

Charles County Public Schools
Office of School Administration and Leadership

Athletic and Student Activities Handbook 2022-2023



La Plata High School
Henry E. Lackey High School
Maurice J. McDonough High School
North Point High School
St. Charles High School
Thomas Stone High School
Westlake High School

**“Raising the Bar: Education-Based Extra-
Curricular Programs”**

August 2022



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Mission Statement

The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership and prepares for life, in an environment that is safe and conducive to learning.

Nondiscrimination statement (Updated July 1, 2020)

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

Charles County Athletic Council

Marvin L. Jones, Ed.D., Chief of Schools
Steve Lee, Coordinator of Student Activities
Douglass Dolan, Principal, La Plata High School
Kathy Perriello, Principal, Henry E. Lackey High School
Darnell Lewis-Russell, Principal, Maurice J. McDonough High School
Daniel Kaple, Principal, North Point High School
Tammika Little, Principal, St. Charles High School
Shanif Pearl, Principal, Thomas Stone High School
Diane Roberts, Principal, Westlake High School
Pamela Thornton-Miller, Athletic Director, Maurice J. McDonough High School
Chanda McIver, Parent Representative, Thomas Stone High School
Analise Reyes-Spellers, Student Representative, Westlake High School

Athletic Directors

Richard Pauole, La Plata High School
John Lush, Henry E. Lackey High School
Pamela Thornton-Miller, Maurice J. McDonough High School
Andrew Shattuck, North Point High School
Jennifer Smith, St. Charles High School
Kevin Heider, Thomas Stone High School
Andrew Dutrow, Westlake High School



SPORTSMANSHIP

All athletes and parents shall exhibit good sportsmanship. (Sportsmanship is an overt display of respect for all the rules of the sport and all others--players, coaches, officials, and fans [National Federation News, March 1995, p. 10]. Sportsmanship involves a commitment to fair play, ethical behavior, and integrity.) The following statement may be read before all Charles County Athletic Events when a public address system is used:

As members of the Maryland Public Secondary Schools Athletic Association and Southern Maryland Athletic Conference, we remind everyone of the high standards of sportsmanship we expect from those in attendance towards the participants and officials for tonight's contest. Spectators, please stay off the area of play at all times, cheer positively for your team and not against the opponents or officials. Parents are reminded that the (Gym /Stadium) is an inviting place for children to play. However, these locations can be very dangerous so please supervise children at all times. Our schools are smoke free campuses, and we appreciate you not lighting up during the event or on campus. We also remind everyone that the use of a laser pointer and flash photography during play/participation is strictly prohibited. In the event of an unusual circumstance or facility emergency, please listen to the public address announcer for directions. Finally, we remind you that the administration reserves the right to remove anyone for inappropriate behavior, so cheer long and hard for your team and not against the opponent or officials.

Thank you for your cooperation and enjoy the game.



Sport	Practice Begins	First Contest	Last Play Date for Seeding	Number of Contests	Entry Deadline	Seeding/ Org MTG	Last Play Date	Region Quarter-finals	Region Semifinals	Region Finals	State QF/Reg. Meets/Tourney Comp. Date	State Semifinals	State Finals
Cross Country	August 10	Sept. 2	—	10 Meets	Oct. 24	Nov. 6	—	—	—	—	Nov. 3	—	Nov. 12
Field Hockey	August 10	Sept. 2	Oct. 21	12 C + (1) 2-Gm Tourn or 11 C (1) 3-Gm Tourn	Nov. 3	Oct. 24	Oct. 26	Oct. 27	Oct. 31	Nov 3	Nov 5/6	Nov 9 & 11	Nov 13
Football	August 10	Sept. 2	Oct. 29	10 Contests	Oct. 30	Oct. 30	Nov. 5	—	(Reg. Rnd.#1) Nov. 4/5	(Reg. Rnd.#2) Nov. 11/12	Nov. 18/19	Nov. 25/26	Dec. 1/2/3
Golf	August 10	Aug 10	Oct. 18	12 Matches	Oct 18	Oct 19	—	—	—	—	Oct 18	Oct 24 & 25	Oct 26
Soccer	August 10	Sept. 2	Oct. 22	12 C + (1) 2-Gm Tourn or 11 C + (1) 3-Gm Tourn	Nov 7	Oct 24	Oct 25	Oct 26	Oct 28/29	Nov 1	Nov 4/5	Nov 11 & 12	Nov 17/18/19
Volleyball	August 10	Sept. 2	Oct. 29	15 C or 14 C + 1 Multi-Team Tourn	Nov 10	Oct 31	Nov 2	Nov 3/4	Nov 7	Nov 9	Nov 11/12	Nov 14	Nov 16/17
Basketball	Nov. 15	Dec. 5	Feb. 20	20 C + (1) 2-Gm Tourn or 19 C + (1) 3-Gm Tourn	Mar 2 - Boys Mar 3 - Girls	Feb 21	Feb 23	Feb 25 - B Feb 24 - G	Feb 28 - B Feb 27 - G	Mar 2 - B Mar 1 - G	Mar 4 - B Mar 3 - G	Mar 7/8	Mar 9/10/11
Wrestling Duals	Nov. 15	Dec.5	Feb. 4	—	—	—	Feb 18	—	—	—	Feb 8	—	Feb 11
Indoor Track	Nov. 15	Dec. 5	Entry Deadline	10 Meets	7 days prior to regional meet	Feb 18	—	—	—	—	Feb 4–15	—	Feb 20/21
Swimming & Diving	Nov. 15	Dec. 5	Entry Deadline	12 Meets	Feb 14	Feb 21	—	—	—	—	Feb 16-18	—	Feb 24/25
Wrestling Tournament	Nov. 15	Dec. 5	Feb. 18	14 Meets (max of 3 tourn + 3 tri-meets)	—	Feb 26	Feb 18	—	—	—	Feb 24-25	—	Mar 2-4
Baseball	March 1	March 21	May 8	18 C + (1) 2-Gm Tourn or 17 C + (1) 3-Gm Tourn	May 17	May 9	May 10	May 11	May 13	May 16	May 19	May 23	May 27-28
Lacrosse	March 1	March 21	May 6	12 C + (1) 2-gm Tourn	May 16	May 8	May 9	May 10	May 12	May 15	May 17	May 19/20	May 23/24/25
Softball	March 1	March 21	May 8	18 C + (1) 2-Gm Tourn or 17 C + (1) 3-Gm Tourn	May 18	May 9	May 10	May 11	May 15	May 17	May 19	May 23	May 26/27
Tennis	March 1	March 21	May 14	18 Matches	May 20	May 23	—	—	—	—	May 20	May 25/26	May 27
Track & Field	March 1	March 21	Entry Deadline	10 Meets	7 days prior to regional meet	May 21	—	—	—	—	May 16-20	May 25/26	May 27

**2022-2023 PRELIMINARY SCHOLASTIC APTITUDE TEST DATES (PSAT)
ADMINISTERED BY CCPS AT SCHOOL**

Test Date	Grade Level	Test
October 12, 2022	Grade 10	PSAT/NMSQT
October 25, 2022	Grades 9 and 11	PSAT/NMSQT

2022-2023 SCHOLASTIC APTITUDE TEST DATES (SAT)

Test Date	Registration Deadline	Late Registration Deadline*
August 27, 2022	July 29, 2022	August 16, 2022
October 1, 2022	September 2, 2022	September 20, 2022
November 5, 2022	October 7, 2022	October 25, 2022
December 3, 2022	November 4, 2022	November 22, 2022
March 11, 2023*	February 10, 2023	February 28, 2023
May 6, 2023	April 7, 2023	April 25, 2023
June 2, 2023	May 4, 2023	May 23, 2023

*Late registration deadlines listed are for registrations made online or by phone.

Additional information can be found at <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

**2022-2023 ACT ASSESSMENT
NATIONAL TEST DATES**

Test Date	Registration Deadline	Late Deadline
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

Test dates and registration deadlines obtained from www.act.org

Sports schedules are accessible from the Charles County Public Schools website: <http://www.ccboe.com>
(Highlight *Students* tab, select *Athletics*, select *Schedules*)

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I. INTRODUCTION

This handbook has been prepared to provide a guideline for the policies, procedures and regulations governing the interscholastic athletic program in Charles County. Maryland Public Secondary Schools Athletic Association (MPSSAA) and Southern Maryland Athletic Conference (SMAC) policies and procedures are included in separate publications. Principals, athletic directors, and coaches are reminded that the Charles County regulations are in some cases more restrictive than the MPSSAA or SMAC regulations. It is most important to remember that some situations may require interpretation. Please contact the coordinator of student activities for Charles County when questions arise. **Note: While much of the information expressed in this handbook reference athletics, the basic rules, guidelines, and expectations will apply to all extra-curricular activities, including those non-athletic clubs and activities. See page 22 for sample groups.**

II. CONSTITUTION AND BY-LAWS

All schools participating in the interscholastic program shall abide by these county rules and regulations, the Southern Maryland Athletic Conference Constitution and By-Laws, and the Rules and Regulations Governing Interscholastic Athletics in the State of Maryland.

A. Philosophy

The primary purpose of the interscholastic program is to provide activities for students that will enhance their overall education. Academics are the most important phase of every student's learning experiences. However, participation in athletics should develop important lifetime essentials of self-discipline, self-concept, fitness, interpersonal relations, skills, and sportsmanship. In addition, success in athletic endeavors should be employed to promote academic excellence. The player/coach relationship should be extensively utilized to encourage all participants to perform better in all facets of their education.

The impact of interscholastic athletics goes far beyond the players and coaches. The student body, community, and scheduled opponents are all strongly affected by the quality of the programs at each school. The tremendous exposure of the athletic programs should be carefully managed to promote constructive support and interest for our education system.

B. Charles County Athletic Council

The Charles County Athletic Council composed of the high school principals, one parent, one student athlete, executive director of schools, and one athletic director. This group acts in a policy making advisory capacity to the coordinator of student activities, who is chairman of the council. The council meets a minimum of two times per year and is on-call as necessary to discuss athletic program details and make recommendations concerning the interscholastic program and budget. Recommendations of the council are referred through the coordinator of student activities to the executive director of schools and the superintendent of schools.

C. Coordinator of Student Activities

The coordinator of student activities is directly responsible for the development and supervision of interscholastic athletics.

D. Responsibilities of the Principal

The principal is responsible for the administration of the athletic program in the school. The principal should:

1. See that the athletic program is closely aligned with the other programs in the school.

2. Make sure all rules and regulations, as set forth by the county, Southern Maryland Athletic Conference, and the Maryland Public Secondary Schools Athletic Association, are adhered to and enforced.
3. See that there is adequate administration and security supervision at all games.
 - a. The home school is responsible for game supervision in all areas of their school. Visiting administrators are not responsible for normal crowd control related to hosting a contest.
 - b. Visiting administrators are there only if needed to help deal with their team or fans. If an emergency arises then visiting administrators should respond as needed.
 - c. Adequate supervision should be present for both home and away games.
 - d. It is recommended the visiting school provide two or three administrators (more if it is a rival school) to assist at varsity football games.
 - e. It is recommended visiting schools provide one or two administrators (more if it is a rival school) to assist at varsity boys' basketball and boys' lacrosse games.
 - f. It is recommended the visiting school call the home school to notify as to who will attend. This allows the home school to alert the admission/ticket gate personnel.
4. Ensure rules governing coaching practices, as stated in the Charles County Handbook, Southern Maryland Athletic Conference Constitution and By-Laws, and the Maryland Public Secondary School Athletic Association Handbook, are followed.
5. Promote good sportsmanship by the student body.
6. Provide effective evaluation of all coaches.

E. Responsibilities of the Athletic Director (AD)

The athletic director is the executive officer and the resource person for the individual school in the area of athletics. He/she attempts to build an athletic program based on sound educational objectives. It is essential for the athletic director to cooperate with the principal of the school. The principal must be informed at all times on all athletic activities that affect the school.

1. Review and verify all student eligibility criteria before any student participates in tryouts.
2. Interpret the county and state athletic association rules and regulations. If in doubt, consult with the coordinator of student activities.
3. In cooperation with the principal, assume the role of leader in the development of the school athletic program (new activities, junior varsity, etc.).
4. Have on file all official forms required by Charles County Public Schools' regulations governing athletics.
5. Coordinate a mandatory pre-season meeting for all student athletes and parents to review CCPS and school expectations, and communications with students (social media rule).
6. Attend all meetings involving the school in the area of athletics or appoint a representative to act in the absence of the athletic director.
7. Attend all home games, contests, and meets in which the school is involved or appoint a representative to act in the absence of the athletic director.
8. File and have access to all contracts and all other correspondence pertaining to athletics.
9. Keep a record of the results of all games, meets, and contests (score, attendance, expenses, etc.) in which the school is involved.
10. Provide and account for tickets that are used for admissions to athletic contests. Count and secure all gate receipts.
11. With the assistance or recommendation of the coach, select and secure the officials for each and every athletic contest.

