal and consistent with WCPS discipline guidelines and due process.
4. If an athlete is removed from a contest for fighting or unsportsmanlike conduct, that athlete will not be permitted to play in the next scheduled contest for the team. Depending on the severity of behavior, additional time out or removal from the team may result. In regional or state games MPSSAA sanctions on state tournament participants also will apply.

D. **Appeal Procedure:** Appeals for reinstatement in extracurricular activities (including athletics) may be made to the principal with a further appeal to the Superintendent of Schools or designee. Students shall remain ineligible from participation in the activity through conclusion of due process.

E. **Additions:** Additional rules and regulations pertaining to participation in extracurricular activities are included in the Guide to Washington County Public Schools, Washington County Public Secondary School Athletic Association Handbook or online at wcpemd.com - click Department and then click Athletics.

Revised 8/1/16

Insurance: Students must have health insurance in effect in order to participate the first day of practice for any interscholastic sport. The Department of Education does not provide health/accidental insurance for participants in interscholastic sports programs. Consequently, the Department of Education is not liable for any medical expenses incurred while participating in the interscholastic sports program. Inexpensive health/accidental insurance can be purchased through the school. For insurance information contact your school's Athletic Director or front office. Please provide proof of insurance below or request to purchase insurance.

Student Information			
Name(son/daughter/ward)	Grade	Age	Birth Date
My son/daughter/ward, is Covered by accident insurance:	School Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Insurance (company)	*Policy Number
Parent Information			
Parent/Guardian Name (Print)		Email	
Street Address		Home Phone	
City	State	Zip Code	Phone #2

By evidence of the signatures below, you testify that you:

- Have read the Athletic Guide
- Have read the provisions of the Authorization for Participation in Interscholastic Athletics form
- Understand the eligibility standards

Failure to complete, sign and return to your child's coach will result in her/his exclusion from participation in the interscholastic athletic program of Washington County Public Schools.

Important: If a student changes residency during the sport season, parents must notify the athletic director immediately and update this form.

- I do not have insurance, but I will purchase school insurance for my son/daughter. Please provide me with information.
- I hereby acknowledge that I received the Concussion Information Sheet and the Fact Sheet for Athletes and Parents. I certify that I understand the information that has been provided concerning the signs, symptoms, prevention and treatment of concussions and the seriousness of concussions.
- I hereby acknowledge that I received the Heat Acclimatization and Hydration Information Sheets. I certify that I understand the information that has been provided concerning the signs, symptoms, prevention, treatment and the seriousness of heat and dehydration.
- I hereby acknowledge that I received the Sudden Cardiac Arrest (SCA) Information Sheet. I certify that I understand the information that has been provided concerning the signs, symptoms, prevention and treatment of Sudden Cardiac Arrest (SCA) and the seriousness of Sudden Cardiac Arrest.
- I hereby acknowledge give permission for student's name and picture to be used for internet and school publications.
- I have received a copy of the above rules and regulations governing participation in extracurricular activities in the Washington County School System. I have read, understand, and agree to abide by the above rules and regulations.
- My child has permission to participate in Interscholastic Athletics.**

Student's Signature	Date	Parent/Legal Guardian's Signature	Date
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**This form cannot be accepted without above information.*



ATHLETIC ACTIVITY FEE

Students participating in WCPS athletics are required to pay an Athletic Activity Fee of \$55.00 per sport season. This fee is used to support the county and individual school athletic program.

