

CARROLL COUNTY

INTERSCHOLASTIC

ATHLETIC HANDBOOK

2022 - 2023



FACILITATING LEARNING AND PROMOTING CITIZENSHIP THROUGH ATHLETICS

PHILOSOPHY

Carroll County Public Schools is committed to the belief that interscholastic activities are basic to sound educational principles of secondary education. Activities are a social force which teach values/achievement by providing a mechanism for student physical, psychological and emotional growth, which may not be found in similar form and circumstances in the classroom curriculum and are at once concurrent and concomitant with, and entirely supportive of student intellectual/cognitive development achieved in the education environment.

Participation in activities offers or reinforces responsible social processes. Additionally, behind the school environment, activities provide an essential means for students to contribute to the immediate and broader welfare of the community to which they belong and from which they derive benefits. Educational experiences gained through activities programs are opportunities to learn, promote and reinforce the elements that influence students to become productive citizens in a democratic society. Productive citizenship may be demonstrated through accepting responsibility self-worth, sportsmanship, integrity, fairness, optimism, self-sacrifice-- placing the welfare of others ahead of self acceptance of others regardless of abilities or background dignity, self- respect/discipline and thinking independently while having a commitment to group or collective goals which go beyond winning.

...Adapted from the National Federation of State High School Associations

CARROLL COUNTY PUBLIC SCHOOLS

Westminster, Maryland

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ATHLETIC ASSOCIATION**

HANDBOOK

CARROLL COUNTY PUBLIC SCHOOLS

Westminster, Maryland

Revised 2021

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RESPONSIBILITIES



COACH 'S JOB DESCRIPTION

The coach of an individual sports 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 a worthwhile part of the overall school program. Only a certified teacher shall serve as a head coach or as an assistant coach. An emergency coach may be hired in the absence of a certified teacher, following the state guidelines.

The duties of a coach are as follows:

1. Decide the personnel of the team.
2. Have full control of the team and team membership in all matters pertaining to coaching and athletic discipline.
3. Be responsible for the selection or election of a field or floor captain(s).
4. Be present at each practice session and at all contests of the sport they coach. This includes supervision at all times of the locker-shower area until the area is secured (both at the opening and closing of the session). Coaches should be present one-half hour after the conclusion of the practice or game.
5. Submit a squad list to the Administrator of Athletics & Facilities, for eligibility certification, at least one week prior to the first contest.
6. Attend meetings in their school or at the county level that deal directly with the sport they coach.
7. Attend other athletic meetings when requested to do so.
8. Be responsible for confirming registration with the athletic director a record of a physical examination of a team member, prior to the first practice as well as a parental permission for each team member.
9. Be responsible for the distribution and collection of the school's athletic equipment and team uniforms before, during, and immediately after the end of the season in the sport that they coach.
10. Be responsible for squad members at contests when at home or on a road trip.
11. Be responsible, on a daily basis, for the attendance & conduct eligibility of each member of their team. In addition, academic eligibility must be checked prior to the start of tryouts.
13. Plan, with the Administrator of Athletics & Facilities, for practice games or scrimmages.
14. Stay abreast of rule changes, trends, and recommendations that affect the sport in which they work.

15. Inform the Administrator of Athletics and Facilities and the Principal of rule changes, trends, or recommendations that will affect games and contests.
16. Submit an inventory of all athletic equipment pertaining to the sport they coach at the end of the season, along with a list of equipment in need of repair or replacement.
17. Make sure that the facility and equipment are safe, and that safety procedures are taught and followed in all areas.
18. Meet with parents of members of their team at the beginning of each season.
19. Maintain CPR/AED & First Aid certification.
20. In the absence of an athletic trainer, assume basic care & prevention of student-athlete injuries.
21. Enroll in and successfully complete a state approved course in the Care & Prevention of Athletic Injuries.
22. Follow all Carroll County Public Schools medical procedures/protocols pertaining to athletic injuries.
23. Follow proper protocol in the consideration of selecting freshmen to be a part of varsity teams.
24. Fully understand your position as a role model for student-athletes, therefore, setting an example of highest ethical and moral conduct. The use of profanity or other inappropriate language is considered unacceptable.

* Failure to fulfill duties may include suspension and/or dismissal.

** Please note- A coach that is deemed unacceptable to coach at one county school for the school year shall be deemed unacceptable to coach at all county schools during that school year.

Coaches' Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be the uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco use.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
6. The coach shall exert his or her influence to enhance sportsmanship.
7. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite the players or spectators against the officials. Public criticism of officials or players is unethical.
8. Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
9. A coach shall not exert pressure on faculty members to give student-athletes special consideration.
10. A coach shall never discuss derogatory information about an opponent or poor conditions of a facility with the media.
11. A coach shall always use person-to-person correspondence during the team selection process.
12. A coach shall follow CCPS Administrative Regulations for the [Responsible Use of Social Media](#).

I have read and understand what is outlined in the Coaches' Ethics statements. I have also been provided an opportunity for my questions to be answered. Failure to comply with the above expectations may result in disciplinary consequences, up to and including suspension and/or dismissal.

Fourteen Duties Related to Negligence Litigation

- 1. Duty to warn**
- 2. Duty to plan**
- 3. Duty to supervise**
- 4. Duty to assess athlete's readiness for practice and competition**
- 5. Duty to maintain safe playing conditions**
- 6. Duty to provide proper equipment**
- 7. Duty to instruct properly**
- 8. Duty to match athletes**
- 9. Duty to ensure athletes are covered by injury insurance**
- 10. Duty to provide emergency care**
- 11. Duty to develop an emergency response plan**
- 12. Duty to provide proper transportation**
- 13. Duty to select, train, and supervise coaches**
- 14. Duty to condition properly**

ADMINISTRATOR OF ATHLETICS AND FACILITIES

The Administrator of Athletics and Facilities is the executive officer and the resource person for the individual school in the area of athletics. They attempt to build an athletic program based on sound educational objectives. It is essential for them to cooperate with the principal of the school. The principal must be informed at all times on all athletic activities that affect their school.

The duties of the Administrator of Athletics and Facilities are as follows:

1. Attend any and all meetings involving their school in the area of athletics or appoint a representative to act in their stead.
2. Attends all athletic meetings and coordinates coverage for home games, contest events, and meets in which the school is involved, or coordinates staff and security coverage for extracurricular events.
3. Make sure all preliminary arrangements for all home contests are completed.
4. Arrange for officials to be assigned for athletic contests.
5. Arrange for all athletic transportation.
6. Help in the procurement of coaches. Submit to the Supervisor of Athletics a list of coaches at the beginning of each season and update during the season, as needed.
7. In cooperation with the coach, plan the schedules for each athletic activity including scrimmages.
8. Schedule practice areas for activities occurring at the same time.
9. Develop and maintain an annual budget for the school's athletic program.
10. File and have access to all correspondence pertaining to athletics.
11. Supply appropriate forms for the physical examination of each candidate for each activity.
12. Keep a file (physical or digital) of physical examination results with proof of age for all students who participate in the interscholastic athletic program.
13. Provide on official forms any and all requested information for official use state reports.

14. Be responsible for developing and implementing rules and regulations governing the hosting of visiting teams.
15. Keep a record of the results of all games, meets, and contests in which their school is involved.
16. Establish, review, and implement a set of operational guidelines in cooperating with the coaching staff.
17. Interpret the county and state athletic association rules and regulations, as appropriate.
18. Supervise the arrangements for cleaning, repairing, and maintaining of all uniforms and equipment.
19. Stimulate interest in students and adults in the athletic program.
20. Coordinate with the sponsors of the band and any other ancillary groups for pre-game and halftime activities.
21. Act in an advising capacity with the athletic booster clubs.
22. Manage the school's facility and grounds and related equipment assets, administer community use of school facilities and coordinate the on-site custodians and good service staff in cooperation with their respective managers, to assume building safety and security.
23. Serve as the school administrator in charge as designated by the principal including direct supervision of students during home contests and scrimmages.
24. Implement, maintain, develop, and administer BOE and/or school-based policies and procedures.
25. Establish and maintain favorable relationships with the local community, business organizations, groups, and individuals to foster understanding and support of overall school objectives and programs.
26. Purchase and maintain adequate inventory of supplies and equipment.
27. Oversee coaching program for all sports at the school, including hiring and planning schedules for athletic activities including scrimmages and practice areas.
28. Maintain all athletic records required by the state and local agencies and interpret state and local athletic association regulations.