12. Prior to each contest, inspect or have inspected the building, grounds, stands, athletic fields, etc., to ensure the safety of spectators and contestants.
13. Arrange for police, ambulance, and other public safety departments to have representatives at all home games as necessary.
14. In cooperation with the coach, plan the schedules for each athletic activity.
15. Approve all press releases concerning the total athletic program for student publications or community newspapers.
16. Standardize and enforce a minimal set of training rules in cooperation with the coaching staff.
17. Ensure all coaches (including volunteer and emergency) have been certified by the human resources office before starting their assignment.
18. Evaluate all varsity coaches and assist varsity head coaches with all assistant coaches' evaluations.
19. Have on file all certifications regarding coaches
20. Affix signature, along with that of the principal, to all athletic documents. Date the documents at the time of signing.
21. Arrange for all athletic transportation.
22. Stimulate interest in students and adults in the athletic program through such media outlets as posters, bulletin boards, club programs, social media, and the sale of refreshments and/or souvenirs.
23. Supervise the arrangements for cleaning, repairing, and maintaining of all uniforms and equipment.
24. Keep a file of physical examination results for all students who participate in the interscholastic athletic program.
25. Secure and strategically schedule practice areas for activities occurring at the same time.
26. Give assistance in planning pep rallies.
27. Have information on the availability and the source of films for the various sports.
28. Cooperate with the sponsors of the band, cheerleaders, and other faculty members for pre-game and half-time entertainment.
29. Ensure the National Anthem is played/sung before all games in a doubleheader, tournament contests or any contest where a sound system is available.
30. Be responsible for developing and implementing rules and regulations governing the receiving of visiting teams.
31. Be responsible for initiating procedures for care and use of locker rooms and all physical facilities.
32. Be familiar with and implement rules governing awards.
33. Maintain a record of proof of the age of each candidate for each athletic activity.
34. Verify residency of student athletes with the Pupil Personnel Workers (PPW's)

Athletic Directors are also responsible for safety, security, and crowd control at all athletic events

Participation in sound and wholesome athletic programs is an extension of the educational experience. Cooperation and competition are both important components of life and as such it is important for administrators, athletic directors, and coaches to do everything possible to create a climate conducive to good sportsmanship. A crowd subject to a disorganized event is more prone to become disruptive. These procedures are designed to help promote a wholesome atmosphere, encourage good sportsmanship, and provide a safe experience for all students, athletes, officials, and spectators at athletic events.

Counties, local schools, and sports statewide have a wide variety of different needs. The following checklist was prepared for the athletic director/game manager to be used and modified as needed.

Contact the visiting school to discuss upcoming contests (AD/principal)

- Contact police to discuss needs, supervision, and assignments
- Coaches discuss with teams the expectations and responsibilities of players as county and school representatives

Communicate with school administrators the expectations with students, parents, community members, boosters and PTSO.

- Announcements the week of the game, and prior to the game emphasizing positive sportsmanship
- If there are serious concerns, consider limiting the number of tickets sold or selling tickets only by advance sale (requires notification of all parties)

Prepare a diagram or map of school/gym/stadium for visiting school. Send the following to the visiting school:

- Directions/routes
- Seating (signs designating special sections, home/visitors, band, cheerleaders, poms, etc.)
- An emergency plan (inside and outside)
- An evacuation plan (weather, disruptive behavior)

Create a parking plan

- Traffic direction – pre-game and post-game
- Reserved areas for buses, special guests, etc. (use of barrels, sawhorses, etc.)
- Handicap access/parking

Prepare a supervision chart

- Solicit additional help from parents, PTSO, Boosters
- Clearly define duties, expectations, responsibilities, i.e.: staying the whole game or until everyone leaves
- Prepare a site plan designating who is assigned where
- Issue sideline tags/passes to limit access to field/court
- Consider not admitting elementary and junior high/middle school students unless accompanied by an adult
- Clearly identify what passes are to be accepted at the gate
- Prepare a plan for acquiring police back-up if necessary

Identify key people

- Provide each person on duty with easily identifiable arm band, hat, button, etc., labeled “event staff”
- Identify representatives from each school
- Identify cheerleader sponsor/coaches
- Identify band directors
- Identify administrators from host schools
- Identify poms sponsors

Establish guidelines for cheerleading

- Do not allow taunting, inflammatory, or insulting cheers
- Request sponsors/coaches to identify themselves to the game manager
- Designate special seating
- Give mascots specific directions and limitations (Note: mascots are under National Federation Spirit Rules)

Secure equipment that may be helpful

- Access to phone
- Communication devices such as bull horn, walkie talkies
- Rope/tape
- Signs/sawhorses/barrels
- Flashlights/lanterns/batteries
- Money bags for frequent pickups (secure area for deposit)
- **Consider availability and access of medical personnel and supplies**
- Paramedic, trainer, or doctor
- Plan emergency vehicle access to site
- Ice/water
- First aid kit

Analyze and prepare the facility

- Have designated home and visitor dressing rooms
- Know seating capacity, do not exceed
- P.A. system (announcements should be positive, helpful, and impartial)
- Maximum available lighting should be utilized during any contest and not restricted to the area of competition
- At sold-out contests, clear the site of fans that could not gain admission
- Evaluate the conditions and factors of on-site construction projects and the resultant impact
- Instruct the operator of the videotaping equipment to record all incidents of inappropriate behavior
- Consider announcing that fans will not be allowed on the field/court at half-time or post-game

Follow up

- Evaluate procedures (update information/resolve issues)

ATHLETIC DIRECTOR'S PRE-SEASON MEETING CHECKLIST
CHARLES COUNTY PUBLIC SCHOOLS
PRE-SEASON MEETING

WELCOME

- Sportsmanship Expectations
- Game Ejection

CHAIN OF COMMAND

- Assistant Principal for Athletics
- Athletic Director
- Head Coach
- Assistant/JV Coach
- Players
- If there are any questions or concerns, the athlete/parent should first contact the appropriate coach. If there is no resolution, he/she should then go to the head coach, etc.

COMMUNICATIONS WITH PARENTS, COACHES, AND ADMINISTRATORS

- Social Media Rule

ELIGIBILITY

- Grade Point Average
- Number of Failing Grades
- Attendance
- Appeal Process

COMPLETION OF FORMS (Online/Electronic)

- Pre-Season Athletic Eligibility Clearance Form
- Emergency Card
- Parental Consent/Physical Form
- Concussion Forms
- COVID-19 Awareness Form (Parent/Student-Athlete Participation Acknowledgement Statements)

ROLE OF THE ATHLETIC TRAINER

LETTERING CRITERIA (Policy)

GATE ADMISSION – TICKET OPTIONS

- Re-entry Policy
- Substances Policy
- Pets

ATHLETIC HOTLINE

- School Secretary
- Voice Mail
- Emergency Weather
- School website or SMAC website (www.smacathletics.org)

BOOSTER CLUB

- Purpose
- Membership

END OF SEASON REVIEW WITH COACHES

Example Checklist

1. Collect and check equipment/uniforms. Complete Inventory.
2. Make list of missing equipment/uniforms including player responsible.
3. Equipment/uniforms should be placed in proper storage.
4. Put aside equipment/uniforms needing repair and give list to the athletic director.
5. Collect cost of missing equipment/uniforms from players to be turned into athletic director or follow school policy.
6. Provide a list of all players who qualify for letter awards, etc.
7. Provide a list of special honors achieved by individuals or the team.
8. Attend coach's meetings, clinics, etc.
9. Evaluate varsity assistants, junior varsity head and assistants, freshman head and assistant coaches.
10. Complete list of school's records including new records.
11. Budget request for next year. Items should be in priority order.

F. Code of Ethics for Coaches

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and never should interfere with opportunities for academic success. Each child should be treated as though he/she were the coaches own and the child's welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation and NIAAA Board of Directors.

- **The coach** shall be aware of the 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.
- **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.
- **The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- **The coach** shall avoid the use of alcohol and tobacco products when in contact with players in any situation.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach these to the team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert a positive influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- **The coach** shall not exert pressure on faculty members to give student-athletes special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- **The coach** shall follow the county **social media rule**.

G. MPSSAA/CCPS Coaching Eligibility and Requirement

1. Member MPSSAA schools shall employ as coaches:
 - a. Teachers or certificated professional educators employed by the local Board of Education.
 - b. Persons certifiable as professional educators by the State Department of Education according to 13A.12.01.
 - c. Credentialed coaches who meet the following requirement:
 - i. Are eligible to hold a Maryland certificate under COMAR 13A.12.01;
 - ii. Possess a MPSSAA/MSDE Coaching Certification;
 - iii. Have completed two years of successful coaching as an emergency coach; and
 - iv. Have spent the previous one year as a successful emergency coach at the school of hire in the position of hire.
2. If no acceptable and qualified coaches are available from the teachers or certifiable professional educators employed by the Board of Education, a temporary emergency coach may be employed if the following procedures are followed:
 - a. The person shall be officially appointed by the local superintendent of schools on a one-season basis for a specific coaching assignment;
 - b. The coaching salary of the appointed coach shall be paid exclusively by the local school system;
 - c. After July 1, 2010, an emergency coach is required to possess an MPSSAA/MSDE coach certification prior to the start of his or her fourth year as an emergency coach;
 - d. For teams with more than one coach, emergency coaches may not comprise more than 50 percent of that sport staff;
 - e. The emergency coach shall be at least 21 years old and possess a high school diploma.
3. Be knowledgeable of the contents of the Charles County Public Schools Athletic Handbook and adhere to and enforce all policies pertaining to athletics.
4. Complete the Care and Prevention of Athletic Injuries Course as defined in COMAR .04B (3) All coaches shall have completed or be enrolled in a one-credit course in the prevention of care of athletic injuries in the first year of his/her employment. Recertification must be obtained every five years.
5. Complete certification and maintain re-certification in Cardio-Pulmonary Resuscitation and Automated External Defibrillation (CPR/AED).
6. Complete all required Safe Schools Training programs required by Charles County Public Schools.
7. Complete the National Federation of High Schools (NFHS) Concussion in Sports Management Course. www.nfhslearn.com (required annually).
8. Complete the National Federation of High Schools (NFHS) Guide to Heat Illness Prevention Course. www.nfhslearn.com (required annually).
9. Complete the National Federation of High Schools (NFHS) Sudden Cardiac Arrest Course, www.nfhslearn.com (required annually).
10. All certifications must be on file with the director of athletics.
11. Member MPSSAA schools may permit volunteer athletic coaches to assist their coaching staff. The volunteer coaches may not serve as head coaches at any level and shall work only under the direction of the head coach.

H. Volunteer Coach

Member MPSSAA schools may permit volunteer athletic coaches to assist their coaching staff. The volunteer coaches may not serve as head coaches at any level and shall work only under the direction of the head coach. The volunteer coach may be used if the following procedures are followed:

- a. Section 5-561 of the Family Law requires that fingerprinting and criminal background investigation be made on all new employees. No coach shall report to his or her assignment until he or she has been fingerprinted.
- b. The volunteer coach shall be at least 21 years of age and possess a high school diploma.
- c. The volunteer coach shall have completed or be enrolled in a one-credit course in the care and prevention of athletic injuries, concussion, heat acclimatization, and sudden cardiac arrest.
- d. The volunteer coach shall be formally appointed on a one-season basis for a specific coaching assignment.
- e. The volunteer coach may be asked to end his/her duties at any time by the head coach, athletic director or principal.

I. What is A “Credentialed Coach”?

In the MPSSAA By-laws, under the requirements for “MPSSAA Coaching Eligibility”, provisions are made for those instances where no acceptable and qualified coaches are available from the teachers or certifiable professional educators employed by the local Board of Education, for temporary “Emergency Coaches” to be employed by following the prescribed procedures.

Emergency Coach is required to possess an MPSSAA/MSDE coach certification prior to the start of his or her fourth year as an Emergency Coach. Credentialed coaches should not only retain all proof of course completions and certification for their own recordkeeping but should also provide copies to the athletic director at the school of hire.

1. The requirements for an Emergency Coach to attain Credentialed Coach status are as follows:
 - a. The individual may NOT have been convicted of, pleaded guilty or nolo contendere with respect to, or received probation before judgment for a crime against children or a crime of violence.
2. The individual MUST complete the National Federation of State High School Association’s (NFHS) “Level I Coaching Certification”.
 - a. The NFHS Level I Coaching Certification is obtained by receiving credit for completing three online courses at www.nfhslearn.com:
 - i. NFHS Fundamentals of Coaching.
 - ii. NFHS First Aid for Coaching (or a school system-approved Care & Prevention of Athletic Injuries course completed within the past 3 years. NOTE: Taking the NFHS First Aid course does NOT replace the State requirement for a one credit course in the Care & Prevention of Athletic Injuries.).
 - iii. Fundamentals of Coaching Sport-specific course (In the event that a course for coaching your particular sport is not yet available, the Teaching Sports Skills course may be substituted.).