1. **STUDENTS MUST PAY FEE ONLY AFTER MAKING THE TEAM**
2. **NO FEE REFUNDS AFTER FIRST GAME OR CONTEST**
3. **PLEASE MAKE CHECKS PAYABLE TO THE STUDENT'S HIGH SCHOOL**

Student Name: _____ Date: _____

Sport: _____ High School: _____

Paid: Cash \$ _____ Check # _____ \$ _____

Coach's Signature: _____

(Revised June 2010)

Officials' Special Game Report

This form is to be used to report any matter concerning the ejection of any player / coach / team bench personnel / spectator. It also may be used to report any exceptionally good job of game administration. **Fax to WCPS Supervisor of Athletics @ 301.766.2986.**

Report for _____ @ _____
(High School) (High School)

Date: _____ Level: Varsity JV Gr. 9

Final Score of Contest: _____ - - _____ Winning Team: _____

Specific Matter Being Reported: _____

Explanation:

Official's Name – Please letter/print: _____

Official's Signature: _____ Date: _____

Head and Neck / Concussion Safety

WASHINGTON COUNTY PUBLIC SCHOOLS Concussion Information Sheet

What is a concussion?

According to the U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC): “A concussion is a type of [traumatic brain injury](#), or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.” Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

<i>Symptoms Reported by Athlete</i>	<i>Signs Observed by Coaching Staff</i>
<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not “feel right” or is “feeling down” 	<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can’t recall events prior to hit or fall • Can’t recall events after hit or fall

What can happen if my child keeps playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms leaves the athlete vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after the concussion occurs, particularly if an athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that young athletes often under report symptoms of injuries and concussions are no different. As a result, the education of coaches, parents, and student-athletes is the key for safety.

Concussion Information Sheet

What happens if you think your child has suffered a concussion?

Any athlete even suspected of suffering a concussion should be removed from play immediately. No athlete may return to activity after an apparent head injury or concussion, regardless how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. Washington County Public Schools requires the consistent and uniform implementation of well established return to play guidelines:

- A young athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.
- The athlete not return to play until they are evaluated by an authorized health care provider trained in the evaluation and management of concussions and received written clearance to return to play from that health care provider.
- Parents and coaches should inform each other of if they think the athlete may have a concussion. Remember it is better to miss one game than to miss the whole season. When in doubt, sit them out.

What are the criteria for gradual return to play?

- No symptoms at rest/no medication used to manage symptoms.
- No return of symptoms with typical physical and cognitive activities of daily living.
- Neurocognitive functioning at typical baseline.
- Normal balance and coordination.
- No other medical/neurological complaints/findings.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/Concussion>

ACKNOWLEDGEMENT FORM

**Please detach this Acknowledgement Form and return it to your Coach.
Please retain the documents that have been provided for your future reference.**

I hereby acknowledge that I received the Concussion Information Sheet and the Fact Sheet for Athletes and Parents. I certify that I understand the information that has been provided concerning the signs, symptoms, prevention and treatment of concussions and the seriousness of concussions.

Student-Athlete Name

Student-Athlete Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Adapted from the CDC. Document created 6/7/2011

Blood-Borne Pathogens / MRSA Precautions

**Information on blood-borne pathogens,
which includes bacterial, fungal, and viral pathogens
that cause methicillin-resistant staphylococcus aureus (MRSA)
is presented to coaches in the front section of each
National Federation of State High School Associations (NFHS)
sport-specific rules book.**

NFHS rules books can be located on-line

at www.NFHS.org/publications

WCPS COACH'S PRE-SEASON CHECKLIST

SCHOOL: _____ **DATE:** _____

COACH: _____ **SPORT:** _____

This form must be returned to the AD no later than 72 hours before the first scheduled contest. Please verify your completion of each item by indicating the date completed.