GAME MANAGER

The game manager will act as the athletic administrator when the Administrator of Athletics and Facilities is not present for a contest. He or she will coordinate with the administrator on duty to handle the functions of the Athletic Administrator. The game manager will perform in place of the athletic administrator and report to the administrator in charge.

The duties of the game manager are as follows:

1. Act as an athletic administrator for home athletic activities.
2. Perform the duties of the administrator of athletics and facilities in the areas of game administration.
3. Work with or act as the administrator in charge to make sure the operation is safe and all aspects of running the contest are covered.
4. Act as additional security.
5. Work in accordance with the directions of the administrator and principal.

ATHLETIC TRAINER

The athletic trainer has the administrative responsibility for all aspects of care and prevention of injuries related to the interscholastic athletic program. Under the direction of the principal and the supervisor of physical education, the athletic trainer will be responsible for providing communication between coach, parent, and physician, rehabilitation of injured player as prescribed by a physician, supervising proper first aid care, and leadership in injury prevention program.

The duties of the athletic trainer can be categorized in the following 6 domains:

Prevention

- Attendance at athletic games and practices
- Application of protective and prophylactic devices
- Advise athletes on proper use of equipment
- Education of athletic injuries and conditions
- Education of athletes on nutritional aspects of performance

Clinical Evaluation and Diagnosis

- On-field assessment of acute athletic injuries
- Assessment of emergency conditions or situations
- Evaluation of chronic athletic injuries or conditions
- Recognition of general medical conditions

Immediate Care

- Acute first aid for all injuries and conditions
- Coordination/Activation of emergency medical care

Treatment, Rehabilitation, and Reconditioning

- Application of modalities to athletic injuries
- Instruction of rehabilitation exercises for athletic injuries
- Instruction on methods of maintaining overall body conditioning while injured
- Education of the injury and direction of care
- Supervision of athletes' return to activity
- Referral of athletes to more specialized care for injury management
- Coordination of outside care and treatments

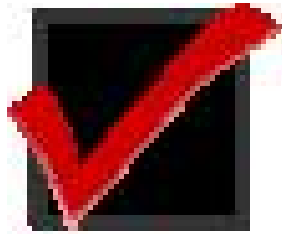
Organization and Administration

- Maintenance of Athletic Training Room
- Inventory of all Athletic Training Room Supplies and resources
- Accurate documentation of all daily treatment, injuries, and referrals
- Collection of all correspondence with treating physician
- Routine communication between parent or guardian, coach, and treating therapist or physician

Professional Responsibility

- Maintain a high level of professionalism at all times to positively impact the community
- Comply with all confidentiality and disclosure requirements
- Complies with all local, state, and federal rules, requirements, regulations, and laws related to Athletic Training
- Reports any suspected or known violation of a rule, requirement, or law to proper authorities

OPERATIONAL GUIDELINES



COUNTY GUIDELINES

The interscholastic athletic program is a total county program and thus all schools should operate within the same guidelines. This will ensure that all students in Carroll County will receive the same opportunities and benefits for their participation in the athletic program and all participants will be treated equally. The following will serve as guidelines for all participants, coaches, and teams in Carroll County.

PHILOSOPHY

Interscholastic athletics shall supplement the secondary curricular program and provide the students with educational experiences and learning outcomes that contribute toward the development of the attributes of good citizenship. This can be accomplished only when the emphasis is placed upon teaching ‘through school athletics.’ Interscholastic athletics can be justified only when this is the primary philosophy and purpose.

SPORTSMANSHIP

Good sportsmanship is conduct that requires self-control in stressful situations, healthy rivalries, courteous relations and graceful acceptance of results. School spirit reflects these attitudes and behaviors.

Sportsmanship is an expectation for all Carroll County Public Schools contests. We encourage our students and spectators to “Be Loud. Be Proud. Be Positive.” Banners and signs are permitted if they are of a positive nature.

CCPS Sportsmanship expectations are best described through **TEAM**

T – Treat teammates, opponents, officials, coaches, and spectators with respect

E – Exhibit positive behavior

A – Applaud, Accept, Appreciate (good plays and officials’ decisions)

M – Maintain composure

COMPOSITION AND INTERCHANGE OF TEAMS

The coach decides the personnel of the team and has authority over the team, team membership, playing time, and team discipline. The use of a tryout rubric is required for team selection. This tryout rubric shall be shared with athletes prior to the tryout period. The coach shall meet individually with each student at the conclusion of the tryout period. Coaches shall make themselves available to parents should they request a meeting regarding their child’s status. Students must have a minimum of three practice sessions (from the start of the tryout period) before teams may be selected. Students who are unavailable at the start of the tryout period may not receive the full three sessions for evaluation.

11th grade students may compete on JV teams in cross country, tennis, track & field, and wrestling. 11th grade students may compete on other JV teams in rare circumstances. Any inclusion of 11th grade students on a junior varsity team must have the approval of the school Principal/designee and the Supervisor of Athletics.

Students who join athletic teams after the start of the season are eligible to participate in contests on the 14th calendar day. (Exception: If a student is coming from another sport the preceding season that school year or from a sport at another school).

1. Before a coach decides to select a ninth grader for varsity, parental permission must be provided in order to allow the student-athlete to play at the varsity level. This must also include an informal meeting with the principal/designee and the athlete and guardian.
2. A student is a varsity athlete for a team sport if he or she:
 - a. Is on the varsity roster at the conclusion of the regular season;
OR
 - b. Is on the varsity roster when his or her season concludes.

A student is a varsity athlete for an individual sport if he or she competes at the county and/or regional competition at the varsity level.

Individual sports include:

- Cross Country
- Golf
- Indoor Track
- Wrestling
- Tennis
- Outdoor Track

3. At the discretion of the coaching staff, a student may participate on a varsity or junior varsity team throughout the season with a count being kept by the coach to have the student-athlete remain within the state guidelines for weekly and regular season maximum participation. However, at the time of a varsity or junior varsity tournament, the coach must designate at which level the student will compete.
4. Interscholastic Athletic Fee
 - a. The school system will require that each student pay a fee of \$105 for each interscholastic team in which he or she is a member. Students participating on a corollary/unified team have to pay a fee of \$50 per season. There is a \$150.00 maximum per family per season. Dual sport participants' activity fee is \$150 per season.
 - b. Fees collected will contribute to the county athletic program to underwrite transportation, coaches' salaries, officials' fees, and equipment.
5. A team manager may earn up to 50 service-learning hours for his/her service to a team or earn a Varsity letter.
6. Only students who are members of the school team may practice with the team. Ineligible students, alumni, and middle school students may not participate or practice with a team.
7. Only coaches and students on the team (or on the approved tryout list) are permitted to attend practices or tryouts. The principal/designee must approve any exceptions in advance.

TEAM TRAVEL

1. Travel to and from all athletic contests by means other than approved transportation may take place only by authorization of the Principal or the Principal's designee.
2. Only coaches, team members, managers, and cheerleaders will be allowed to ride on the

SCHEDULING

The scheduling of intra-county contests will take priority over non-county competition. When scheduling contests outside of CCPS, time of travel must be factored into the decision.

POSTPONEMENTS AND RESCHEDULING

1. The school administrator and athletic director of the home school will be responsible for postponements. Consultation with the opposing school administrator and athletic director is recommended. Rescheduling of events should occur on the next available play date.
2. When schools are closed due to inclement weather, all practices, games, and activities will be automatically postponed for that day. In the case of special situations (regional or state playoffs; All-State band, etc.), an exception can be requested by the principal to the superintendent of schools.

When schools are not in session (holidays, Saturdays), activities will not be held if the snow emergency plan is in effect.