J. Head Coaches and Activity Sponsor Responsibilities

Before Season:

1. Provide the athletic director all coaching certifications required by the MPSSAA and Charles County Public Schools.
2. Complete forms as required by Maryland Public Secondary Schools Athletic Association and the Board of Education (eligibility roster, player address, accident report, etc.).
3. Only permit student/athletes who have been cleared (eligible) by the athletic director to begin tryouts. Student/athletes who have been cleared shall present proper paperwork to the head coach or his or her designated staff.
4. Equipment can be issued prior to a sport season, but only to athletes who have been cleared for tryouts by the athletic director.
5. Conduct a mandatory pre-season meeting with students and parents to review written team responsibilities and expectations.
6. Check all equipment used in the sport. Make any necessary repairs.
7. Be responsible to the principal through the athletic director for the entire program (varsity, junior varsity, and freshman).
8. Hold pre-season meeting with students and discuss philosophy of program and inform them of responsibilities and regulations. Included should be guidelines related to tryouts and team selections.
9. Check practice area – list any facility needs or improvements.
10. List equipment needs including first aid supplies.
11. Supervise assistant coaches and assign their respective duties.
12. Make recommendations for improvements, new equipment, etc.
13. **Make sure that all coaches (paid and volunteer) are approved and cleared by Human Resources before performing any coaching responsibilities.**
14. **Review Superintendent Rule 1111 with staff – Communications with Students**

Superintendent Rule 1111

Charles County Public Schools (CCPS) recognizes that students, parents, and other stakeholders use differing methods of communication, and strives to reach as many of our community as possible. Social media is one of those methods. Social media is defined as on-line technologies such as Twitter, Facebook, YouTube, Instagram, and Snapchat, as well as any and all electronic communications, including but not limited to texting, emailing, instant messaging, group messaging and chat rooms. CCPS allows the use of social media and other technologies as avenues to communicate school system messages, encourage social media visitors to visit the CCPS website, and create opportunities for two-way dialogue.

EMPLOYEE USE OF SOCIAL MEDIA

Approved social media sites may be used to facilitate communication among employees, groups of students and members of the school community to further the instructional program. Employees are expected to conduct all social media communications in accordance with Board policies, guidelines in the Employee Handbook, and directions from their supervisors, as they would in any professional situation. Social media accounts used by employees of CCPS shall be approved annually by the school principal. The approval process will include the sharing of log iPS. Except as provided in this Rule, CCPS prohibits communications between students and staff through social media.

Transparency:

- Employees may communicate with students or groups of students as long as the communication is intended for and available to the general public and parents have access to the platform.
- If a teacher has approval and wants to use social media as a form of communication to students as part of the instructional program, information about the use of any social media shall be included in the classroom syllabus or extracurricular information, and department supervisors and school administration shall approve any social media tools being used. The classroom syllabus will include a clear statement of the purpose and outcomes for the use of any networking tool.
- Parents/Guardians have the right to opt-out of using social media or from having their children in CCPS use social media. This can be done by formal, written direction to their child's school. Teachers cannot require social media as part of their instructional program and must provide equal alternatives as needed.
- The principal has the authority to deny or revoke any teacher's use of social media as part of the educational process.
- Teachers should enforce clear rules and expectations for students on social media related to the classroom, including proper language and respect. These rules should be clearly and explicitly stated in the classroom syllabus.
- Teachers must inform parents of the social media tools being used, how their children are being contacted online, and the expectations for appropriate behavior.
- Employees may not communicate one-on-one with individual students through social media, including but not limited to texting, emailing, instant messaging, group messaging, commenting, "liking," or following of student's social media pages and the use of chat rooms, except through Synergy Mail or other CCPS authorized platform. Any authorized communication must be directly related to an educational purpose or activity connected to the school setting. This provision does not apply to communication with employees' relatives outside of the school setting. Any other one-on-one communication for any other purpose shall be deemed to be outside the scope of employment and may subject the employee to disciplinary action.

General Conduct:

- Employees should be aware that they will be identified as working for and representing the school in what they do and say online.
- Employee communications with students should be professional and appropriate within the context of the teacher/student relationship.
- Employee should treat social media as an extension of the classroom and should weigh every posting for how it reflects their effectiveness as CCPS employees.

- Employees who use social media for CCPS purposes may NOT include personally identifiable information about a student in any posting made available to anyone who is not legally entitled to the information.
- Employees may not use inappropriate language, or images including language deemed to be defamatory, obscene, proprietary, or libelous. Caution must be exercised with regards to exaggeration, inappropriate language, legal conclusions, and derogatory remarks or characterizations.
- All laws pertaining to copyright and intellectual property must be obeyed.
- All online communications must be retained according to the Charles County Public Schools Record Retention Rule and can be monitored.
- Violation of the Superintendent's Rules may be grounds for discipline up to and including termination as well as a loss of the teacher's certification.

Privacy and Content:

- Users must pay close attention to the site's security settings and allow only approved participants access to the site.
- Employees must adhere to CCPS guidelines when posting student pictures and using student names. Images that include students whose parents have opted out of media exposure should not be posted.
- If an employee learns of information on a social networking site that falls under the mandatory reporting guidelines, they must report it as required by law.

STUDENT USE OF SOCIAL MEDIA

- CCPS may provide access to designated social media sites deemed appropriate for students, solely for instructional purposes, on CCPS computers, tablets, or other mobile devices. CCPS reserves the right to discontinue access to any designated social media site and/or provide access to additional social media sites as necessary and appropriate for legitimate instructional purposes for students to use. In instances where access to designated CCPS social media sites is provided, CCPS administration shall have access to and may regulate such use.
- Student misuse of social media may have a negative and/or severe impact on a school learning environment, or risk the safety of staff and students, and shall be addressed by CCPS under the Code of Student Conduct guidelines.
- Moreover, student use of social media off school grounds having a nexus to, or having an impact on, the normal operations of a school, learning environments, or the safety of students or staff, shall be addressed by CCPS as a violation of the Code of Student Conduct.
- Students shall not use social media to communicate with employees except in cases where such use is regulated and monitored by CCPS administration and the students' parents/guardians for the purpose of furthering a bona fide CCPS educational initiative.

- Students and parents/guardians are encouraged to report any improper communication from a CCPS employee to the school principal or other staff member.

REPORTING MISUSE OF SOCIAL MEDIA

- When an employee becomes aware of an incident that involves the misuse of social media, the staff member shall immediately report the incident to the principal. If the incident involves the safety or security of a student or staff member, the Charles County Sheriff's Office may be called.
- If it is determined that the incident is a direct result of misuse of social media, the school administrator will address the incident according to Code of Student Conduct.
- The school administrator/designee should be aware that some acts pertaining to the misuse of social media could also be delinquent acts. If they are delinquent acts, they shall be reported promptly to the responsible law enforcement agency.
- Students, parents/guardians, and staff are encouraged to report the misuse of social media to CCPS administrators.
- Students who violate any of the rules on social media may be subject to discipline up to and including suspension or expulsion.

During the Season and Activity:

1. Issue equipment and maintain the appropriate records.
2. **Make available to every player a copy of Team Expectations for Practice Sessions and Games.**
 - A signed (student and parent) copy should be on file with the athletic director.
3. **Assume responsibility for enforcing the rules mentioned in Item #2.**
4. Set an example of good moral and physical behavior.
5. Submit to the athletic director a complete list of players at the end of the first day of practice.
6. Keep an emergency medical card readily accessible at all practices and games for each student-athlete.
7. Check attendance and keep record of absences.
8. Report all injuries to the athletic director immediately.
9. Proper accident reports should be completed as necessary.
10. **Coaches are responsible for supervision of their athletes before, during, and after practice and/or games, until all students have been picked up by parents/guardians.**
11. **Promote sportsmanship.**
12. Assign times for participants to report to the dressing room for home games.
13. Assign times for participants to report to the bus for away games.
14. See that practice is held regularly so that participants are in good physical condition.
15. Conduct practices only under supervision of authorized personnel.
16. Develop a player list, including uniform number, for use in an effective program.
17. Select reliable student managers for each sport.
18. Check school absentee lists to determine if absences are lawful or unlawful.
19. Personally supervise the dressing room and shower areas. Stress safety in these areas.

20. Report to practice thirty minutes before announced practice time on non-school days.
21. Secure building and/or locker facilities during practice, after practice and after each game.
22. Help keep coaches' offices clean.
23. Teach fundamentals.
24. Report immediately any damage or loss in property and equipment to the proper authority and AD.
25. Make sure all players fulfill the eligibility requirements of the state, county and school.
26. Assume responsibility for conduct and well-being of every player.
27. Conduct self and manage team in a manner to be a credit to the school and the community.

After the Season/Activity:

1. Collect and check in all equipment. A complete inventory must be turned in to the athletic director/Principal.
2. Make a list of missing equipment, including the student responsible.
3. See that equipment is placed in proper storage area.
4. Put aside any equipment needing repair and give a list of this equipment to the athletic director.
5. Collect cost of lost equipment from players. Turn in money collected to athletic director.
6. Make a list of all players who qualify for letter awards, etc.
 - List of special honors received by team members.
7. Attend coaches' meetings, clinics, etc.
8. Evaluate varsity assistant coaches, junior varsity head coaches, junior varsity assistant coaches, freshman head coaches and freshman assistant coaches.
9. Complete list of school records for each sport including new records set for the season, etc.
10. Budget request for next season. Items should be listed in priority order.

COACH'S PRE-SEASON MEETING CHECKLIST
CHARLES COUNTY PUBLIC SCHOOLS - PRE-SEASON MEETING

TEAM RULES AND REGULATIONS

- Code of Conduct
- Expectations
- Sportsmanship
- Chain of Command
- Eligibility

COMMUNICATIONS WITH TEAM

- Social Media Rule

SELECTION OF TEAM MEMBERS

PRACTICE SCHEDULE

- Times and Dates
- Inclement Weather Adjustments

PRE-GAME AND POST-GAME PROCEDURES

TRAVEL POLICY

K. ASSISTANT COACH/SPONSOR RESPONSIBILITIES:

1. Be knowledgeable of the contents of the Charles County Public Schools Extra-Curricular Handbook and adhere to and enforce all policies pertaining to athletics and organization sponsorship.
2. Assist head coach/sponsor with pre-season meeting.
3. Report directly to head coach/sponsor.
4. Set an example of good moral and physical behavior.
5. Make recommendations to head coach for improvements, new equipment, etc.
6. Report to practice thirty minutes before announced practice time on non-school days.
7. Secure building during each practice.
8. Secure building after each practice and game.
9. Help keep coach's office clean.
10. Inform players of their responsibilities and enforce all rules set up by the school, county and state.
11. Teach fundamentals.
12. Promote sportsmanship.
13. Check constantly for damaged property and equipment and report damages immediately to the proper authority.
14. Make sure all players fulfill the eligibility requirements of Maryland Public Secondary Schools Athletic Association and the Charles County Board of Education.
15. Provide the athletic director/principal all pertinent certifications required by the MPSSAA and Charles County Public Schools.
16. Supervise every minute of every practice/activity.
17. Assume responsibility for conduct and well-being of every player/student on trips.
18. Delegate duties to student managers but retain responsibility for their action.
19. Conduct self and team in a manner to be a credit to the school and the community.
20. Attend all varsity games and assist head coach or scout for the varsity.

III. COACH EVALUATION:

Coaching evaluations in Charles County are performed for three reasons. First, if expectancies are clear and concise, there should be an improvement of coaching techniques and overall professional performance. Second, the evaluation process insures a direct communication of the professional standing of the coach. Most often this will be a positive reinforcement for a job well done. Third, the evaluation process can provide documentation on the system needs for coaching personnel.

Included in the Handbook is an example of the Head Coach Evaluation. Coaches should study it carefully and pay particular attention to the overall rating system. Coaches can easily determine that all categories of evaluation are important, but that "Coaching Effectiveness" and "Administrative Responsibility" receive more emphasis.

Also provided is a schedule indicating when each coach is to be evaluated. The athletic director in conjunction with the school principal is to evaluate head coaches. The athletic director and head coach are to evaluate the assistant coach.

Any coach can be evaluated in any year. The minimum evaluations must be done according to the following schedule: We are in fiscal year 2023.

Last Name	A - L	Must be evaluated in even fiscal years. (2024, 2026, etc.)
	M - Z	Must be evaluated in odd fiscal years. (2023, 2025, etc.)

All first-year coaches are to be evaluated.

IV. EXTRA PAY FOR EXTRA DUTIES

Compensation for teachers provided by the Extra Pay Scale for Extra Duties shall be applicable under the following conditions:

1. The assignment to each extra-curricular position shall be made annually in writing and shall be for one school year.
2. It is understood that the principal determines the scope of the assignment and the teacher/coach accepting the assignment is directly responsible to the principal.
3. The specific extra-curricular programs and the number of teachers/coaches assigned to each activity in each school shall be determined and approved by the superintendent of schools.
4. No teacher/coach may coach more than two activities per year for compensation, except as authorized **by** the superintendent of schools or his/her designee.
5. No coach may receive compensation for more than one head coaching and one assistant coaching assignment per year, except as authorized by the superintendent of schools or his/her designee.
6. No coach may receive compensation for more than one sport per season.
7. Payment will be made for each activity. Such payment will be included in the end of the month salary check following receipt of verification from the school principal that the teacher/coach has discharged his/her responsibilities as outlined in the job description.
8. The assignment of administrative personnel to extra duty positions is discouraged because effective administration of a school is considered a full-time assignment. Approval of the superintendent of schools or his designee will be necessary for the appointment of an administrator to extra duty positions.
9. A teacher of one school coaching an activity in another shall have the approval of both principals and is strongly discouraged.