- _____ I have read the Washington County Athletic Handbook.
- _____ I have advertised and arranged for preseason meetings with potential players from feeder schools and within the school.
- _____ I have held preseason meeting with players and parents to explain my coaching philosophy, rules and regulations for sports in Washington County, and provided criteria for team membership.
- _____ I have submitted all transportation request forms for the season.
- _____ I have checked the eligibility of athletes, managers, statisticians, scorekeepers, announcers and any students affiliated with the team.
- _____ I have turned in all medical forms to the AD. I have checked for the date of the physical and for the parent, student, and doctor's signature.
- _____ I have turned in all proof of insurance forms, checking that the name of the company and the policy number is listed. I understand that all players must show proof of insurance.
- _____ I have turned in all WCPS Authorization for Participation forms, checking for the parents' signature.
- _____ I have turned in all WCPS Rules and Regulations forms, checking for parent and student signatures.
- _____ I have turned in a typed copy of my athletic roster prior to or on Roster Day.
- _____ I have turned in practice schedules to the athletic director.
- _____ I have turned in the eligibility sheet for my team with all the appropriate information.
- _____ I have turned in all extracurricular activity fees. (one week after beginning of season)
- _____ I have provided each player with two copies of the game schedule. (1 for parents and 1 for the player.)
- _____ I have distributed picture information to the players.

ALL OF THE ABOVE ITEMS WILL BE KEPT ON FILE IN THE ATHLETIC DIRECTOR'S OFFICE.

COACHES' SIGNATURE: _____

DATE SUBMITTED TO AD: _____

AD RECEIVED: _____
(WCPS 8.07)

WCPS COACH'S POST-SEASON CHECKLIST

SCHOOL: _____ DATE: _____

COACH: _____ SPORT: _____

The following items have been submitted to the Athletic Director

- | | | |
|--|-----------|----------|
| 1. Equipment Inventory | Yes _____ | No _____ |
| 2. Uniform Inventory | Yes _____ | No _____ |
| 3. Program Order / Bid Sheet | Yes _____ | No _____ |
| 4. End-of-Season Report | Yes _____ | No _____ |
| 5. Returned Keys and All Appropriate School Property | Yes _____ | No _____ |

Coach Signature: _____ Date: _____

A.D. Signature: _____ Date: _____

(WCPS 8.07)



HEAT, HUMIDITY AND
LIGHTNING PROCEDURES FOR
ATHLETICS & ACTIVITIES

**WCPS SPONSORED ATHLETIC EVENTS & OUTDOOR ACTIVITIES
(Practices and Contests):**

Air quality (ground level ozone or smog) deteriorates on afternoons that are in excess of 90F with low or no winds and clear skies. When such conditions are anticipated, a Code Orange or Red forecast may be issued. Under such conditions at-risk individuals who are exercising heavily should be watched very closely and if experiencing breathing difficulties, immediately required to cease exercising and move indoors. At-risk individuals include those who respond yes on the Medical Evaluation Form to being asthmatic or having heart and lung function problems, and people who responded yes to having experienced chest pains, shortness of breath/weakness when exposed to high temperatures or impaired lung function.

In hot, humid weather coaches are expected to use good judgment in determining the length and type of outdoor practice. Frequent practice breaks with drinking water must be provided. Band directors must be aware of signs of heat exhaustion. Players/students who exhibit these signs are to cease practicing/activity. Salt tablets are not to be issued under any circumstance.

When schools are dismissed early because of heat, no practices, meetings, or contests are allowed. Conversely, in extremely cold weather, coaches are expected to use good judgment in determining the length and type of practice. Events may be re-scheduled if the wind-chill factor could be detrimental to the health and safety of the students.

It is each coach's responsibility to be trained, understand and follow the heat and humidity procedures. The athletic directors and administrators at each school should monitor the coaches to ensure they respond appropriately.

Coaches will evaluate weather related conditions either by direct measurement on site or through internet services with conditions at the nearest zip code. This should be done before practice begins and as conditions warrant.

**THESE GUIDELINES ARE IN EFFECT FOR ATHLETIC TEAMS,
AND ALL OTHER STUDENT GROUPS INVOLVED WITH
OUTDOOR PRACTICES OR ACTIVITIES – NO EXCEPTIONS.**

CONSULT THESE WEBSITES FOR DAILY UPDATES:

Accu Weather- www.accuweather.com

The Weather Channel- www.weather.com

The National Weather Service- www.srh.noaa.gov

Air Quality Index- www.airnow.gov

HEAT, HUMIDITY, AND AIR QUALITY CHART

The following chart will be used to determine limitations posed on athletic activities. In game situations, game officials and administrators on duty, in consultation with certified athletic trainers and coaches, will make decisions on heat and humidity.