3. One postponed contest may be rescheduled in addition to the maximum number of contests permitted per week, per COMAR.

PENALTY FOR UNSPORTSMANLIKE CONDUCT

1. Any player and/or coach will be prohibited from participating in the next contest for:
 - a. Any disqualification or removal from a game for unsportsmanlike conduct
 - i. (Coach may attend but not have contact with the team prior to or during a contest)
 - ii. (Student penalty – Student may attend the contest with team in street clothes)
2. Any unsportsmanlike conduct penalty occurring at the last played game/contest of the previous year will invoke disqualification or removal from the 1st game the following year (or the following season, in the case of a senior).
3. A student or coach who has been ejected from an MPSSAA playoff contest will be disqualified for the next MPSSAA contest in that sport (or the next MPSSAA contest, in the case of a senior).
4. Any coach who has been ejected must complete the NFHS online sportsmanship course prior to the next contest.

SCRIMMAGES AND PRACTICES

1. Scrimmages are to be held before the regular season contests begin. Teams are permitted two scrimmages. Schools wanting to participate in a third scrimmage are responsible for the expenses whether it be officials or transportation.
2. An additional scrimmage is permitted at the conclusion of the regular season before the postseason begins. Schools wishing to have a postseason scrimmage are responsible for the expenses whether it be officials or transportation. Any exceptions must be approved by the Supervisor of Athletics.

3. Schools may combine practices for individual sports at the conclusion of the regular season and prior to the postseason.
4. No practice or scrimmage may be held on a day when schools are closed due to inclement weather.

TIME OF CONTESTS

5. Intra-County Contests
 - a. All sport contests should be held after completion of the academic day when possible.
 - b. Preliminary games for all night contests can begin at 5:00 p.m.
 - c. For afternoon contests, varsity games will be played first. All night contests, varsity games will be played last.

EXCEPTION: A school may elect to play the JV game first in an afternoon contest if both schools’ athletic directors agree.

- d. All afternoon contests will be scheduled to begin at 4:00 p.m., unless circumstances warrant a later or earlier start.
- e. The starting time will be adjusted if necessary to allow for the visiting team to have a reasonable amount of time for warm-up activities.
- f. Any exception to the above will be at the discretion of the principal/designee and the Supervisor of Athletics.

Length of Contest - Overtimes will only be played at the varsity level.

- | | | | |
|----|----------------|---|---|
| 1. | Football | | |
| | Varsity | - | 12 minutes |
| | Junior Varsity | - | 10 minutes |
| 2. | Soccer | | |
| | Varsity | - | 40-minute halves |
| | Junior Varsity | - | 35-minute halves |
| 3. | Field Hockey | | |
| | Varsity | - | 15-minute quarters |
| | Junior Varsity | - | 12-minute quarters |
| 4. | Basketball | | |
| | Varsity | - | 8-minute quarters |
| | Junior Varsity | - | 7-minute quarters |
| 5. | Volleyball | | |
| | Varsity | - | 3 out of 5 games
25-point games (no cap)
15 point deciding game (no cap)
include let serve |
| | Junior Varsity | - | 2 out of 3 games
25-point games (no cap)
15 point deciding game (no cap)
include let serve |

- | | | | |
|----|-----------------|---|---|
| 6. | Wrestling | | |
| | Varsity | - | three 2-minute periods |
| | Junior Varsity | - | one 1-minute period, two 2-minute periods |
| | | | |
| 7. | Boys' Lacrosse | | |
| | Varsity | - | 12-minute quarters |
| | Junior Varsity | - | 10-minute quarters |
| | | | |
| 8. | Girls' Lacrosse | | |
| | Varsity | - | 25-minute halves |
| | Junior Varsity | - | 20-minute halves |
| | | | |
| 9. | Cheerleading | - | 2 minute 30 second competition routine |

COUNTY CHAMPIONSHIPS

1. County champions for cheerleading, cross country, indoor track and field, and outdoor track and field will be determined by an all-school inclusive county competition.
2. County championships for field hockey, football, volleyball, basketball, wrestling, baseball, lacrosse, softball, and tennis will be determined by winning percentage of the Carroll County games. *Boys' and girls' soccer will be based total points on a point system – 3 points for a win, 1 point for a tie, and 0 points for a loss.

If three or more teams are tied, total winning percentage vs. all teams tied.

The following tie-breaker criteria will be utilized to determine division champions.

- a. 1st- Head-to-Head competition
 - b. Multiple team championship plaques (co, tri, quad) awarded when tie breakers above are exhausted
3. The county golf championship will be determined by the following criteria in which the school with the most accumulated points is the county champion
 - a. - 2 points for a regular season county victory
 - b. - 1 point per place in descending order of county tournament finish (7,6,5,4,3,2,1)
 - c. - In situations where schools play multiple times, the final original scheduled match count towards the county championship percentage
 4. The county wrestling tournament will be a separate event than the county championship.
 5. In extenuating circumstances not defined above, the Supervisor of Athletics will determine the criteria used to determine a county champion

RECRUITING POLICY STATEMENT

CCPS interscholastic athletics strives to have the highest participation levels possible. We respect the Board of Education's policy and regulations regarding out-of-district attendance, and we work hard to create a welcoming culture for all student-athletes enrolled in our schools. Athletic coaches (paid or volunteer) should be positive in regard to their program and school, but at no time should they

participate in or engage in, directly or indirectly, the recruitment of a student-athlete from another CCPS school. A coach found to have engaged in the recruitment of a student-athlete from another CCPS school will face disciplinary action, ranging from censure up to termination of coaching duties. If a coach is approached regarding specific recruitment of a student-athlete transfer from another CCPS high school or feeder middle school or is contacted by a student-athlete or parent interested in exploring a school transfer, the coach is required to contact his/her athletic director immediately.

HAZING

The Board of Education of Carroll County prohibits any student from engaging in any act which constitutes the hazing of other students. The terms haze and hazing are defined as the doing of any act for causing or participating in any situation, on or off school property, which recklessly or intentionally subjects a student to the risk of serious bodily injury, ridicule, embarrassment, or harassment for the purpose of initiation into, or affiliation with, any student organization, club, or athletic team associated with Carroll County Public Schools.

In appropriate situations, law enforcement agencies will be involved. In the event that an act of hazing also constitutes an act prohibited under other Carroll County Public School policies or regulations including, but not limited to, Violent Acts or Serious Threats of Violence, the procedures implementing those policies will also be followed. The Superintendent shall develop regulations for the implementation of this Policy which shall prescribe disciplinary actions against students who violate this Policy and, in egregious situations, the termination of the student organization, club, or athletic team.

Eligibility ([Policy](#))

EXTRACURRICULAR ACTIVITIES – HIGH SCHOOL

Participation in extracurricular activities, public performances, and/or student leadership positions is regarded as an important privilege for students. Participation in such activities supports students' personal growth and achievement and also gives students the opportunity to be representatives of and ambassadors for their school. Carroll County Public Schools is committed to developing and maintaining a high level of confidence by the student body and the school community. Therefore, students who desire to participate in extracurricular activities are expected to meet standards in three major areas: academics, attendance, and conduct. Failure to meet appropriate standards in any one, or more, of these areas will result in a student losing the privilege of fully participating in extracurricular activities.

I. Policies related to this regulation

- Board of Education Policy ADD - Serious Threats and Violent Acts Prohibited
- Board of Education Policy JK – Discipline
- Board of Education Policy JPA - Substance Abuse
- Board of Education Policy JFCG - Possession and/or Use of Tobacco on School Property

II. Definition of Extracurricular Activities

Extracurricular activities include but are not limited to: participating in competitive activities, events or activity practices, and other student activities; performing in public beyond the class culminating performances; and/or, representing the school in an elected or appointed leadership position. Activities that are graded as part of a credit bearing class do not constitute extracurricular activities.