The positions listed below have been approved for extra pay at the designated rate listed. The rate of pay represents a maximum stipend and is contingent upon the individual fulfilling all the provisions of the Extra Pay for Extra Duty contract. In the event the principal reduces a stipend because all provisions have not been fulfilled, the decision shall be made after a conference between the principal and the employee. The schedule for extra pay is as follows:

EPED Position	Season	Activity Type	Pay Category	Amount
Athletic Director	Year	Athletics	0	5270
Football Coach - Head Varsity	Fall	Athletics	2	3266
Band Director (HS)	Year	Fine Arts	3	2722
Basketball Coach - Head Varsity (boys and girls)	Winter	Athletics	3	2722
Wrestling Coach - Head Varsity	Winter	Athletics	3	2722
Football Coach - Head JV	Fall	Athletics	4	2450
Baseball Coach - Head Varsity	Spring	Athletics	5	2312
Outdoor Track Coach - Head Varsity (boys and girls)	Spring	Athletics	5	2312
ROTC Activities Sponsor	Year	Academic Club	5	2312
Softball Coach - Head Varsity	Spring	Athletics	5	2312
Theater Manager (HS)	Year	Fine Arts	5	2312
Choral Director (HS)	Year	Fine Arts	6	2178
Drama Sponsor (HS)	Year	Fine Arts	6	2178
Volleyball Coach - Head Varsity	Fall	Athletics	6	2178

Wrestling Coach - Head JV	Winter	Athletics	6	2178
Basketball Coach - Assistant JV (boys and girls)	Winter	Athletics	7	2042
Basketball Coach - Assistant Varsity (boys and girls)	Winter	Athletics	7	2042
Basketball Coach - Head JV (boys and girls)	Winter	Athletics	7	2042
Field Hockey Coach - Head Varsity	Fall	Athletics	7	2042
Football Coach - Assistant, all levels	Fall	Athletics	7	2042
Lacrosse Coach - Head Varsity (boys and girls)	Spring	Athletics	7	2042
Soccer Coach - Head Varsity (boys and girls)	Fall	Athletics	7	2042
Unified Sports District Rep	Year	Athletics	7	2042
Wrestling Coach - Assistant Varsity/JV	Winter	Athletics	7	2042
AVID Coordinator (MS, HS)	Year	Staff Support	8	1906
CCASC Advisor	Year	Student Government	8	1906
Cheerleading (Fall) Coach - Head	Fall	Athletics	8	1906
Cheerleading (Winter) Coach - Head	Winter	Athletics	8	1906
NHS Sponsor (HS)	Year	Academic Club	8	1906
PBIS Coordinator (ES, MS, HS)	Year	Staff Support	8	1906
Tennis Coach - Head	Spring	Athletics	8	1906
Marching Band Director	Fall	Fine Arts	9	1770
Outdoor Track Coach - Assistant Varsity (boys and girls)	Spring	Athletics	9	1770
Yearbook Sponsor (HS)	Year	Service Club	9	1770
Baseball Coach - Assistant	Spring	Athletics	10	1633
Baseball Coach - Head JV	Spring	Athletics	10	1633
Cross Country Coach - Head	Fall	Athletics	10	1633
Golf Coach -Head	Fall	Athletics	10	1633
Indoor Track Coach - Head	Winter	Athletics	10	1633
Junior/Senior Class Sponsor	Year	Student Government	10	1633
Newspaper Sponsor (HS)	Year	Service Club	10	1633
SGA Sponsor (HS)	Year	Student Government	10	1633
Softball Coach - Head JV	Spring	Athletics	10	1633
Softball Coach -Assistant Varsity	Spring	Athletics	10	1633
Band Director (MS)	Year	Fine Arts	11	1496
Cheerleading (Fall) Coach - Assistant/Head JV	Fall	Athletics	11	1496
Cheerleading (Winter) Coach - Assistant/Head JV	Winter	Athletics	11	1496
Choral Director (MS)	Year	Fine Arts	11	1496
Dept Chair/Team Leader 15+ members	Year	Staff Support	11	1496
Drama Sponsor (MS)	Year	Fine Arts	11	1496
Field Hockey Coach - Assistant	Fall	Athletics	11	1496
Field Hockey Coach - Head JV	Fall	Athletics	11	1496
Lacrosse Coach - Head JV (boys and girls)	Spring	Athletics	11	1496

Lacrosse Coach - Assistant Varsity (boys and girls)	Spring	Athletics	11	1496
Orchestra Director (HS, MS)	Year	Fine Arts	11	1496
Poms	Fall	Athletics	11	1496
Poms	Winter	Athletics	11	1496
Soccer Coach - Assistant Varsity (boys and girls)	Fall	Athletics	11	1496
Soccer Coach - Head JV (boys and girls)	Fall	Athletics	11	1496
Soccer Coach- Assistant JV	Fall	Athletics	11	1496
Unified Track and Field Coach - Head	Spring	Athletics	11	1496
Volleyball Coach - Assistant Varsity	Fall	Athletics	11	1496
Volleyball Coach - Head JV	Fall	Athletics	11	1496
Dept Chair/Team Leader 10-14 members	Year	Staff Support	12	1360
Swimming Coach - Head	Winter	Athletics	12	1360
Track Coach - Assistant JV	Winter	Athletics	12	1360
Yearbook Sponsor (MS)	Year	Service Club	12	1360
Art Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	953
Band Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	953
Band Front Units	Fall	Fine Arts	13	953
Basketball Coach - Freshman	Winter	Athletics	13	953
Cheerleading Coach- Freshman	Fall	Athletics	13	953
Cheerleading Coach – Freshman	Winter	Athletics	13	953
Chorus Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	953
Cross Country Coach - Assistant	Fall	Athletics	13	953
Dept Chair/Team Leader 6-9 members	Fall	Staff Support	13	953
DI Sponsor (ES, MS, HS)	Year	Academic Club	13	953
Freshman/Sophomore Class Sponsor	Year	Student Government	13	953
Golf Coach - Assistant	Year	Athletics	13	953
Inclusion Support Coordinator	Fall	Staff Support	13	953
Orchestra Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	953
Swimming Coach - Assistant	Year	Athletics	13	953
Tennis Coach - Assistant	Winter	Athletics	13	953
Theater Event Lead Teacher (ES, MS, HS)	Spring	Fine Arts	13	953
Unified Bocce Coach - Head	Year	Fine Arts	13	953
Unified Tennis Coach - Head	Winter	Athletics	13	953
Weight Room Monitor	Fall	Athletics	13	953
Best Buddies (ES, MS, HS)	Year	Service Club	13	953
Dept Chair/Team Leader 1-5 members	Year	Staff Support	14	817
Educators Rising Sponsor	Year	Academic Club	14	817
It's Academic Sponsor (HS)	Year	Academic Club	14	817
Key Club Sponsor (HS)	Year	Service Club	14	817
Math Team/MathCounts Sponsor (HS, MS)	Year	Academic Club	14	817

MESA Sponsor (ES, MS, HS)	Year	Academic Club	14	817
Mock Trial Sponsor (HS)	Year	Academic Club	14	817
Public Relations Liaison	Year	Staff Support	14	817
SADD/Just Say No Sponsor	Year	Service Club	14	817
SGA Advisor (MS)	Year	Student Government	14	817
Skills USA Sponsor (HS)	Year	Academic Club	14	817
SSL Coordinator (MS, HS)	Year	Staff Support	14	817
Synergy Coordinator	Year	Staff Support	14	817
Itinerant Instrumental Music Teacher - 2+ schools	Year	Fine Arts	14	817
Math Team Sponsor (ES)	Year	Academic Club	15	680
NJHS Sponsor (MS)	Year	Academic Club	15	680
Robotics Team Sponsor (ES)	Year	Academic Club	15	680
Yearbook Sponsor (ES)	Year	Service Club	15	680
All County Chorus Program Director - East	Year	Fine Arts	15	680
All County Chorus Program Director - West	Spring	Fine Arts	16	379
Instrumental Music Teacher (ES)	Year	Fine Arts	16	379
MS Tournament Coach - Archery	Spring	Athletics	16	379
MS Tournament Coach - Basketball	Winter	Athletics	16	379
MS Tournament Coach - Golf	Fall	Athletics	16	379
MS Tournament Coach - Track & Field	Spring	Athletics	16	379
MS Tournament Coach - Volleyball	Fall	Athletics	16	379
Builders Club Sponsor (MS)	Year	Service Club	17	137
Environmental Science Sponsor (ES)	Spring	Academic Club	17	137
General Music Teacher	Year	Fine Arts	17	137
K-Kids Club Sponsor (ES)	Year	Service Club	17	137
Spelling Bee Sponsor (MS Only)	Winter	Academic Club	17	137
Musical Production Orchestra Director	Varies	Fine Arts	\$400	
Musical Production Vocal Music Coach	Varies	Fine Arts	\$500	
Musical Production Director	Varies	Fine Arts	\$700	

In the event an athletic director is assigned to coach a listed sport, he/she would be limited to receiving the stipend for serving as athletic director and coaching one sport per year.

All vacancies for extra pay positions will be adequately publicized.

Assumption of all extra pay duties shall be voluntary, and the signature of the employee shall be required on the contract prior to performing the duties.

V. OFFICIALS

- A. All schools must abide by County, SMAC, and Rules and Regulations Governing Interscholastic Athletics in the State of Maryland guidelines that apply to athletic contests.
- B. Officials shall be used in all athletic contests except golf and tennis.

- C. Officials for contests involving county schools should not be members of the faculty of either participating school.

VI. INTERSCHOLASTIC ATHLETICS IN CHARLES COUNTY:

The following athletic programs may be organized and conducted on the high school level.

Boys	Girls	Co-Ed
Football	Field Hockey	Tennis
Basketball	Basketball	Cheerleading
Baseball	Softball	Golf
Cross Country	Cross Country	
Track and Field	Track and Field	
Soccer	Soccer	Unified Sports
Wrestling	Volleyball	Bocce
Indoor Track	Indoor Track	Track
Swimming	Swimming	Tennis
Lacrosse	Lacrosse	

VII. ADDITION OR DELETION OF SPORTS TO THE SCHOOL PROGRAM:

Addition of a Sport/Team Activity

The following procedures are to be used when considering a sport to be added to the athletic program. No club or team activity may be added without being sanctioned/approved through these procedures. The sport must be recognized by the MPSSAA as a sport in Maryland.

1. A written report should be submitted to the coordinator of student activities by a school through the principal indicating the sport to be added and a rationale. This report must be submitted by September 1 of the year prior to a sports implementation.

The report should include the following information:

- a. name of sport
 - b. justification
 - c. budget
 - d. student interest
 - e. availability of coaches
 - f. availability of facilities
 - g. equipment/supplies
 - h. scheduling
 - i. transportation
 - j. officials
 - k. impact on Title IX
 - l. recommended implementation date/timeline/level of competition
 - m. insurance
2. The coordinator of student activities should forward this report to the Charles County Athletic Council for consideration and discussion.
 3. The Charles County Athletic Council should review the report and forward a recommendation to the Executive Director of Schools.

4. The Executive Director of Schools should review the Charles County Athletic Council recommendation and submit the report to the Superintendent of Schools.
5. If the recommendation of the Charles County Athletic Council is for approval and the Superintendent of Schools agrees, the report should be forwarded to the Board of Education as an action item.
6. At any time, the written report of the initiating school/principal should be returned if more information is needed.
7. For any sport that is added, there must be an adequate number of students to make up the team(s). A recommended number is two times the number of players needed to field a team, not including current grade 12 students.
8. All high schools with a senior class will offer a sport on the varsity level before a junior varsity team is offered in the sport. Any new school that is opened, the sports level of play at the school will be determined based on the class breakdown.
9. Approval by the Board of Education should be by December 1 of the year prior to the addition of the sport.

Dissolving of a Sport/Team Activity

Any written request to dissolve sport, club, organization, or activity must outline the reasons why the deletion is desired and pertinent background facts and information that support the reasoning. The principal will send the written request to the coordinator of student activities. The coordinator of student activities will forward this information to the Charles County Athletic Council. The Council will review and forward a recommendation to the Chief of Schools for review.

VIII. CHEERLEADING:

Cheerleading squads are approved school teams recognized by the Charles County Board of Education. They comprise an integral part of the Charles County Athletic Program.

The purpose of cheerleaders is to convey school spirit while supporting the competitive sporting events of the school. Cheerleaders act as liaisons to motivate and unite spectators of other athletic teams that are competing by incorporating cheers, dances, and other crowd involvement techniques. They are also representatives of the school and community. The cheerleading squads are team-based activities that promote fitness, trust, self-esteem, enthusiasm, and fun! As a cheerleader, students will perform cheers, stunts, dances, tumbling, and many other activities that involve spectator involvement. Additional activities include cheerleading camps, team-building courses, and cheerleading competitions to improve skill level, teamwork, and self-confidence.

A. Objectives for Cheerleaders - A cheerleader will be able to:

1. Promote school spirit.
2. Control crowds through organized leadership.
3. Provide support and recognition for all athletic teams and other school groups as appropriate.
4. Practice and always encourage good sportsmanship and mature behavior.
5. Lead organized cheers and chants to the student body and other spectators.
6. Acquaint students with a variety of appropriate cheers to be used in different situations.
7. Become knowledgeable of the sports for which they are going to cheer.
8. Ensure visiting teams are always welcomed and courteously treated.

B. Standards and Procedures for Cheerleading:

1. Squad members must try out each season to qualify for a position on that season's squad.

2. All skills and spotting techniques should be in accordance with National Federation of High Schools Spirit rules for cheerleading. All pyramids will be limited to "two high" levels involving no more than 3 levels. (1-1/2-1/2 no 4-1/2's). Individual schools may decide not to use any pyramids. Stunts, which require skill beyond the ability of the squad, should be eliminated.
3. Cheerleading must follow all MPSSAA rules and guidelines pertaining to out of season practices and summer camps.
4. All cheerleaders should respect the integrity and judgment of sports officials and display modesty in victory and graciousness in defeat.
5. It is expected that practices will be held frequently in preparation for the season.
6. Each squad will cover a minimum number of events as determined by the school administrator.
7. Cheerleaders should be dressed appropriately for all practices, including proper shoes, loose fitting shorts and full T-shirts.
8. All those eligible for tryouts will receive a schedule of tryout dates, words and guidelines for cheers, a sample evaluation sheet, and a detailed description of the selection criteria and tryout procedures, expectations of behavior in various situations, safety in dress for practice, etc.
9. The coach is responsible for the selection of the cheerleading squad.
10. Twelfth grade students may not participate on the junior varsity squad. It is recommended that eleventh grade students participate on the varsity squad.