Temperature	Humidity	Air Quality Index	Restrictions
Less than 89 F	Under 70 %	Code Green Good Air Quality	No restrictions
80 – 89 F	70 % or more	Code Yellow Moderate Air Quality	Monitor Carefully Shortened Practice Frequent Water Breaks
90 - 99 F	70 % or less	Code Yellow Moderate Air Quality	Monitor Carefully Shortened Practice Frequent Water Breaks Mandatory 10 minute rest period per hour. Football- minimum pads
90 – 99 F	70 % or more	Code Orange Approaching Unhealthy	Monitor Carefully Shortened Practice Mandatory water and shade every 15 - 20 minutes T-shirt and shorts only
100 + F	Any Value	Code Red Unhealthy Air Quality	Cancel, Postpone, or Suspend Activities

HEAT INDEX CHART

		Relative Humidity (%)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (°F)	110	136	-	-	-	-	-	-	-	-	-	-	-	-
	108	130	137	-	-	-	-	-	-	-	-	-	-	-
	106	124	130	137	-	-	-	-	-	-	-	-	-	-
	104	119	124	131	137	-	-	-	-	-	-	-	-	-
	102	114	119	124	130	137	-	-	-	-	-	-	-	-
	100	109	114	118	124	129	136	-	-	-	-	-	-	-
	98	105	109	113	117	123	128	134	-	-	-	-	-	-
	96	101	104	108	112	116	121	126	132	-	-	-	-	-
	94	97	100	102	106	110	114	119	124	129	135	-	-	-
	92	94	96	99	101	105	108	112	116	121	126	131	-	-
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	88	88	89	91	93	95	98	100	103	106	110	113	117	121
	86	85	87	88	89	91	93	95	97	100	102	105	108	112
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	82	81	82	83	84	84	85	86	88	89	90	91	93	95
80	80	80	81	81	82	82	83	84	84	85	86	86	87	

AIR QUALITY INDEX CHART

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0-50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51-100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101-150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151-200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201-300	Health alert: everyone may experience more serious health effects.
Hazardous	> 300	Health warnings of emergency conditions. The entire population is more likely to be affected.

HEAT RELATED ILLNESS: SIGNS AND SYMPTOMS

ILLNESS	SYMPTOMS	FIRST AID	RETURN TO PLAY
Heat Cramps (Mild)	Involuntary Muscle Spasms	Hydration Stretching Relaxation Massage	Symptom Free Monitor Carefully
Heat Exhaustion (Moderate)	Headache, nausea, vomiting, chills, dizziness, rapid pulse, cool or clammy skin, pale, excessive sweating	Shade or AC Remove excessive clothes/equipment Lie with feet above heart Rehydrate if no nausea Monitor HR, BP, CNS status and core temperature	Symptom Free Avoid intense activity for several days If medical treatment was sought must have doctor release to return
Heat Stroke (Medical Emergency)	Disorientation, slurred speech, confusion or aggressive behavior, dry skin, flushed and hot skin, rapid/pounding pulse.	Call 911 Aggressive whole body cooling (cold water immersion) Fans, Ice, Cold Towels if immersion not available	Only with doctor release and specific return to play instructions Return slowly under supervision of Health Care Professional

INSTRUCTIONS TO ATHLETES:

Athletes will be instructed to remove themselves from any athletic activity if they feel overheated. If an athlete has any symptoms of heat related illness, he/she will be removed from any athletic activity and given reasonable and prudent immediate care by the training and/or coaching staff. The athlete's parent/guardian will be notified and advised to contact their physician or go to the local emergency room if symptoms persist or worsen. Athletes with any heart related illness will be re-evaluated by the Certified Athletic Trainer before being allowed to return to activity. The coach will verify the athlete's practice status with the certified athletic trainer prior to the athlete returning to activity.