III. Other Definitions

- Academic Eligibility Time Period: the period of time between report card issue dates.
- Curricular Activities: those activities that are part of a credit-bearing class whether they occur during the school day (e.g., field trips), or outside the school day (e.g., concerts). Music courses with a performance component will have one school concert near the end of each semester and one county-level assessment per year which are curricular. Music performances and activities beyond those stated in this definition are extracurricular.
- Eligible: meets the criteria to fully participate in extracurricular activities. In accordance with the Maryland Public Secondary Schools Athletic Association (MPSSA), students in grades 9 – 12 may be considered eligible for a maximum of four seasons in any one sport or activity.
- End of Marking Period: the date set by Carroll County Public Schools as the end of each grading period.
- Full-Time Student: enrollment of a student for more than fifty percent of the class periods occurring in a school day at a particular school; of the classes scheduled, more than fifty percent of the classes shall be credit bearing (i.e. in a four mod day, a student enrolled in 3 classes must have at least 2 credit bearing classes; a student enrolled in 4 classes must have at least 3 credit bearing classes).
- Ineligible: does not meet the criteria to participate in any way in extracurricular activities.
- Interim Report Period: A formal grade reporting date established for all schools that identifies the midpoint of a marking period.
- Leadership: elected or appointed student positions in school or county organizations which have, by the nature of the position, a leadership role (e.g.; SGA, class officer).
- Marking Period: a period of time, approximately nine school weeks in length, for which grades are calculated and then posted.
- Participation: involvement in one or more school sponsored events or activities.
- Restricted Eligibility: Student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.
- School Day: one of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Eligibility shall be regained at the beginning of the next school day following the period of ineligibility. Please Note: Inclement weather days do not count as a school day in this regulation.

IV. General Standards, Guidelines, Information

- A student shall be enrolled as a full-time student in order to be eligible to participate in extracurricular activities.
- A student shall be enrolled full-time in the school offering the activity in which the student wishes to participate.
- When a student is granted out-of-district enrollment based on an exception to Board of Education Policy JEA: Students Attending Schools Out of Attendance Areas, the student must continue to meet the conditions of the granted exception in order to maintain eligibility to participate in extracurricular activities. Failure to continue to meet the criteria under which the enrollment exception was granted shall result in immediate loss of eligibility to participate in extracurricular activities. In order to regain eligibility to participate in extracurricular activities, given that he/she meets all other eligibility requirements, the student must enroll in the school designated for the attendance area in which he/she resides. (See VI Exception)
- A student entering Carroll County Public Schools as a transfer student shall meet the same eligibility requirements as all other students enrolled in Carroll County Public Schools.
- Failure to meet appropriate standards in any one, or more, of the areas outlined in this regulation will result in a student losing the privilege of participating in extracurricular activities.

- The principal, in consultation with the appropriate Director, may declare a student ineligible due to the student violating Carroll County Public Schools’ policies and regulations not otherwise addressed in this regulation.
- Any student who is ineligible but participates in a contest/activity while ineligible shall cause the team/group to forfeit that contest/performance (MPSSAA Policy).
- A specific team membership, athletic position, performance role, leadership position, etc. may or may not be available for the student to resume, upon regaining eligibility.
- Each elementary and middle school has specific guidelines and requirements for one or more extracurricular activities offered at that school.

V. Eligibility Based on Academics, Attendance, Conduct

Academic Based Eligibility

1. Eligibility Standards, Guidelines, Information

- Students who do not meet the eligibility standards for fall extracurricular activities can take advantage of the one-time restricted eligibility process if they have not already used restricted eligibility prior to this school year. This process will allow students to try out, practice, and be a member of a team, but not compete in contests until the first quarter interim period. At the interim period, any student on restricted eligibility must be passing all courses in order to begin participating in contests or performing in fine arts events and or serving as a class or club officer. If a student is not passing all courses at the interim, their participation in their activities will end until the quarter 1 report card is issued.
- In order to be eligible for activities, students will need to earn a 2.0 GPA with no failing grades. If they have not already utilized it, students will still have the one-time restricted eligibility process at their disposal, which means that their interim report will need to show a 2.0 and no failing grades in order for them to regain their eligibility.
- A grade of incomplete (I) is considered an F until the work is satisfactorily completed unless an exception is made by the principal due to extenuating circumstances such as an extended illness.
- An indication of Withdrawal Failing (WF) is considered an F for the specific marking period in which it is received.
- All students entering 9th grade for the first time are eligible based on academics, during the first marking period of the 9th grade school year.
- Quarter grades are used to determine eligibility. Eligibility for the first quarter of the year is based upon the fourth quarter grades of the previous year.
- For students enrolled in concurrent enrollment course work at the college level, the final grade will determine the student’s eligibility, since quarter grades are not generated from the college.

2. Administrative Procedures

- The principal (or designee) will determine the eligibility status of students upon the issuance of report cards.
- The principal (or designee) will generate an “Ineligible List” for use by coaches and other extracurricular advisors and revise the list as needed (e.g.; due to the resolution of incomplete grades).
 - **Students who have lost eligibility for academic reasons shall not:**
 - Be a participant in a public performance for any extracurricular activity.
 - Travel with a group/team for any extracurricular activity.
 - Participate in any extracurricular activity including practice if the student is on an athletic team or other group for which there is a scheduled practice.
 - Students who become ineligible for academic reasons may request in writing to the principal to be placed on restricted eligibility one time during their high school career. If the student

does not achieve at least the minimum academic weighted 2.0 GPA with no F's at the next interim report period, he/she will become ineligible.

3. Regaining Eligibility

Students will regain eligibility when a report card is issued which indicates the student meets academic eligibility requirements and upon approval of the principal in consultation with the coach/advisor. As an incentive for academic performance, a student will regain academic eligibility at the end of the interim report period if the student has achieved at least the minimum academic weighted 2.0 GPA with no F's and upon approval of the principal in consultation with the coach/advisor. Requests to regain eligibility at interim report period must be made to the principal by the student.

B. Attendance Based Eligibility

1. Eligibility Standards, Guidelines, Information

- A student shall be in attendance for his/her scheduled full day in order to participate in any extracurricular activity occurring on that school day.
- Students who are tardy to school or leave early are not eligible to participate in extracurricular activities.
- A student shall participate in all normal school activities during the school day in order to participate in any extracurricular activity occurring on that school day.

2. Administrative Procedures

- Any student who is ineligible due to attendance reasons who then participates in an extracurricular activity shall be restricted from participating for a minimum of one additional contest/activity.
- A principal may allow an exception for approved professional appointments.

3. Regaining Eligibility

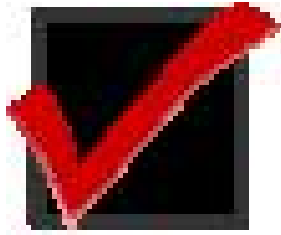
- Students regain eligibility based on being in attendance for a scheduled full day and participating in all normal school activities on that day.

Out of District Eligibility ([Full wording](#))

A student may be eligible for athletics in only one out-of-district high school. A student may be approved to attend a subsequent out-of-district high school; however, he/she will not be eligible to participate in athletics. Students who are attending his/her home school are eligible to participate in athletics.

Students approved for an out-of-district placement to attend a different school from the one in which they are currently enrolled who are CCPS varsity athletes during the preceding year will be placed on restricted eligibility for one year for the corresponding sport(s). Administrative Regulation JPA: High School Eligibility defines Restricted Eligibility – student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances, or leadership roles, but may participate in meeting and practices.

Awards and Recognition



AWARDS AND RECOGNITION

A. The following awards are made available by the county:

1. County Team Championship plaques are awarded in the following sports where at least 3 schools participate in that sport:

- | | |
|------------------|-----------------------------------|
| a. Baseball | h. Soccer |
| b. Basketball | i. Softball |
| c. Cross Country | j. Tennis |
| d. Field Hockey | k. Track and Field |
| e. Football | l. Wrestling |
| f. Golf | m. Volleyball |
| g. Lacrosse | n. Indoor Track |
| | o. Cheerleading (fall and winter) |

2. County individual awards are given in the following sports:

- a. Wrestling
- b. Track and Field (winter and spring)
- c. Cross Country
- d. Tennis
- e. Golf

3. Because junior varsity is a developmental level, JV sports may have culminating activities, but not championships. Awards will not be distributed for these events.

B. Individual awards and recognition may be given to a student-athlete by the school

1. Awards may be made as follows:

- a. A school, school related, or non-profit group may purchase and present to a student for athletic achievement a school insignia, medal, pin, or similar article.
- b. Awards from outside the school may be given to individual school athletes or school teams provided the awards are approved by the superintendent, meet MPSSAA guidelines, and the presentation is made at a school approved function.