C. Cheerleading Responsibilities:

1. At away games, the squad will sit in the area designated by the athletic director of the host school.
2. The members of the cheerleading squad shall:
3. Conduct themselves in a courteous, polite, and considerate manner, reflecting good sportsmanship.
4. Extend courtesy toward spectators, teams, and cheerleaders of the other school.
5. Refrain from the use of profanity or any other unsportsmanlike conduct.
6. Practice sessions, events, and activities shall be attended by all squad members unless excused by prior consent of the coach.
7. Uniforms shall be worn at all cheerleading and related activities and only for official school functions as approved by the coach.
8. Uniforms shall be always kept clean and in good condition.
9. The captain shall have the responsibility to communicate with the coach concerning all activities of the squad.
10. Each squad shall have current team expectations.
11. Cheerleaders are not to wear any jewelry while participating in cheerleading practices, games, and competitions.

IX. PLAYER ELIGIBILITY:

A. Maryland State Eligibility Code

Section 1 - Student eligibility for participation in interscholastic athletics at the secondary level shall be based on the following criteria:

1. Students must be officially registered and attending the member MPSSAA School they are authorized to attend under regulations of the local school system. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.
2. Students who are 19 years of age or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.
3. Students in grades 9, 10, 11, and 12 may participate in interscholastic for a maximum of four (4) seasons in any one sport.
4. Seventh and eighth grade students are not eligible to compete or practice with or against varsity and/or junior varsity athletic teams.

5. Students must maintain an amateur status as defined by the National Federation of High Schools.
6. Students, while participating on a school team, are permitted to participate on sports teams outside of school during the high school sports season. Such participation must meet the following criteria:
 - a. The outside participation may not conflict with the sports schedule of the school including district, regional and state championship play. (Sports schedule includes games and practices.)
 - b. A student who elects to participate on an outside team and does not participate on the school team during the designated sport's season is ineligible to represent his/her school in all meets and games that determine a county, district, regional, or state championship.
7. All students must be examined and determined to be physically fit to participate in any tryout, practice, or contest of a school team. A licensed physician or a physician's assistant under the supervision of a licensed certified physician must perform the exam. Certification of the exam must be provided to the high school principal and on file with the school's athletic director before a student may participate in a school-sponsored athletic activity. A parent/guardian and healthcare provider must sign and date the physical form **(MPSSAA/Charles County Physical Form available at all high schools)**. All incoming 9th graders must also have a physical prior to participating in any high school athletics, including spring or summer weight training.
A physical is valid for one year from the date of the examination. The anniversary date of the physical should be prior to the beginning of any sports season. Parents and students are responsible for keeping physicals up to date.
8. The following forms need to be completed and turned into the athletic director for clearance before a student can try-out: (submitted online/electronically)
 - a. Student/Parent Athletic Handbook signed permission form within item (d)
 - b. Parental Consent/Physical Form
 - c. Athletic Emergency Medical Card
 - d. Pre-Season Athletic Eligibility Clearance Form
 - e. Concussion Forms
 - f. COVID-19 Awareness Form (Parent/Student-Athlete Participation Acknowledgement Statements)
 - g. Impact Test (2022-23): all freshman and new students to CCPS, and all First-time participants in a sport)
9. A student may participate when he or she has legally transferred to another school. "Legally Transferred" means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.
10. A student must present to his or her high school principal a certificate from his or her parent or guardian indicating their permission for participation.
11. Any student who has been awarded a high school diploma shall be ineligible to compete in athletics.

B. Charles County Player Eligibility Code

Code of Maryland Regulations (COMAR) Subtitle 05, chapter 03.02 Eligibility

Each local school system shall establish standards of participation which assure that students involved in interscholastic athletics are making satisfactory progress toward graduation.

Extracurricular Activities and Athletics Eligibility Requirements are as follows:

First Quarter	Eligibility is based on the fourth quarter (21-22) report card	2.00 GPA, fewer than 5 days absence, no failing grades	All incoming 9th grade students are automatically eligible for the first semester (first and second quarters)
Second Quarter	Eligibility is based on the first quarter (22-23) report card	2.00 GPA, fewer than 5 days absence, no failing grades	

Third Quarter	Eligibility is based on the second quarter (22-23) report card	2.00 GPA, fewer than 5 days absence, no failing grades	
Fourth Quarter	Eligibility is based on the third quarter (22-23) report card	2.00 GPA, fewer than 5 days absence, no failing grades	

In addition to the eligibility regulations set forth in the Maryland Public Secondary Schools Athletic Association Handbook, the following regulations shall apply to all students of Charles County.

1. An individual must be a registered full-time student in Charles County Public Schools to participate in any extracurricular activity. A full-time student, for this purpose, is defined as a student registered in four (4) or more courses or in an approved college or principal waiver program, except in special circumstances.
2. **Academic Eligibility:** Based on **Policy #6431** (Adopted February 9, 2014; Last Revised April 17, 2018; Last Reviewed April 17, 2018, Revised August 9, 2022), General Curricula: Extra-curricular Activities and Athletics Eligibility Requirements for Grades 6-12

The Charles County Board of Education extends the privilege of extracurricular activities and athletics to students who recognize their obligation to themselves, their co-participants and their school community while striving for academic excellence.

Extracurricular activities are defined as any activity pursued outside of a student's class enrollment. Examples of extracurricular activities include athletics, clubs, and student government associations. Extracurricular programs help provide valuable experiences and are considered an integral part of the total educational program. Involvement in extracurricular activities often have a positive influence on the academic achievement of students. It is the goal of this policy to help students successfully balance academics and extracurricular activities to provide opportunities for a well-rounded educational experience.

Activities that support specific content curriculum would not fall under the eligibility policy if the student were enrolled in the credit bearing class. Examples of activities that do not fall under the eligibility criteria include fine and performing arts, J.R.O.T.C. drill competitions, and Skills U.S.A.

Extracurricular Activities and Athletics Eligibility Requirements

Grade	Eligibility Requirements
9th	<ul style="list-style-type: none"> • A student who is promoted from eighth grade to ninth grade automatically meets the GPA and attendance eligibility requirements for the first semester (first and second quarter). • Beginning third quarter, students must have earned a 2.00 GPA from the first quarter with no failing "F" grades. • Students who are absent fewer than 5 days from the previous quarter may be eligible without providing documentation. Students who are absent 5 or more days may provide documentation for a lawful absence within 5 days of the absence with a limit of 5 parent notes. A suspension will count against eligibility.
10-12th	<ul style="list-style-type: none"> • Must meet local promotion standards. • Must have earned a 2.00 GPA from the previous quarter with no failing "F" grades. • Students who are absent fewer than 5 days from the previous quarter may be eligible without providing documentation. Students who are absent 5 or more days may provide documentation for a lawful absence within 5 days of the absence with a limit of 5 parent notes. A suspension will count against eligibility.

Lawful Absences as Defined by COMAR 13A.08.01.03

- Illness of a student documented by a parent note
- Court summons
- Death of family member
- Other emergency as approved by the principal
- Hazardous weather conditions
- Work approved or sponsored by the school
- Observance of a religious holiday
- State of emergency
- Lack of authorized transportation

In addition, the following guidelines will be adhered to when determining eligibility for each quarter:

1. Students who wish to participate in fall extracurricular and/or athletic activities will need to meet eligibility requirements based on their fourth quarter grade-point average at the end of the previous year.
2. Students who wish to participate in winter extracurricular and/or athletic activities will need to meet eligibility requirements based on their first quarter grade-point average.
3. Students who wish to participate in spring extracurricular and or athletic activities will need to meet eligibility requirements based on their second quarter grade-point average.
4. If a student received a failing grade in any quarter, she/he is ineligible for the remainder of the season, for post-season play, and for the following quarter.
5. Students academically ineligible at the end of the fourth quarter **cannot** regain eligibility until and after the first quarter of the following school year.
6. Students cannot gain or regain eligibility at interim or at any time during the quarter and/or season.

Extra-curricular Activities and Athletics Requirements: High Schools

Eligibility requirements must be met for students to participate in competitions, non-curricular performances and in activities which represent a CCPS school or district. Activities include, but are not limited to:		
Competition	Performance (non-curricular)	Club/Other (Representing the school/school system)
All Athletics		
Band Fronts	Cheerleading	SGA: Officers, Reps and CCASC
Black Saga	Dance Team	Class Officers
Cheerleading	Pep Band	Key Club
Debate Team	Fine & Performing Arts (if not enrolled in class)	National Honor Society
DI	Jazz Band	
Educators Rising	Poms	
Envirothon	Marching Band (non-competition)	
FBLA	Modeling	
It's Academic	Show Troupe	
Math Counts	Step Team	
Fine & Performing Arts (If not enrolled in class)		
Math Team		
Marching Band (if not enrolled in class)		
MESA		
Mock Trial		
Model UN		
Poms		
Rifle Team (if not enrolled in JROTC)		
Sea Perch		
Spelling Bee		
Step Team		
Unified Sports		
Vex Robotics		

Superintendent's Rule 6431

General Curricula: Extra-Curricular Activities and Athletics Eligibility Requirements for Grades 6-12

Legal Adopted November 10, 2015

For the purposes of determining eligibility of students to participate in extracurricular activities and athletics under Board Policy 6431, the following definitions shall be used.

Extracurricular activities are defined as any school activity that is non-credit bearing including athletics. Extracurricular activities are limited to an activity that is not directly connected to the school's academic program, and where students:

1. compete with students from other schools (such as intramural athletics or a robotics team); or
2. represent the school (such as in student government); or
3. perform (such as in a school play or musical group, unless enrolled in the class).

Extracurricular activities do not include academic support and supervised, structured skill-development activities, such as fine and performing arts workshops, tutoring programs, mentoring programs, and open gyms.

Days absent are defined to include any absence from school for a full day or any portion of the day for any reason other than those directly related to the following:

- Death in the immediate family, limited to a parent/guardian, sibling, grandparent, aunt, uncle, first cousin, or any individual who has regularly shared the household with the student.
- Illness of the student supported by a physician's certificate.
- Illness of the student sent home due to the illness at the recommendation of the school nurse for the remainder of that school day. An additional one or two consecutive school days immediately following that first day may be excused if supported by a written explanation from the student's parent/guardian.
- Health exclusion, as determined by the school.
- Court summons; or
- Other emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence from school, including educational trips and college visits, as defined by Superintendent's Rule 5122.
- Up to five parent notes will be accepted per quarter to excuse absences. Parent notes must be submitted within five days of the absence for absence to be excused.

The principal retains the authority to require documentation of any days absent.

Any determination of ineligibility under Board Policy 6431 shall be listed on the student's report card from the previous quarter. Parents may appeal the determination of ineligibility to the principal of the school by completing an Extra-Curricular Eligibility Appeal form. If the principal upholds the ineligibility, parents may appeal that decision by addressing the appeal in writing to the Office of School Administration no later than 30 days after principal's decision. A decision by the Office of School Administration to uphold an ineligibility determination may be appealed to the Board of Education in writing within 30 days of the date of the written decision by the Office of School Administration. The student shall be ineligible during the appeal unless and until the ineligibility determination is reversed, in which case the student shall immediately become eligible.

This Rule shall apply to determining eligibility for the second quarter of the 2015-2016 school year and beyond. Specifically, any student who is absent, as defined by this Rule, for more than 4.5 days in the first quarter of the 2015-2016 school year shall not be eligible to participate in extracurricular activities or athletics in the second quarter of the 2015-2016 school year. In future eligibility determinations, absences in the previous quarter shall be

the determining factor. Nothing in this Rule shall be interpreted to override any other factor in determining eligibility, including the minimum required GPA as stated in Board Policy 6431.

3. **Attendance Eligibility:**

- a. If a student is absent five (4.5) or more school days during the 9-week grading period, he/she becomes ineligible. All absences count against eligibility except those coded M2 for medical reasons, 01 for death in the immediate family, or 04 for court appearance.
- b. Up to five parent notes will be accepted per quarter to excuse absences. Parent notes must be submitted within five days of the absence for absence to be excused.
- c. If a student is absent the entire day due to illness, he/she may not practice, compete, or perform.
- d. If a student is absent in afternoon classes, he/she may not practice, compete, or perform.
- e. If a student is absent in the morning, he/she must attend at least $\frac{1}{2}$ of their classes.
- f. Students absent for excused reasons other than illness have no restriction on that day's practice or game. However, the principal must approve the absence prior to participation.
- g. Students suspended from school for any reason shall not be eligible unless reinstated by the principal and they attend more than $\frac{1}{2}$ of their class periods for one day. **This includes in-school suspension programs.** A copy of the policy for Reinstatement of Suspended Student/Athletes is included in the handbook.
- h. A student may participate in interscholastic athletics only if regularly enrolled in school the previous semester. The only exception to this rule would be withdrawal due to physical disability.