PREVENTION OF HEAT RELATED ILLNESS:

- a. Allow unlimited access to water/fluids at all practices and games.
- b. Watch players who have a high body fat; have to work harder for same results.
- c. Watch players who have smaller bodies; less surface area to get rid of heat.
- d. Watch those with more clothing/equipment; the heat is trapped against their bodies.
- e. Encourage athletes to drink fluids at same rate that they lost them (work hard, drink a lot).
- f. Talk to athletes and coaches in preseason about prevention of heat illness (Gatorade video).
- g. Discourage weight loss if it is only fluid loss (wrestlers, etc.).
- h. Set up a weight chart and have players weigh in/out/in before practice; measure fluid loss.
- i. Check urine; dark, concentrated urine means dehydrated, clear means hydrated.
- j. Those who are not acclimatized are at greater risk. Acclimatization is the process where the body learns to function more efficiently in the heat. For example, in the spring 75° feels warm, but when you are acclimatized to the heat in the summer 75° feels cold!
- k. Those athletes who are in poor physical condition are at higher risk. For example, the ones who did not do summer conditioning are at greater risk in the fall.
- l. Athletes who have been ill, have a fever, or are recovering from an illness are at areater risk.

FLUID REPLACEMENT:

- a. Athletes must drink past the point where their thirst is quenched.
- b. Fluids should be available freely to all athletes at all times.
- c. Athletes must replenish fluids to the weight they were before practice.
- d. Athletes should check their urine color before practice; if it is dark, they are still dehydrated and should drink before practice.
- e. Cold water is an excellent replacement fluid.
- f. Fluids other than water:
 - 1. Sports drinks are generally only necessary during long-term activities. They help replenish sugar and minerals lost in sweat. However, they are not harmful at any time.
 - 2. Avoid drinks high in sugar (sodas) due to slow absorption.
 - 3. Avoid drinks high in caffeine: tea, sodas, and coffee. They cause urination.

LIGHTNING SAFETY

Procedures for suspending outdoor practices and events because of lightning.

- All coaches must have an emergency plan for seeking shelter and/or making an expedient departure in case of lightning / thunder or other severe inclement weather situation.
- If lightning can be seen and/or thunder can be heard, IMMEDIATELY STOP THE ACTIVITY and have players and spectators vacate the area and seek shelter.
- Inform players that in situations where thunder / lightning may or may not be present, and they feel their hair stand on end and skin tingle, immediately assume the following crouched position: bend down with weight on the toes, place arms and hands around their legs, and lower their head to the knees. **Do not lie flat on the ground or seek shelter under trees.**
- In the event that either thunder or lightning should occur, allow 30 minutes to pass after the last sound of thunder and/or VISIBLE lightning before resuming play.
- In case of lightning and/or thunder during an athletic practice, scrimmage, or contest THE ACTIVITY MUST BE SUSPENDED IMMEDIATELY. All persons must seek shelter. Spectators will be directed to leave the area and student-athletes are to be moved indoors.
- The principal/designee has final authority to delay or postpone events because of lightning and/or thunder. If the principal is not present, the host athletic director has the responsibility; if the athletic director or designee is not present, coaches have the responsibility.
- If a game is suspended because of lightning and/or thunder, it shall be resumed the same day, if possible, at the discretion of the officials and host athletic director. However, no game is allowed to resume after 10:00 p.m., either on a school/week night or after 11:00 p.m. on any other night.
- When a contest has been suspended for more than 1½ hours (cumulative time) due to inclement weather, the contest will be ended. The game will be determined to be a complete game or rescheduled at a later date to be continued from the point of suspension, in accord with rules governing that sport.