2. Recognition of student athletes and athletic teams, other than through awards, should be limited to appreciation banquets, approved by the superintendent/designee.

3. Varsity letter recognition will be awarded to any student-athlete who has successfully participated at the varsity level for the entire season. Varsity letter recognition of varsity participants who have not participated on the varsity level for the entire season may take place at the discretion of the coach in consultation with the athletic director and/or principal.

4. Awards and recognition will be withheld from any participant that does not complete the season in good standing. In addition, awards and recognition will be withheld from any participant for any reason mentioned under ineligibility.

APPENDIX



CARROLL COUNTY SCHOOL DIRECTORY

1. Century Mascot- Knights
355 Ronsdale Road
Sykesville, MD 21784
Principal: Brian Booz
Athletic Director: Ashley Hoyt - alhoyt@carrollk12.org
Phone: (410) 386-4400
2. Francis Scott Key Mascot- Eagles
3825 Bark Hill Road
Union Bridge, MD 21791
Principal: Shannon Mobley
Athletic Director: Ryan Kimble - rmkimbl@carrollk12.org
Phone: (410) 751-3320
3. Liberty Mascot- Lions
5855 Bartholow Road
Sykesville, MD 21784
Principal: Kenneth Goncz
Athletic Director: Ed DeVincent - erdevin@carrollk12.org
Phone: (410) 751-3560, (410) 795-8102
4. Manchester Valley Mascot- Mavericks
3300 Maple Grove Road
Manchester, MD 21102
Principal: Joe Guerra
Athletic Director: Liz Padgett - empadge@carrollk12.org
Phone: (410) 386-1560
5. South Carroll Mascot- Cavaliers
1300 West Old Liberty Road
Sykesville, MD 21784
Principal: Christina Dougherty
Athletic Director: Tim Novotny - t_novot@carrollk12.org
Phone: (410) 751-3575
6. Westminster Mascot- Owls
1225 Washington Road
Westminster, MD 21157
Principal: Katie Nefflen
Athletic Director: Terry Molloy - tdmollo@carrollk12.org
Phone: (410) 751-3637
7. Winters Mill Mascot- Falcons
560 Gorsuch Road
Westminster, MD 21157
Principal: Michael Brown
Athletic Director: Jen Gosselin - jlgosse@carrollk12.org
Phone: (410) 386-1500

COACHES REMUNERATION SCHEDULE 2022-2023

ACTIVITY	1 - 5 YEARS		6 YEAR PLUS	
	HEAD	ASST	HEAD	ASST
BASEBALL	2366	1607	2546	1727
BASKETBALL	4333	2887	4676	3115
CHEERLEADING F W	2366	1607	2546	1727
COROLLARY	1285		1406	
CROSS COUNTRY-B	1647		1765	
CROSS COUNTRY-G	1647		1765	
FIELD HOCKEY	2366	1607	2546	1727
FOOTBALL	4333	2887	4676	3115
GOLF	1647		1765	
LACROSSE	2366	1607	2546	1727
SOCCER	2366	1607	2546	1727
SOFTBALL	2366	1607	2546	1727
TENNIS	2366		2546	
TRACK	2366	1607	2546	1727
VOLLEYBALL	2366	1607	2546	1727
WRESTLING	4333	2887	4676	3115
INTRAMURAL	1285		1406	
INDOOR TRACK	2366	1607	2546	1727

- A coach’s tenure for Step 2 (6 year plus) does not need to be consecutive years. The accumulation of coaching years is only relevant per coaching position.

ADMISSIONS:

All TICKETS (6 AND UP).....5.00
 SENIOR CITIZENS (62 & older).....FREE
 ANNUAL PASS.....75.00
 FAMILY ANNUAL PASS.....225.00 – Max 4 - \$25.00 each additional

Carroll County Public Schools 2022-2023 School Calendar

August	
18-19 (Th-F)	New Teacher Orientation
22-25(M-Th)	New Teacher Orientation
29-30 (M-T)	Pre-service Professional Days for Teachers and Instructional Assistants
31 (W)	Pre-service Professional Day for Teachers
September	
1-2 (Th-F)	Pre-service Professional Days for Teachers and Instructional Assistants
5 (M)	Schools/Offices Closed – Labor Day
6 (T)	Schools Open – First Day for Students
October	
21 (F)	Schools Closed for Students – Professional Development/Meeting Day for Teachers and Instructional Assistants
November	
8 (T)	Schools/Offices Closed – Election Day
11 (F)	* Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
23 (W)	* Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
24-25 (Th-F)	Schools/Offices Closed – Thanksgiving Holiday
December	
23 (F)	* Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Winter Break; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
26-30 (M-F)	Schools/Offices Closed – Christmas/Winter Holiday
January	
2 (M)	Schools/Offices Closed – New Year’s Day Observed
3 (T)	Schools/Offices Reopen
16 (M)	Schools/Offices Closed – Martin Luther King, Jr. Holiday
27 (F)	Schools Closed for Students – Teachers work on End of Marking Period Items; Non-Work Day for Instructional Assistants
30 (M)	Schools Closed for Students – Professional Development Day for Teachers
February	
20 (M)	Schools/Offices Closed – Presidents’ Day
March	
17 (F)	* Two hours and Forty-five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
April	
5 (W)	* Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
6-11 (Th-T)	Schools/Offices Closed – Spring Break
May	
29 (M)	Schools/Offices Closed – Memorial Day
June	
14 (W)	Last Day for Pre-Kindergarten Students enrolled in half-day programs only
15 (Th)	* Last Day for Students, Two hours and Forty-five Minutes Early Dismissal System-wide; Professional time for Teachers Last Duty Day for Teachers

* Should a delay in opening be necessary, this day may be converted to a normal dismissal time in lieu of closing.

COLLEGE BOARD and ACT TESTING
2021-2022

PSAT - Wednesday, October 13, 2021

SAT Test Dates	Test(s) Offered	Regular Registration Closes	LATE Registration CLOSES (Online)	CCPS Testing Sites
August 27, 2022	SAT & Subject Tests	July 29, 2022	August 16, 2022	LHS, WHS
October 1, 2022	SAT & Subject Tests	September 2, 2022	September 20, 2022	LHS, MVHS, WHS, WMHS
November 5, 2022	SAT & Subject Tests	October 7, 2022	October 25, 2022	WHS, WMHS
December 3, 2022	SAT & Subject Tests	November 3, 2022	November 22, 2022	WMHS
March 11, 2023	SAT ONLY	February 10, 2023	February 28, 2023	WHS, WMHS
May 6, 2023	SAT & Subject Tests	April 7, 2023	April 25, 2023	WHS, WMHS
June 3, 2023	SAT & Subject Tests	May 4, 2023	May 23, 2023	LHS, MVHS, WMHS

ACT Test Dates	Registration Deadline	Registration with Late Fee	CCPS Testing Sites
September 10, 2022	August 5, 2022	August 19, 2022	--
October 22, 2022	September 16, 2022	September 30, 2022	---
December 10, 2022	November 4, 2022	November 11, 2022	--
February 11, 2023	January 6, 2023	January 20, 2023	---
April 15, 2023	March 10, 2023	March 24, 2023	--
June 10, 2023	May 5, 2023	May 19, 2023	---
July 15, 2023	June 16, 2023	June 23, 2023	---

Sample Rubric
Carroll County Public Schools
Athletic Tryouts
Evaluation Sample

Name: _____

Grade: _____

Rating Scale

4= **Advanced** (skill highly apparent all of the time)
 3= **Proficient** (skill shown most of the time)
 2= **Novice** (skill shown sometimes; emerging)
 1= **Basic** (skill not demonstrated)

Directions: Rate the student on his/her performance in the following skills

Skill	Day 1	Day 2	Day 3	
Mile Run				
Pacer				
Agility Ladder				
Sport Specific Skill #1				
Sport Specific Skill #2				
Sport Specific Skill #3				
Sport Knowledge				
Coachability				
Conditioning				
Team Player				Total
Subtotal				

The Carroll County Public School System

HEAT INDEX





Relative Humidity
(%)