4. **Participation Limitations:** A student shall only be eligible for participation on any interscholastic athletic team for eight consecutive semesters, absent unusual hardship as determined by the Superintendent or designee. The eight consecutive semesters are counted from the time the student first enters ninth grade in any CCPS school or any other public school, private school, charter school, parochial school, or equivalent home school setting in any jurisdiction.

Reinstatement of Suspended Student-Athletes

FIRST SUSPENSION:

1. Once the student is suspended by the principal for violation of school rules and regulations, he/she is automatically suspended from participation in all school activities pending reinstatement.
2. The student will serve the length of the suspension as determined by the principal.
3. After the suspension has been served, the student will be reinstated to school by the principal who issued the suspension if all conditions have been met.
4. Prior to return to his/her sports team or extra-curricular organization, the student will then meet with the principal (or his/her designee) and the athletic director. The purpose of the meeting will be to decide whether to reinstate the student for athletic participation. The parent and coach could also be included in this meeting.

SECOND SUSPENSION:

1. **If a second suspension during a sport season occurs, the student/athlete will not be reinstated to the sports team after return to school from the suspension.**
 - a. A student may participate in interscholastic athletics only if regularly enrolled in their home school or enrolled in any approved alternative CCPS educational program the previous semester.

- b. Students may not participate in junior varsity athletics if they are in attendance more than six (6) semesters.
 - c. Athletic eligibility forms will be provided to the schools. These forms are to be completed and returned to the coordinator of student activities prior to the opening game in each sport.
- 5. Requests to make exceptions to the eligibility requirements may be considered through an appeal to the athletic director and then the school principal. The final decision concerning exception shall be made by the coordinator of student activities.

6. Residence Eligibility:

- a. Beginning July 1, 2011, students with pending housing occupancy within the school zone may enroll for academics but may not participate in athletics until the home is occupied. Students whose guardianship is pending may enroll for academics but may not participate in athletics until court documents are received by the school. Students whose custody is jointly held are ineligible until primary residency is established. Students paying tuition are ineligible for one year from the date of enrollment. A student who is transferred to a high school other than the zoned school on or prior to the first day of school shall not be eligible for interscholastic athletics for one school year. A student who is transferred to a high school other than the zoned school after the first day of school shall not be eligible for one full calendar year from the date the student is initially enrolled.
- b. Students of a CCPS employee, see Superintendent's Rule 5126, item 6 for eligibility.
- c. Any new transfer student or student not listed on the athletic computer program must have a transcript or report card indicating the grades and attendance for the prior semester. Students will not be cleared to tryout until this guideline has been met. Students are considered ineligible until this clearance process is met.
- d. No school personnel are to discuss transfers or guardianship arrangements with any student for the purpose of facilitating athletic participation.
- e. Any new transfer student or student not listed on the athletic computer program must have a transcript or report card indicating the grades and attendance for the prior semester. Students should not be cleared to try-out until this guideline has been met. These students shall be ineligible until this part of the clearance process is met.
- f.

Please respond to the following residency questions:

- A. I reside at _____, _____ MD
- B. This residence is within the boundaries of _____ High School Attendance Zone
- C. I reside at this residence with a parent or guardian: yes no
- D. My current address is the same as last year: yes no
- E. I have only played at my current high school: yes no
- F. I agree to notify the coach / school of any changes in residence: yes no

C. Squad Membership:

- 1. Upon the official start of the sports season, and at the conclusion of one calendar week thereafter, all applicable tryout opportunities will close, cuts will be made as appropriate, and the roster set. Students are responsible for contacting the Athletic Director or Head Coach of the sport in question if there are any questions about the specific dates of the tryouts. No additions to the team will be accepted once final cuts have been made. Any special consideration, otherwise, will be subject to final approval by the Athletic Director and the Head Coach of the sport in question.
- 2. Any student who has been cut from an athletic team will meet privately with each coach. The coach will discuss with the student why he/she was cut from the team and ways to improve to be better prepared for the following year's try-out.

3. A student being shifted from a junior varsity team to a varsity team and vice versa, may not in a week or a season play in a number of games to exceed the maximum allowed for varsity team in a sport, in a week or in a season; nor may he or she play in more than one game on one day, i.e., he or she may not play in a varsity and junior varsity game on the same day. Same as for play in a freshman to a junior varsity game in the same day.
4. Twelfth grade students may not participate on a junior varsity or freshman team. It is recommended that eleventh grade students participate on the varsity team. Tenth grade students are prohibited from playing freshman. Freshman repeating the 9th grade are not eligible to participate on a freshman team.
5. Students who wish to play two sports during the same season may do so under the following guidelines:
 - a. The student must have the signed approval of both coaches, the student, and the parent, and on file with the athletic director.
 - b. Upon granting approval, the approval coaches must develop a practice schedule suitable to the situation.
 - c. The student must list one sport as the primary sport to avoid problems and confusion if rescheduling, playoffs, or other reasons cause a conflict.

D. Enforcement of the Code

1. The head coach of each team must certify to the principal, via the athletic director of the school, the scholastic eligibility of each student he or she maintains in his or her squad.
2. The principal of the school assumes overall responsibility for the certification of Interscholastic Athletics and for enforcement of the Scholastic Eligibility Code.
3. Violations, Penalties, and Appeals
 - A. Schools failing to comply with the Handbook for Interscholastic Athletics for the Charles County Public Schools are subject to censure, sanctions, or penalties against a school and against either a student or coach or both. Depending upon the severity of the violations, more than one penalty may be imposed against a school, student, or coach. Penalties that may be imposed include the following:
 1. Against a School
 - a. Letter of censure
 - b. Loss of practice time
 - c. Probation for period of time
 - d. Forfeiture of a game
 - e. Additional penalties if justified
 2. Against a student
 - a. Probation for a period of time
 - b. Loss of practice time or suspension
 - c. Declare ineligible for a period of up to one year
 - d. Additional penalties if justified
 3. Against a Coach
 - a. Censure
 - b. Probation for a period time
 - c. Suspension from coaching
 - d. Declare ineligible to coach for a period of time
 - e. Additional penalties if justified

B. Procedure for Violations

1. Violations of the CCPS Handbook may be either self-reported by the athletic director and principal of the school in violation or reported by the athletic director and principal of another county high school. No one other than an athletic director and principal may formally report violations.
2. Violations (alleged) should be reported in writing, signed by the principal to the coordinator of student activities. The coordinator of student activities may require an investigation and written, signed report from the principal of the school where the violation allegedly occurred.
3. The coordinator of student activities will meet with the respective parties involved in the alleged violation. These meetings should take place within five school days of receipt of the reported violation.
4. The coordinator of student activities will render a decision based on the information within ten school days of the receipt of the alleged violation. The written decision will be provided to the principal and athletic director of both the complaining and investigated schools. The coordinator of student activities will also provide copies of the decision to the Executive Director of School Administration and to the Superintendent of Schools.
5. Any violation of the MPSSAA Handbook would be handled by the Bylaw .05 Violations, Penalties, and Appeals of the MPSSAA Handbook.

C. Appeals

1. An appeal of the decision of the coordinator of student activities may be filed by the principal of the investigated or complaining school.
2. Any appeal needs to be submitted to the Executive Director of School Administration within five school days of the receipt of the decision.

E. **Eligibility Roster Form – Varsity, Junior Varsity, and Freshman**

Disposition

1. Copies of the eligibility forms must be sent to the coordinator of student activities in the Central Office prior to the first game.
2. Any additions, deletions, or transfers must be made on the same form with copies being mailed to the coordinator of student activities within three (3) days.

F. **Unified Sports**

PURPOSE: This addendum has been prepared to serve as a guide to student/ athletes and parents. The intention of this addendum is to provide information that will facilitate successful participation in the athletic program as well as clarifying differences between the Interscholastic Program and the Unified Sports Program. Unless otherwise indicated below, students participating in the Unified Sports Program must abide to the same policies listed in the handbook. If questions should arise which are not covered in this addendum, please address them with the appropriate individual (Coach, Athletic Director, or Unified Sports Coordinator).

SQUAD MEMBERSHIP: A student with an Individualized Education Program (IEP) may participate on a Unified Sports team until the expiration of their IEP as long as they are enrolled in Charles County Public Schools.

REQUIRED ATHLETIC FORMS/INFORMATION: Student athletes must submit completed forms to the Athletic Director and receive clearance before they can try out for any team. These forms must be completed for each season the student participates and submitted online.

- Student/Parent Athletic Handbook signed permission form within item (d)
- Parental Consent/Physical Form
- Athletic Emergency Medical Card
- Pre-Season Athletic Eligibility Clearance Form

- COVID-19 Awareness Form (Parent/Student-Athlete Participation Acknowledgement Statements)
- Application for Participation in Special Olympics Maryland*

*Required by Special Olympics Maryland

ELIGIBILITY:

Residence:

- a. Students participating in a regionalized program within Charles County Public Schools (i.e., Lifeskills, TAASC) will participate at the school in which they are enrolled.

Academic:

- a. Students pursuing a High School Certificate of Completion are not required to meet academic requirements for eligibility.

Attendance:

- a. The Unified Sports Program will follow the same attendance policy as the Interscholastic Program

Lettering Criteria:

- | | |
|--------------------------|----------------|
| a. Unified Tennis | 50% of matches |
| b. Unified Bocce | 50% of matches |
| c. Unified Track & Field | 50% of matches |

G. Out of Season Programs and Activities Guidelines:

Out of season programs and activities can be conducted only under the following guidelines:

1. Athletes should be encouraged to participate in more than one sport. Coaches are not to encourage athletes to get involved in off-season programs, instead of in-season school sponsored programs. In planning and approving summer programs, the athletic director and coaches should take into consideration that many students participate in more than one sport during the year and cannot be expected to be committed to all during the summer months.
2. Participants in out of season programs must have current physical, parent permission, emergency medical card, and insurance forms on file in the athletic director's office.
3. Out of season programs cannot be mandatory. A roster of participants must be on file with the athletic director.
4. All out of season programs and activities must be approved in advance by the athletic director and principal. Any rules that pertain to these programs should be given to participants in writing and a copy should be on file with the athletic director. The school shall not be involved if the activity is not a school-sanctioned activity.
5. All out of season programs must be supervised by a faculty member or a coach. Coaches may supervise open gyms in the sport they coach as long as there is no instruction/coaching. This person must meet all requirements to be eligible to coach in Charles County and the State of Maryland and approved by the administration.
6. Attendance must be taken at each session (this is for liability purposes only)
7. Athletes in Season with another sport should not take part in out of season workouts for another sport (if they are it is only with the approval of both coaches and the Athletic Director)
8. If you are looking to use a field or gym and the In-Season team has it scheduled -

YOU CAN'T BUMP THEM

9. Eighth grade weight training will be permitted with the following guidelines:
 - a. Eighth grade activity must be a separate activity from the high school activity.
 - b. No high school students can instruct, model, or participate during the 8th grade activity.
 - c. The program must follow guidelines 2, 3, 4, and 5.
 - d. No activity can begin until March 15th of the school year.
 - e. No more than 90 minutes of instruction is permitted.
 - f. Only students in a high school zone will be permitted to be a part of the program at that high school.
 - g. Current physical, proof of insurance, and student emergency card, must be on file with the athletic director.

H. OUT OF SEASON PARTICIPATING GUIDELINES:

A. OPEN GYM:

1. Contracted coaches may supervise open gyms or activity programs.
 - a. No open gyms will be allowed for one week after a sports season practices start.
 - b. Coaches supervising open gym or activity programs may not perform any on the floor or on the field instruction in the skills of activity except when allowed by MPSSAA.
 - c. Any organization must be limited to informal organization designed and to ensure that all participants may play.
 - d. The coach may not organize teams or squads or organize intramural teams for league play.
2. Open gym should be available to any student that wants to participate and should be so announced. The school should supply **NO equipment**. Permanent gymnasium equipment is not considered part of the equipment being provide i.e., basketball hoops, volleyball nets, etc. balls, gloves, pitching machines, tennis machines are not to be issued.
3. All supervision of activities involving school coaches paid or volunteer is to follow the guidelines for the beginning date per season the MPSSAA has established. The key elements are Coaches are not to coach, instruct, or organize-only supervise!

B. OUT OF SEASON CONDITIONING PROGRAMS:

1. POSITION STATEMENT: **Charles County Public Schools** will strongly enforce **MPSSAA Handbook**. CCPS athletic directors and principals support the position that student athletes be encouraged to participate in a variety of athletic activities and feel that these guidelines support that position
2. For the purpose of defining weight training, running, and exercising for the conditioning of out-of-season athletes, CCPS takes the following position.
 - a. Conditioning. Weight training is the use of free weights and stationary apparatus. Cardiovascular conditioning is distance and interval training. Plyometric is the use of pre-set conditioning programs. Conditioning IS NOT teaching sport specific skills and drills and DOES NOT involve the use of sport specific equipment (i.e., starting blocks, hurdles, rebounders, ball machines, bats, balls, rackets, etc.).
 - b. Any off-season conditioning program including weight training, running, and exercising must be open and available to any interested students and must be advertised as such. Weight training and conditioning programs are allowed all school year except for one week after the beginning of a sports practice season (tryouts)

I. INSURANCE

1. Students shall be eligible for practice or participation in athletics ONLY when there is on file with the principal/athletic director a Verification of Insurance that is signed by their parent or legal guardian.