Postponement of outdoor athletic events because of adverse field conditions, inclement weather, or for any other reason is the responsibility of the host athletic director.

(Ath Sum Prac Heat.Lightning Memo 7.1.10.doc)

HAZING and SEXUAL HARASSMENT

Hazing and Sexual Harassment Have No Place In Any Educational Setting.

To this extent, WCPS has a ZERO TOLERANCE policy not only for its athletic program, but also for all school-sponsored programs and activities whether on or off school property.

All student athletes are given a copy of a Hazing / Sexual Harassment bi-fold brochure produced by the National Federation of State High School Associations (NFHS). Coaches are expected to not only distribute, but also expected to review the brochure and the WCS policy on Hazing and Sexual Harassment with students. Parents are expected to be familiar with the WCPS policy on Hazing and Sexual Harassment, which is included in the annual Washington County Public Schools Handbook and Guide that is revised and distributed annually to each household.

Hazing and Sexual Harassment not only will result in the elimination of a student's privilege to participate in any school activity, persons found to be responsible for such acts also may be subject to legal prosecution.

Please refer to the above referenced documents for definitions and more information regarding Hazing and Sexual Harassment.

TEN RECOMMENDATIONS FOR PREVENTING SEXUAL HARASSMENT CLAIMS IN SCHOOLS & ATHLETICS

1. Teachers / athletics personnel never should use sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.
2. Teachers / athletics personnel never should display sexually explicit pictures or materials on school property and should never show such materials to students under any circumstance.
3. Teachers / athletics personnel should avoid engaging in excessively personal conversations, both in person and in communicating, with students.
4. Teachers / athletics personnel should avoid sending excessively personal letters, cards, gifts or e-mail messages to students.
5. Teachers / athletics personnel should avoid commenting on students' physical appearance, including manner of dress and physical attributes.
6. Teachers / athletics personnel should avoid, to the greatest extent possible, physical contact with or touching of students.
7. Teachers / athletics personnel should avoid giving students rides home alone or even in groups where eventually only one student will remain alone in the car with the adult.
8. Teachers / athletics personnel should avoid off-school property, one-on-one meetings alone with students, especially in the home of the student or of the adult.
9. Teachers / athletics personnel never should plan or take unchaperoned school or athletic trips, and even on school chaperoned trips, must exercise a greater degree of caution and propriety regarding interaction with students on the trip.
10. Teachers / athletics personnel never should date students under any circumstance. Issues of power differential, consent, credibility, and appearance of impropriety make such relationships untenable.

Technology Issues: Internet Sites, Blogs, MySpace, Facebook, Twitter, etc.

The WCPS administration is obligated to alert students and their parents about the dangers of the internet and personal web sites like MySpace and Facebook. While these sites can be extremely valuable and useful, they also are potentially damaging and can have the following effects:

- Identity Theft
- The site can show up in background checks when seeking employment or other references
- Information and pictures posted on the web may never be deleted
- The site allows access by sexual predators and cyber stalkers

Further, if images or blogs are found to violate WCPS policy or regulations or WCPSSAA, or MPSSAA regulations, students shall; be dealt with accordingly. Consequences can range from conference to suspension to exclusion from participation in extracurricular activities, including athletics.

Be very careful and remember that today's technology – such as camera phones, and the like, make it easy to be “caught off guard.” Make Good Choices and do not jeopardize your future!

Coaches are strongly urged not to communicate with students or parents through web sites. Good judgment always should be used by coaches in regard to communicating with students and their parents through the use of any electronic device.

Energy Drinks

Washington County Public Schools recommend that athletes refrain from using energy drinks during practice and games. The use of energy drinks may lead to adverse side-effects and potential interactions with prescription medications. Energy drinks should never be used to hydrate an athlete before, during, or after physical activity. Energy drinks can negatively affect the central nervous system and the gastrointestinal system. Consumption of energy drinks by adolescents and young adults has been linked to heart arrhythmia and liver problems.