	0	10	20	30	40	50	60	70	80	90	100
68	61	63	63	64	66	66	68	68	70	70	70
70	64	64	66	66	68	68	70	70	72	72	72
72	66	66	68	68	70	70	72	72	73	73	73
74	68	68	70	72	72	73	73	75	75	75	77
76	70	72	72	73	73	75	75	77	77	79	79
78	75	75	77	79	79	81	81	81	82	84	86
80	77	77	79	79	81	81	82	84	86	88	91
82	79	79	81	81	82	84	84	88	90	93	97
84	79	81	81	82	84	86	88	91	95	99	104
86	81	82	82	84	86	88	91	95	99	104	113
88	82	84	84	86	88	91	95	99	104	113	127
90	84	84	86	88	91	95	99	104	111	124	144
92	84	84	86	88	91	97	102	109	120	136	
94	86	88	90	93	97	100	108	117	131		
96	90	91	95	99	102	109	120	136			
98	90	93	97	100	106	115	129				
100	91	95	99	104	111	120	135				
102	93	97	100	106	115	129					
104	95	99	104	109	120	138					

The above heat index chart is provided by the National Weather Service. The combination of air temperature (Fahrenheit degrees) and relative humidity (percent) produce a reading of how the air feels to human flesh or the apparent temperature. The heat index (apparent temperature) for a particular day will dictate any cancellations or restricted game and practice conditions. See the next page for specific restrictions.

The Carroll County Public School System

Game/Practice Restrictions Due to Heat

<u>Heat Index Reading</u>	<u>Color/Code</u>	<u>Restriction</u>
105 +	 Code Red	Danger! Discontinue regular practice. All outside athletic events are to be cancelled. Practice indoors if possible.
95-104	 Code Yellow	Extreme Caution! <i>Modify</i> practice with frequent (required) water breaks. Games/events may continue with mandatory official time outs midway through quarters. Provide a water stop (mandatory) midway in cross country meets. Observe athletes carefully for signs of heat injuries. Make sure all athletes drink water.
84-94	 Code Green	Warning. Provide a mandatory 10 minute rest per 45 minutes of activity. Water is to be available to athletes at all times.
Below 83	 Code Blue	No restrictions. Water is to be available at all times. Monitor the heat index for increases

Working with the school's athletic director or athletic trainer, teams may utilize a wet bulb globe thermometer to determine that the heat index has dropped to permit a return to a lower Code. To drop from a Code Red reading to a Code Yellow, the wet bulb globe thermometer must read the heat index as 100 degrees or below. To drop from a Code Yellow to a Code Green, the wet bulb globe thermometer must read the heat index as 90 degrees or below.

The first reading to reengage athletic activities may take place after 30 minutes have elapsed from the notification of the reading (whether a Code Red or a Code Yellow), and subsequent readings may take place at 15-minute intervals.

The Carroll County Public School System

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's 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 is 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 heat 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 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 the same rate that they lost them (work hard, drink a lot).
- f. Talk to athletes and coaches in preseason about prevention of heat illness.
- g. Discourage weight loss if it is only fluid loss (wrestlers, etc).
- h. Check urine; concentrated urine means dehydrated, clear means hydration.
- i. 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 degrees feels warm, but when you are acclimatized to the heat in the summer 75 degrees feels cold!
- j. 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.
- k. Athletes who have been ill, have a fever, or are recovering from an illness are at greater 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.

August 2022 –Calendar for Heat Acclimatization

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12	13
			Heat Acclimatization Day1 Single Practice Day Equipment Restrictions FB - Helmets Only FH – Goalie Helmet and Kickers Only (No leg guards)	Heat Acclimatization Day2 Single Practice Day Equipment Restrictions FB - Helmets Only FH – Goalie Helmet and Kickers Only (No leg guards)	Heat Acclimatization Day3 Single Practice Day Equipment Restrictions FB- Helmets and Shoulder Pads FH - Goalie Helmet, Chest Protector and Kickers On/y (No leg guards)	<i>Heat Acclimatization Day4 Single PracticeDay Equipment Restrictions FB- Helmets and Shoulder Pads FH - Goalie Helmet, Chest Protector and Kickers Only (No leg guards)</i>
14	15	16	17	18	19	20
Rest Day Sunday Practice is prohibited per MPSSAA Regulations	Heat Acclimatization Day5 Single Practice Day Equipment Restrictions FB- Helmets and Shoulder Pads FH- Goalie Hel- met, Chest Protec- tor and Kickers Only (No leg guards)	Heat Acclimatization Day6 No Equipment Restrictions First Allowable Double Practice and Full Contact Practice	Heat Acclimatization Day7 Single/Double Practice Day <i>(Double practice days must be followed by a single practice day)</i>	Heat Acclimatization Day 8 Single/Double Practice Day <i>(Double practice days must be followed by a single practice day)</i>	Heat Acclimatization Day 9 First Scrimmages (FB) Single/Double Practice Day <i>(Double practice days must be followed by a singlepractice day)</i>	<i>Heat Acclimatization Day10 Single/Double Practice Day <i>(Double practice days must be followed by a singlepractice day)</i></i>
21	22	23	24	25	26	27
Rest Day Sunday Practice is prohibited per MPSSAA Regulations	Heat Acclimatization Day11 Single/Double Practice Day <i>(Double practice days must be followed by a singlepractice day)</i>	Heat Acclimatization Day12 Single/Double Practice Day <i>(Double practice days must be followed by a single practice day)</i>	Heat Acclimatization Day13 Single/Double Practice Day <i>(Double practice days must be followed by a single practice day)</i>	Heat Acclimatization Day14 Single/Double Practice Day <i>(Double practice days must be followed by a singlepractice day)</i>		

Note: The above suggested calendar is based off the National Athletic Trainers Association (NATA) *Pre- season Heat -Acclimatization Guidelines for Secondary School Athletics* and the Maryland State Department of Education's *Model Policy for Preseason Practice Heat Acclimatization Guidelines for Student Athletes* (the entire model policy can be found on the "Health and Safety" page of www.mpssaa.org). The suggested guidelines for local consideration are intended to provide direction to school teams for the acclimatization of student-athletes during preseason practice period required prior to the first play date.

Each local school system is required to have their own policy for heat acclimatization and schools should check with their respective local school system regarding the specifics of their local policy.

Hydration Awareness

The purpose of proper hydration in regard to the overall safety and conditioning to a student-athlete is a key part of a successful high school athletic program and one of the most preventable ways to combat heat illnesses. The responsibility to prevent injury and to successfully hydrate student-athletes is shared among the student-athlete, coaching staff, and athletic trainers.

Many student-athletes are not educated on the need and do not voluntarily drink enough water to prevent significant dehydration during physical activity. National recommendations suggest student-athletes drink regularly throughout all physical activities. An athlete **cannot** always rely on his or her sense of thirst to sufficiently maintain proper hydration.

CCPS Suggested Guidelines Include:

- Readily available and unlimited amounts of water during practice and designated breaks.
- Drink before, during, and after practice and games. For example:
 - Drink 16 ounces of fluid 2 hours before physical activity.
 - Drink another 8 to 16 ounces 15 minutes before physical activity.
 - During physical activity, drink 4 to 8 ounces of fluid every 15 to 20 minutes (some athletes who sweat considerably can safely tolerate up to 48 ounces per hour).
- After physical activity, drink 16 to 20 ounces of fluid for every pound lost during physical activity to achieve normal hydration status before the next practice or competition.
- Student-athletes who do not properly rehydrate their bodies between practices run the risk of cumulative dehydration. Cumulative dehydration develops insidiously over several days and raises the risk for heat illness, especially in the first few days of acclimatization. (See NATA position statement on Fluid Replacement for Athletes).
- Student-athletes can monitor their hydration level by the color and volume of urine. Small amounts of dark urine indicates the need to drink more, while a “regular” amount of light colored urine is normal and indicates the student-athlete is well hydrated. A urine chart, such as the one used by the University of Maryland, should be posted so that student-athletes can access their individual hydration.

Emergency Plan

Practicing a comprehensive hydration and acclimatization plan constitutes the best possible emergency action plan. Never-the-less, it is critical that each school have in place specific preparedness measures should they encounter a heat emergency. Knowing what to do and reviewing specific protocols could minimize potentially catastrophic injuries.