2. A student may not practice for or participate in any athletic activity until certified by a physician and the certificate is on file with the principal.
3. Charles County Public Schools does not offer insurance for athletes but has approved a Student Accident Insurance Plan underwritten by Student Insurance, a division of UICI. A letter will be sent to the parents explaining the Board's policy and the forms that must be signed by the parent or legal guardian. The signed form is to be placed on file before a student will be permitted to practice or participate.
4. Charles County Public Schools requires all participants in athletics to provide evidence of adequate insurance.
5. No one except players, officials, cheerleaders, and faculty members assigned as coaches, and others approved by the principal and the coordinator of student activities may be on the playing field or court areas during a contest.

J. TRAINING RULES, COACHES AND PLAYER CONDUCT:

Participation in athletics is a privilege and carries with it the responsibility of exhibiting good behavior. Students who violate rules set forth by the county, school and coach (team expectations) could be suspended from the team or permanently dismissed from the team. **Students permanently dismissed shall forfeit their right to any awards at the end of the season.** Any student who is permanently dismissed from a Charles County sports/season team forfeits the right to play that sport at any other high school during that school year.

Conduct of coaches and players during interscholastic competition:

1. Any coach removed from a game by the game officials must leave the game site immediately and will be suspended for the next game played. Coaches suspended for a game are not allowed at the game site on the day or night of the succeeding contest. **The coach MUST take the “NFHS Teaching and Modeling Behavior Course for Disqualification Coaches” on the NFHS website (www.nfhslearn.com) prior to returning to coach in any capacity (*\$20 fee). A certificate of completion must be filed with the athlete director.**
2. Any player or players removed from a contest by game officials due to a flagrant foul/unsportsmanlike conduct infraction will be suspended for the next game played. Players suspended for a game are allowed to participate in practice sessions but will not be allowed to accompany the team to the game or represent the team on the sideline or bench areas. Players suspended for a game are not allowed at the game site on the day or night of the succeeding contest. **The student athlete MUST view the “NFHS Sportsmanship” video on the NFHS website (www.nfhslearn.com) under the supervision of a school official prior to returning to play in any capacity. A certificate of completion must be filed with the athlete director.**
3. Coaches should be aware of the influence they have on their players and realize that player behavior is a direct extension and result of the behavior of the coaches with whom they have been associated. Unacceptable behavior by players is a direct reflection on their coaches. Good sportsmanship must be promoted at all times.
4. All athletes should be given a copy of team/individual expectations, player conduct rules/guidelines and training rules.
5. Coaches will be responsible for establishing their own rules and player conduct guidelines, but the following will be included in every coach's set of rules:
 - a. **Students must adhere to the Charles County Public Schools Code of Student Conduct at all times.**

- b. Participants may not use, possess, or distribute drugs (including steroids and dietary nutritional and food supplements), alcohol, or controlled paraphernalia at any time.
 - c. Participants may not use tobacco products at any time.
 - d. **Participants shall refrain from hazing, assaulting or harassing other students as defined in the Code of Student Conduct.**
 - e. Participants are to attend practice sessions regularly unless legally absent from school or excused **by** the coach.
 - f. Participants must be courteous and respectful to opponents, teammates, officials, and spectators and refrain from the use of profanity.
 - g. Participants are to refrain from fighting and physical altercations at all times.
 - h. Participants are to refrain from the destruction or theft of school or personal property.
- 6. Athletes who violate any of the rules listed above or set **by** the coach could forfeit their right to any awards at the end of the season and could be suspended or permanently removed from the team.
 - 7. Any student who is permanently dismissed from a Charles County sports team forfeits the right to play that sport/season at any other high school during that school year.
 - 8. Any rule infraction that permanently removes an athlete from the team must be reported to the athletic director and principal.

K. PARENT/GUARDIAN COMMUNICATION GUIDE:

The following section is designed for parents of athletes participating in the Charles County Public Schools Athletic Program. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communications from the coach of your child's program.

Communication you should expect from your child's coach/sponsor

- 1. Philosophy of the coach/sponsor.
- 2. Expectations the coach/sponsor has for your child as well as all the players on the squad.
- 3. Locations and times of all practices and contests.
- 4. Team requirements, (i.e., fees, special equipment, off-season conditioning).
- 5. Procedure should your child be injured during participation.
- 6. Discipline that result in the denial of your child's participation.

Communication coaches/sponsors expect from parents

- 1. Concerns expressed directly to the coach/sponsor.
- 2. Notification of any schedule conflicts well in advance.
- 3. Specific concern regarding a coach's/sponsor philosophy and/or expectations.

As your children become involved in the program in the Charles County Public Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS:

- 1. The treatment of your child, mentally and physically.
- 2. Ways to help your child improve.

3. Concerns about your child's behavior.

Coaches make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach. There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

ISSUES THAT ARE NOT APPROPRIATE TO DISCUSS WITH COACHES/SPONSORS:

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes/club members

There are situations that may require a conference between the coach/sponsor, student, and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

THE FOLLOWING PROCEDURES SHOULD BE USED IF THERE IS A CONCERN:

1. Student-athlete should first discuss concerns directly with coach/sponsor
2. If parents/guardians still have concerns, they should contact the coach/sponsor to make an appointment.

DO NOT confront a coach/sponsor before, during or after a practice or game/event. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

3. If the conversation / meeting did not provide a satisfactory resolution, call and set up an appointment with the athletic director or administration to discuss the situation with the coach/sponsor. At this meeting, the appropriate next step can be determined.

Never hesitate to follow the above procedures to make your concerns known.

RETRIBUTION:

Students and parents must be confident that the voicing of an opinion or a concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The principal/athletic director and coaches/sponsors are committed to insuring that after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the team/club at your school. If at any time, a student or his / her parent suspects that some form of retribution is surfacing as a result of the voicing of a concern, opinion, or issue, using the proper forum and method, he or she should contact the principal/athletic director immediately.

SPECTATOR CODE OF CONDUCT FOR SPORTS EVENTS:

"Our goal is to provide a safe environment for all those involved (Players, Coaches, and Spectators) and to preserve the integrity of the contest.

1. All participants / spectators are expected to exhibit good behavior (sportsmanship) at all sports events.
 - No swearing or use of vulgar language
 - No taunting
 - No causing a public disturbance or fighting
 - No threats of physical harm or acts of aggression
 - Treat all players, coaches, spectators with respect
2. CCPS may impose the following penalties for violating these expectations:
 - Immediate eviction from the event
 - Ban from future contests/events
 - Ban from all CCPS/SMAC events
 - Ban from all MPSSAA events
3. CCPS also reserves the right to take the following action to preserve the safety and integrity of a contest:
 - Student suspended from participating in a contest
 - Student dismissal from team/club

CCPS are not in the practice of enforcing a court ordered Temporary Restraining Order (TRO). It is the responsibility of the parties involved to contact the police and have the TRO enforced. Parents should be aware that if athlete(s) are involved in a TRO against member(s) of the opposing team the following action may be taken by the police:

- Removal of one of the parties from the event
- Removal of both parties from the event

If the dispute causes (or may cause) a significant disturbance or safety risk

The game may be:

- Terminated and not rescheduled
- Played at a secured sight with no spectators

LET THE PLAYERS PLAY. LET THE COACHES COACH. LET THE OFFICIALS OFFICIATE. LET THE SPECTATORS OBSERVE IN A POSITIVE MANNER.

K. ATHLETIC INJURIES

1. All athletes, if possible, shall be referred to their family physician when injured.
2. The head coach shall report all accidents or injuries to the athletic trainer and to the athletic director and/or the principal. The appropriate accident form must be filled out on any injury sustained during the game or practice by the coach involved and submitted to the principal. Please notify Glenn Belmore at (301) 934-7275 of any athletic related accident.
3. Any athlete who received treatment from a doctor or emergency room as a result from an injury suffered during practice or a game must have a signed and dated written document giving a date the student athlete can return to participate. The athletic director retains the ability to withhold an athlete from participation in the absence of a physician release. The athletic director shall report the accident or injury to the principal and the principal in turn will notify school administration.
4. A first responder, EMS or Physician will be required prior to the start of all football games. No football game can begin or continue without an EMS present.
5. Coaches shall pay particular attention to extreme weather conditions and adjust in their practice schedules when appropriate.

CARE AND PREVENTION OF SPORTS INJURIES:

All athletes, if possible, shall be referred to their family physician when injured. All accidents or injuries shall be reported by the head coach to the athletic director and/or the principal. Any athlete who received treatment from a doctor or emergency room as a result from an injury suffered during practice or a game must have a signed and dated written document giving a date the student athlete can return to participate from a qualified health professional. The athletic director retains the ability to withhold an athlete from participation in the absence of a physician release. The athletic director shall report the accident or injury to the principal and the principal in turn will notify School Administration.

Although there are risks involved in athletic participation, there is no reason for parents or students to be apprehensive. Charles County Public Schools coaches place a great deal of emphasis on training and conditioning, injury prevention and management, proper use of equipment, and maintenance of safe playing areas. Student athletes and parents can take steps to ensure they are physically prepared for practices and games:

- Eat three well-balanced, nutritious meals each day. In between meals, eat healthy snacks that are low in fat and sugar.
- Drink plenty of fluids (preferably water) each day – especially before practices and games.
- Get at least 8 hours of sleep each night.
- Warm-up thoroughly before exercising.
- Report all injuries to your coach. Never let injuries go untreated.
- Always wear the prescribed uniform, including protective gear, for practices and games.
- Wash your uniform, protective gear and practice clothing after each use to avoid growth of bacteria and staph infections.
- Do not share equipment, uniforms or other clothing, towels or personal items such as razors.

A. SPORTS RELATED CONCUSSIONS:

A concussion is an injury to the brain because of a force or jolt applied directly or indirectly to the head. Concussions can occur in any sport. Parents will be notified immediately about the known or possible concussion.

If a student athlete exhibits any sign of concussion or reports any symptom, he/she will be removed from practice or play. The student athlete will not be allowed to participate in a practice or game while experiencing any lingering or persisting symptoms of a concussion, no matter how slight, until cleared by a qualified health care professional. The student must be completely symptom free at rest and during physical and mental exertion prior to return to sports activities. For more information, please visit: <http://www.nfhslearn.com>

B. BASELINE CONCUSSION ASSESSMENT / IMPACT TESTING:

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most-widely used, and most scientifically validated computerized concussion evaluation system. ImPACT was developed to provide useful information to assist qualified practitioners in making sound return to play decisions following concussions.

Developed in the early 1990's by Drs. Mark Lovell and Joseph Maroon, ImPACT is a 20-minute test that has become a standard tool used in comprehensive clinical management of concussions for athletes from age ten through adulthood. ImPACT Applications, Inc. was co-founded by Mark Lovell, PhD, Joseph Maroon, MD, and Michael (Micky) Collins, PhD.

Given the inherent complexities of concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing whenever possible. Neurocognitive assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion. In fact, neurocognitive testing has been called the "cornerstone" of proper concussion management by an international panel of sports medicine experts.

ImPACT can be administered by a school nurse, athletic director, team doctor, psychologist, or athletic trainer provided they have completed training in the administration of the test. Post-concussion care and the management of concussion should only be administered by professionals with specialized training in concussion management. ImPACT assists doctors in making return-to-play decisions and should **never** be used as a stand-alone tool or as a diagnostic instrument.

ImPACT is the most widely used computer-based testing program in the world and is implemented effectively across high school, collegiate, and professional levels of sport participation. For more information, please visit: <http://impacttest.com/>

C. BASELINE ASSESSMENT:

1. All student-athletes will be required to take a baseline neurocognitive test prior to participation in sports (freshman and new athletes).
2. Students who are new to a sport or new to the school will be tested prior to sport participation regardless of year in school to assure a valid baseline.
3. Baseline testing should be conducted under the auspices of a licensed athletic trainer, athletic director or other designated school personnel trained in test administration in a controlled computer lab environment.
4. Student with invalid baseline scores as identified by the ImPACT will be discussed with the athletic director and considered for testing.

Universal Immediate Care of Athletic Injuries

The following procedure (R.I.C.E.) will be used in response to injuries incurred during an athletic practice or game.

Rest: Do not use the injured body part until pain free activity can be resumed.

Ice: Apply ice directly to the injured area 20 minutes on, 20 minutes off, for the first three hours. After 72 hours, 20 minutes on, 40 minutes off, one time.

Do not use chemical packs directly on facial injuries. Do not apply heat if swelling, inflammation or pain persists.

Compression: Wrap from below the injured area and toward the body and use a pad under the wrap to add compression forces to retard swelling and activate absorption. When sleeping, loosen the wrap, but do not remove it.

Elevation: Elevate to a level above the heart to reduce bleeding and swelling. Every injury that requires the use of this procedure should be evaluated by the athlete's family physician or by an orthopedic surgeon as soon as possible. Athletes referred to a doctor by the athletic director or coach must present a doctor's note giving permission to return to play or practice.

A FACT SHEET FOR High School Parents



This sheet has information to help protect your teens from concussion or other serious brain injury.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Teens Safe?

Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no "concussion-proof" helmet. Even with a helmet, it is important for teens to avoid hits to the head.

Talk with your teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that *it's better to miss one game than the whole season.*

How Can I Spot a Possible Concussion?

Teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the 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 or after* a hit or fall

Symptoms Reported by Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

**GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

While most teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.



Plan ahead. What do you want your teen to know about concussion?

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1, or take your teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a teen for a lifetime. It can even be fatal.



What Should I Do If My Teen Has a Possible Concussion?