As local conditions render each school setting unique any emergency plan needs to be tailored to suit individual school needs. There are however common factors that should comprise every school emergency plan. In light of the fact that a qualified medical person might not be on hand at every game or practice, it is recommended that a simple plan be prescribed. An uncomplicated plan provides the best opportunity to be remembered and then employed in time of crisis. Any single heat emergency plan should incorporate three basic components; recognition of heat illness, immediate cooling and transport via ambulance to a hospital.

A simple plan with assigned specific delegated duties could prove to be most helpful in:

- Remembering what to do
- Covering important task
- Offering the best chance for success

Each school plan should offer as a minimum three important factors and posted for all coaches and student-athletes to see.

- Preparedness
 - o Coach training to recognize symptoms (NFHS Course at nfhslearn.com)
 - o Materials on hand, i.e. 100 gallon Rubbermaid stock tank, plastic children's pool
 - o Water source and bottled water
 - o Ice for water cooling or application to victim
 - o Cell phone
- Emergency Treatment
 - o Recognition of symptoms
 - o Rapid submersion in tub or pool or application of ice under arms and to groin area
 - o Transport via ambulance to hospital
 - o Water consumption
- Pre-assignment of Responsibilities
 - o Person to call 911 first and then parent
 - o Person(s) to prepare soaking tub or pool or ice bags for topical application
 - o Person(s) to assist with moving and attending injured player
 - o Person to meet and escort emergency vehicle to victim
 - o Person to supervise rest of the team



**Medical Clearance for
Student-Athlete Suspected Head Injury**

Name of Athlete	_____
Sport/season	_____
Date Received	_____

Section 1: Initial Observation to be completed by Coach, Athletic Trainer and/or First Responder

Athlete's Name _____ DOB _____ School _____ Sport _____

Following the injury, did the athlete experience:	Circle One	Symptoms	Comments
Loss of consciousness or unresponsiveness	Yes / No		
Seizure or convulsive activity	Yes / No		
Balance problems/unsteadiness	Yes / No		
Dizziness	Yes / No		
Headache	Yes / No		
Nausea/Vomiting	Yes / No		
Emotional Instability (abnormal laughing, crying, anger)	Yes / No		
Confusion/Easily distracted	Yes / No		
Sensitivity to Light/noise	Yes / No		
Vision problems?	Yes / No		
Neck Pain	Yes / No		

Describe the injury, or give additional details: _____

Injury History: Name of Person Completing Form: _____ Relationship: _____

Date of Injury: _____ Time of Injury: _____ Phone Number: _____

Section 2: To Be Filled Out By a Licensed Health Care Provider (LHCP)

Medical Provider Recommendations: According to COMAR 13A.06.08.01, only licensed health care providers (LHCP) trained in the evaluation and management of concussions are permitted to authorize a student athlete to return to play

*This return to play (RTP) plan is based on today's evaluation

LHCP Diagnosis:

- No Concussion - May Return to Full Academic and Physical Activity
 Concussion

*** PLEASE NOTE THESE REQUIREMENTS TO RETURN TO SPORTS PLEASE COMPLETE***

1. Athletes are not allowed to return to practice or play the same day that their head injury occurred
2. Athletes should never return to play or practice if they still have **ANY SYMPTOMS**
3. Athletes, be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician

SCHOOL (ACADEMICS) COMPLETED BY LHCP

- May return to school now
 May return to school on ____/____/____
 Out of school until follow up (F/u is scheduled for ____)
 Limitations or Accommodations (please see below or attached)

SPORTS/PHYSICAL ACTIVITIES

- May start return to play progression under the supervision of the health care provider for your school/team
 Must return to medical provider for final clearance to return to competition and physical activities

Additional Comments/Instructions: _____

LHCP Name: _____

Signature: _____

Date: _____ Phone Number: _____

Office Stamp:

I certify that I am aware of the current medical guidance on concussion evaluation and management.

- All Maryland public school athletes must have a Licensed Health Care Providers signature to return to play
- More than one evaluation is typically necessary for medical clearance for concussion, as symptoms may not fully present for days.

RETURN COMPLETED FORM TO SCHOOL NURSE, ATHLETIC DIRECTOR, AND ATHLETIC TRAINER



For official use only:

Name of Athlete _____

Sport/season _____

Date Received _____

Graduated Return to Play Protocol

Description of Stage	Date Completed	Supervised by
<p>STAGE 1: LIGHT AEROBIC ACTIVITY</p> <p><u>Begin stage 1 when:</u> Student is cleared by health care provider and has no symptoms <u>Sample activities for stage 1:</u> 20-30 minutes jogging, stationary bike or treadmill</p>		
<p>STAGE 2: HEAVY AEROBIC AND STRENGTH ACTIVITY</p> <p><u>Begin stage 2 when:</u> 24 hours have passed since student began stage 1 AND student has not experienced any return of symptoms in the previous 24 hours <u>Sample activities for stage 2:</u> Progressive resistance training workout consisting of all of the following:</p> <ul style="list-style-type: none"> • 4 laps around field or 10 minutes on stationary bike, and • Ten 60 yard sprints, and • 5 sets of 5 reps: Front squats/push-ups/shoulder press, and • 3-5 laps or walking lunges 		
<p>STAGE 3: FUNCTIONAL, INDIVIDUAL SPORT-SPECIFIC DRILLS WITHOUT RISK OF CONTACT</p> <p><u>Begin stage 3 when:</u> 24 hours have passed since student began stage 2 AND student has not experienced any return of symptoms in the previous 24 hours <u>Sample activities for stage 3:</u> 30-45 minutes of functional/sport specific drills coordinated by coach or athletic trainer. NOTE: no heading of soccer ball or drills involving blocking sled.</p>		
<p>STAGE 4: NON-CONTACT PRACTICE</p> <p><u>Begin stage 4 when:</u> 24 hours have passed since student began stage 3 AND student has not experienced any return of symptoms in the previous 24 hours <u>Sample activities for stage 4:</u> Full participation in team’s regular strength and conditioning program. NOTE: no heading of soccer ball or drills involving blocking sled permitted.</p>		
<p>STAGE 5: FULL-CONTACT PRACTICE AND FULL PARTICIPATION IN PHYSICAL EDUCATION</p> <p><u>Begin stage 5 when:</u> 24 hours have passed since student began stage 4 AND student has not experienced any return of symptoms in the previous 24 hours <u>Sample activities for stage 5:</u> Unrestricted participation in practices and physical education</p>		
<p>STAGE 6: RETURN TO GAME</p> <p><u>Begin stage 6 when:</u> 24 hours have passed since student began stage 5 AND student has not experienced any return of symptoms in the previous 24 hours</p>		

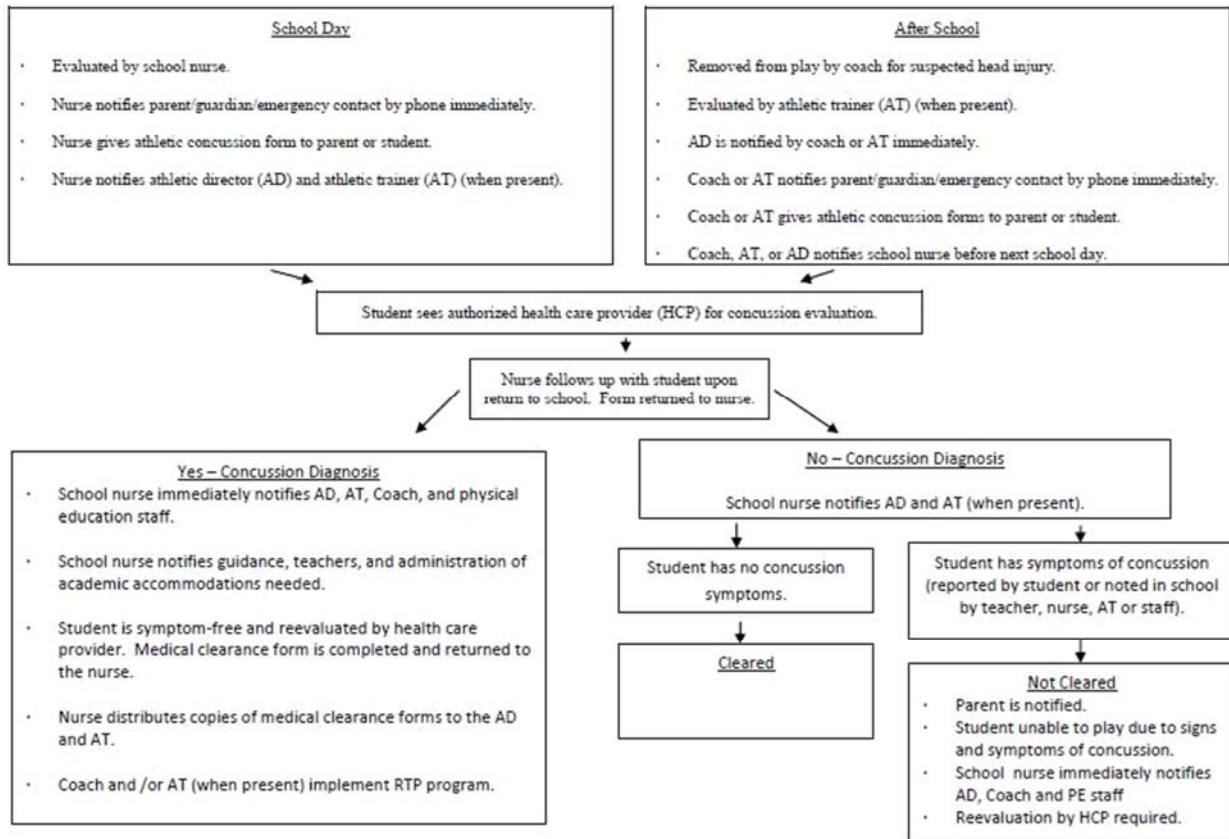


For official use only:
Name of Athlete _____
Sport/season _____
Date Received _____

Appropriate Educational Accommodations

Post-Concussion Effect	Functional School Problem	Accommodation/ Management Strategy
Attention/ Concentration	Short focus on lecture, class work, homework	Shorter assignments, break down tasks, lighter work load
“Working” Memory	Holding instructions in mind, reading comprehension, math calculation, writing	Repetition, written instructions, use of calculator, short reading passages
Memory Consolidation/ Retrieval	Retaining new information, accessing learned info when needed	Smaller chunks to learn, recognition cues
Processing Speed	Keep pace with work demand, process verbal information effectively	Extended time, slow down verbal info, comprehension-checking
Fatigue	Decreased arousal/ activation to engage basic attention, working memory	Rest breaks during classes, homework, and exams
Headaches	Interferes with concentration	Rest breaks
Light/Noise Sensitivity	Symptoms worsen in bright or loud environments	Wear sunglasses, seating away from bright sunlight or other light. Avoid noisy/ crowded environments such as lunchroom, assemblies, hallways.
Dizziness/Balance Problems	Unsteadiness when walking	Elevator pass, class transition prior to bell
Sleep Disturbance	Decreased arousal, shifted sleep schedule	Later start time, shortened day
Anxiety	Can interfere with concentration; Student may push through symptoms to prevent falling behind	Reassurance from teachers and team about accommodations; Workload reduction, alternate forms of testing
Depression/Withdrawal	Withdrawal from school or friends due to stigma or activity restrictions	Time built in for socialization
Cognitive Symptoms	Concentrating, learning	See specific cognitive accommodations above
Symptom Sensitivity	Symptoms worsen with over-activity, resulting in any of the above problems	Reduce cognitive or physical demands below symptom threshold; provide rest breaks; complete work in small increments until symptom threshold increases

High School Student-Athlete Probable Head Injury Flow Chart





CARROLL COUNTY PUBLIC SCHOOLS Dual-Sport Participation Procedures



Rationale

Carroll County Public Schools seeks to provide quality extra-curricular opportunities for its students. Some students have talents and abilities in which they have a desire to contribute to more than one team in a particular athletic season and both of these teams can benefit. The parties involved in the contract agree that dual sport participation is in the best educational and athletic interest of the student-athlete.

STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON

1. Student-athletes may be allowed to participate in two extra-curricular sports activities during the same season. Student-athletes wishing to participate will need to obtain a request form from the athletic director and follow guidelines set down by the athletic department involving dual sport participation.
2. A student-athlete who wishes to participate in two sports during the same season must designate both a primary sport and a secondary sport before the beginning of the first allowed practice as determined by the MPSSAA.
3. A primary sport is defined as the sport taking precedence over another sport in the event there is a conflict of schedule or other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
4. The secondary sport must be at the varsity level. Varsity contests will take precedence over sub varsity contests.
5. The student-athlete must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved. Practice time restrictions will be adhered to during heat acclimatization days per MPSSAA guidelines.
6. The student-athlete and parents or legal guardians must sign an application of dual-sport participation before the first practice session the athlete attends. Then, prior to the first scheduled contest for either sport, the student-athlete, parents or legal guardians, head coaches of both sports, athletic director and principal must sign the contract of dual-sport participation.
7. The high school athletic director and the high school principal will serve in the capacity of advisors and final judgments on matters concerning dual-sport participation
8. The athletic fee for a dual participant shall be \$150.00.

2022-2023 CCPS Athletics Off-Campus Transportation Permission Form

Dear Parents and Guardians of the _____ Team,

The purpose of this letter is to inform you regarding The Carroll County Public School System's position regarding athletic transportation for the 2022-2023 school year.

CCPS will provide buses for teams for away athletic events, as we do every year. Parents may choose to forego CCPS-provided transportation and assume responsibility for transportation of their student to and from events taking place in Carroll County. By completing this form, it is the responsibility of the parents of each student-athlete to either provide or arrange for transportation for their athlete by the time designated by the coach.

If you wish to arrange for transportation of your child, please complete and return the lower portion of this page. A separate copy must be presented at least 24 hours prior to each event. Questions regarding these procedures may be addressed to your athletic director or principal. Thank you for your understanding and best wishes to your child for a successful season.

Sincerely,

(Date & Location of Event)

Michael Duffy
Supervisor of Athletics
Carroll County Public Schools

Drop off Time

Scheduled Pick-up Time

I assume responsibility for providing or arranging for transportation for my child

_____ for: _____
(Student name) (Sport)

Location of event: _____

Arrival Time: _____ *Scheduled Pick-up Time*:* _____

Parent/Guardian Signature

Date

* If transportation for the student athlete does not arrive by the scheduled pick-up time or the time the bus is prepared to leave, the student will be transported back to the home school.

** If arrival and/or dismissal become problematic this transportation option may be revoked.



CARROLL COUNTY CHAMPIONS 2021-2022

SPORT	SCHOOL	COACH
Baseball	Century/Liberty	Chris Poe/Travis Inch
Basketball - Boys	Century	George Wunder
Basketball - Girls	Manchester Valley	Heather DeWees
Cross Country - Boys	Liberty	Dan Jones/Pete Lester
Cross Country - Girls	Liberty	Dan Jones/Pete Lester
Field Hockey	Century	Rosalia Cappadora
Football	South Carroll	Mike Kraus
Golf	Westminster	Jim Carpenter
Lacrosse - Boys	Century	Jeremy Benson
Lacrosse - Girls	Century	Becky Groves
Soccer - Boys	Century	Trey Howes
Soccer - Girls	Century	Chris Little
Softball	Century	Kim Perdue
Tennis - Boys	Century/Manchester Valley	Trey Howes/Matt Bien
Tennis - Girls	Liberty	Tim Brecker, Barry Green
Track (Outdoor) - Boys	Manchester Valley	Jim MacDonald
Track (Outdoor) - Girls	Century	Dyron Johnson
Track (Indoor) - Boys	Manchester Valley	Jim MacDonald
Track (Indoor) - Girls	Century	Dyron Johnson
Volleyball	Westminster	
Wrestling	South Carroll	Matt Thomas
<u>TOURNAMENTS</u>		
Fall Cheerleading	Westminster	Alex Taylor
Winter Cheerleading	Liberty	Morgan Amend

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

ADA ACCESSIBILITY STATEMENT

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1 -1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.