As a parent, if you think your teen may have a concussion, you should:

1. Remove your teen from play.
2. Keep your teen out of play the day of the injury. Your teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your teen's healthcare provider for written instructions on helping your teen return to school. You can give the instructions to your teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Revised January 2019

To learn more,
go to cdc.gov/HEADSUP



A FACT SHEET FOR Athletes



This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

What Should I Do If I Think I Have a Concussion?



Report It. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It's up to you to report your symptoms. Your coach and team are relying on you. Plus, you won't play your best if you are not feeling well.

Get Checked Out. If you think you have a concussion, do not return to play on the day of the injury. Only a healthcare provider can tell whether you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.



Give Your Brain Time to Heal.

A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

Why Should I Tell My Coach and Parent About My Symptoms?



- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

**GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



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How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

-  **Get a headache**
-  **Feel dizzy, sluggish, or foggy**
-  **Are bothered by light or noise**
-  **Have double or blurry vision**
-  **Vomit or feel sick to your stomach**
-  **Have trouble focusing or problems remembering**
-  **Feel more emotional or “down”**
-  **Feel confused**
-  **Have problems with sleep**

Concussion symptoms usually show up right away, but you might not notice that something “isn’t right” for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

How Can I Help My Team?



Protect Your Brain.

Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.



Be a Team Player.

You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more,
go to cdc.gov/HEADSUP





COVID-19 Awareness Parent/Student-Athlete Participation Acknowledgement Statements

I _____, the parent/guardian of _____, acknowledge that I have received information on all of the following:

- What you should know about COVID-19 to protect yourself and others
- Share facts about COVID-19
- Multisystem Inflammatory Syndrome in Children (MIS-C)
- COVID-19 Frequently Asked Questions from the Maryland State Health Department.
<https://coronavirus.maryland.gov/#FAQ>

I _____, the parent/guardian of _____, will follow the requirements for in-person attendance at any extracurricular athletic and activity event.

- I will not send my child to extracurricular athletic and activities if they are exhibiting any signs/symptoms of COVID 19 or have been exposed to someone with COVID 19 (or presumed to have COVID 19) in the past 14 days.
- I will review symptoms with my child and monitor my child's symptoms every day that my child attends in-person activities/events.
- If my child becomes ill during any in-person activity/event, I will ensure they are picked up promptly. I will follow-up with an authorized health care provider/health department and comply with recommended quarantine or isolation as directed. If my child is ill, I understand that a release to return to in-person activity from an authorized health care provider will be required.

Signs and Symptoms of COVID-19:

- | | |
|---|------------------------------|
| • Fever (100.4°F or greater) or chills | • Headache |
| • Cough | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Fatigue | • Congestion or runny nose |
| • Muscle or body aches | • Nausea or vomiting |
| | • Diarrhea |

Students must be free of fever without the use of fever reducing medications.

Parent/Guardian _____ Parent/Guardian _____
Print Name Signature and Date

Student Athlete _____ Student Athlete _____
Print Name Signature and Date

Return to Play Clearance Form COVID-19 Infection Medical Clearance

The MPSSAA Medical Advisory Committee Physicians strongly recommends the use of this form by member schools as it relates to students who have tested positive for Covid-19 since their last physical. This form must be signed by one of the following examining Licensed Health Care Providers (LHCP) before the student-athlete is allowed to resume full participation in athletics: Licensed Physician (MD/DO), Licensed Physician Assistant (PA), Licensed Nurse Practitioner (NP). This form must be signed by the student-athlete's parent/legal custodian giving their consent before their child resumes full participation in athletics.

Name of Student-Athlete: _____ DOB: _____

Participating Sport(s): _____

Date COVID-19 Infection Diagnosed: _____

If symptomatic, date symptoms resolved: _____

COVID Case:

- ☐ Asymptomatic (no symptoms) or mild symptoms (fever, myalgia, chills, and lethargy < 4 days)
- ☐ Moderate symptoms (fever, myalgia, chills or lethargy lasting \geq 4 days or hospitalized but not in ICU)
- ☐ Severe symptoms (hospitalized in ICU and/or MIS-C)

Some students, particularly those with moderate to severe illness, may require a graduated return-to-play (RTP) protocol once the student has been cleared by a LHCP (cardiologist for moderate to severe COVID-19 symptoms). The American Academy of Pediatrics *COVID-19 Interim Guidance: Return to Sport* provides a recommendation for RTP (page 2) if necessary.

As the examining LHCP, I attest that the above-named student-athlete is now reporting to be completely free of all signs and symptoms of COVID-19, at least 5 days since symptoms first appeared, and afebrile for 24 hours and is either cleared for resumption of activity or recommended for cardiology referral.

- ☐ Cleared for return to athletics.
- ☐ Cleared for return to athletics after completion of a graduated return to play due to the severity of symptoms and/or hospitalization associated with the student's positive COVID-19 diagnosis.
- ☐ Not Cleared: Cardiology consultation before clearance.

Signature of Licensed Physician, Licensed Physician Assistant,
Licensed Nurse Practitioner (Please Circle)

Date

Please Print Name

Please Print Office Address

Phone Number

Parent/Legal Custodian Consent for Their Child to Resume Full Participation in Athletics

I am aware that _____ (school name) requests the consent of a child's parent or legal custodian prior to them resuming full participation in athletics after having been diagnosed with a COVID-19 infection. I am giving my consent for my child to resume full participation in athletics. By signing below, I hereby give my consent for my child to resume full participation in athletics. I understand if my child develops symptoms such as chest pain, shortness of breath, excessive fatigue, feeling lightheaded, or palpitations (racing heart), that my athlete should stop exercising immediately and consultation with LHCP will be necessary.

Signature of Parent/Legal Custodian

Date

Please Print Name and Relationship to Student-Athlete

PLEASE RETURN COMPLETED FORM TO YOUR SCHOOL NURSE

Graduated Return-to-Play Protocol After COVID-19 Infection

In participants who have had moderate or severe symptoms of COVID-19 or their provider has any concerns for rapid return to play (RTP), the athlete should complete the progression below without development of chest pain, chest tightness, palpitations, lightheadedness, pre-syncope, or syncope. If these symptoms develop, the participant should be referred to the evaluating provider who signed the form.

- Stage 1: (2 Days Minimum) Light Activity (Walking, Jogging, Stationary Bike) for 15 minutes or less at intensity no greater than 70% of maximum heart rate. NO resistance training.
- Stage 2: (1 Day Minimum) Add simple movement activities (EG. running drills) for 30 minutes or less at intensity no greater than 80% of maximum heart rate.
- Stage 3: (1 Day Minimum) Progress to more complex training for 45 minutes or less at intensity no greater than 80% maximum heart rate. May add light resistance training.
- Stage 4: (2 Days Minimum) Normal Training Activity for 60 minutes or less at intensity no greater than 80% maximum heart rate.
- Stage 5: Return to full activity.

If required by health care provider, the participant has completed the 5 stage RTP progression under the supervision of a responsible adult: _____.

RTP Procedure adapted from Elliott N, et al. Infographic. British Journal of Sports Medicine, 2020



Multisystem Inflammatory Syndrome in Children (MIS-C)

Updated May 20, 2020

MIS-C is a severe inflammatory syndrome where pediatric patients present with features similar to Kawasaki disease and toxic shock syndrome. The condition can cause problems with the heart and other organs and may result in hospitalization.

MIS-C appears to be rare and most children who get COVID-19 will not develop MIS-C, according to the Centers for Disease Control and Prevention (CDC). However, children with this syndrome may become seriously ill. If you have any concerns about your child's health, please call your child's doctor.

What are the symptoms of MIS-C?

Symptoms of MIS-C might include persistent fever (temperature of 100.4 degrees F or 38.0 degrees C or greater), a rash or changes in skin color, red eyes or conjunctivitis, red cracked lips or red, bumpy tongue that looks like a strawberry, swollen hands and feet, abdominal pain or swollen lymph nodes.

When should I get emergency care?

Call your child's doctor and seek immediate care if your child has:

- Persistent fever for several days
- Difficulty feeding (infants) or is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Dehydration with decreased frequency of urination
- Change in skin color or appearance — becoming pale, patchy or blue, swelling
- Trouble breathing, breathing is painful or breathing very quickly
- Racing heart or chest pain
- Acting unusually sleepy, dizzy or confused

If your child is severely ill, go to the nearest emergency room or call 911 immediately.

Is MIS-C contagious?

MIS-C is not contagious, but it is possible that your child has COVID-19 or another infection that may be contagious.

Is there a treatment for MIS-C?

Children with MIS-C are being treated with therapeutic medications to support the body's immune system and inflammatory response. Children may also receive medications to protect their heart, kidneys and other organs.

How can I prevent my child from getting MIS-C?

You should take steps to prevent your child from being exposed to COVID-19. Stay home when you can, practice social distancing and wear a mask if you must go out and wash hands frequently. Children with underlying medical conditions can be at higher risk for poor outcomes of COVID-19.

For more information about COVID-19 in Maryland, visit coronavirus.maryland.gov.

Promoting Behaviors that Reduce Spread

Youth sports organizations may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
 - Educate staff and player families about when they should stay home and when they can return to activity
 - Actively encourage sick staff, families, and players to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees aware of these policies.
 - Individuals, including coaches, players, and families, should stay home if they have tested positive for or are showing COVID-19 symptoms.
 - Individuals, including coaches, players, and families, who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
 - CDC's criteria can help inform return to work/school policies:
 - If they have been sick with COVID-19
 - If they have recently had a close contact with a person with COVID-19
- **Hand Hygiene and Respiratory Etiquette**
 - Teach and reinforce handwashing with soap and water for at least 20 seconds
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
 - Do not allow spitting and encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- **Cloth Face Coverings**
 - Teach and reinforce the use of cloth face coverings. Face coverings are not intended to protect the wearer, but rather to reduce the risk of spreading COVID-19 from the person wearing the mask (who may not have any symptoms of disease). Face coverings may be challenging for players (especially younger players) to wear while playing sports. Face coverings should be worn by coaches, youth sports staff, officials, parents, and spectators as much as possible.
 - Wearing cloth face coverings is most important when physical distancing is difficult.
 - People wearing face coverings should be reminded to not touch the face covering and to wash their hands frequently. Information should be provided to all participants on the proper use, removal, and washing of cloth face coverings.
 - Note: Cloth face coverings should **not** be placed on:
 - Babies and children younger than 2 years old;
 - Anyone who has trouble breathing or is unconscious;
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

HEAT ACCLIMATIZATION

Each year high school athletes experience serious injury and even death resulting from heat-related illnesses. It is a major concern in that the number of deaths over the last 15 years has remained constant. That statistic becomes more alarming given that heat-related illness and death are almost entirely preventable. The need to dramatically increase awareness of the issue, recognize the symptoms of heat illness and treatment of suspected cases has become a primary consideration for early season practice routines.

The Maryland General Assembly recognized the risk and has provided legislation to address the problem. The guidelines were developed through a collaborative effort of the representatives from the Maryland State Department of Education (MSDE), Department of Health and mental Hygiene (DHMH), Local School Systems, Maryland Public Secondary Schools Athletic Association (MPSSAA), Maryland Athletic Trainers Association (MATA), and Licensed Physicians who treat student athletes.

The contents detailed in this document include education of coaches, parents, athletic administrators and student athletes; heat acclimatization timeline; and refer to each school's athletic Emergency Action Plan (EAP). The guidelines attempt to strike a safe balance between a graduation introduction and assimilation into athletic practice and competition with the need to properly teach safe playing techniques. The mitigation of other serious injuries must be considered in any pre-season practice format.

Coaches, parents, and student play a critical role in understanding the dynamics associated with heat related illnesses. For many, the concept of heat acclimatization is a vague term. Likewise, the awareness of hydration and/or heat related emergency procedures are also limited amongst the general population. Raising the awareness of heat related illness is a priority of each school's athletic department.

A proper heat-acclimatization plan in secondary school athletic programs is essential to minimize the risk of exertional heat illness during the preseason practice period. Gradually increasing the athlete's exposure to the duration and intensity of physical activity and to the environment minimizes exertional heat illness risk while improving athletic performance.

Progressive acclimatization is especially important during the initial 3 to 5 days of summer practices. When an athlete undergoes a proper heat-acclimatization program, physiologic function, exercise heat tolerance, and exercise performance are all enhanced. In contrast, athletes who are not exposed to proper heat-acclimatization programs face measurable increased risks for exertional heat illness.

SUMMARY

The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour is better than one break an hour. Probably the best method is to always have water available and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

There is considerable danger concerning heat stress/exhaustion during fall and late spring outdoor physical activities. All students should be monitored closely. Because students are involved in physical activity are particularly susceptible to water depletion in the body. Please consider temperature and humidity should be monitored when scheduling outside activities.

When a code red/orange weather advisory for the Washington Metropolitan area is issued, and the heat index (air temperature plus relative humidity) reaches 100+ degrees, CCPS places weather advisory to all principals and athletic directors by email. This advisory, when issued, MUST be followed. During these heat advisories, students involved in physical activity should always have water available to them.

a. **Temperatures below 32°**

All outside activities are to be canceled or moved indoors when possible. (Real feel temperature)

b. **Guidelines during heat advisories**

1. In addition to the County Weather Advisories, all high schools will be equipped with digital psychrometers for on campus monitoring of weather conditions by the athletic director to be able to adjust practices accordingly.
2. **Heat Index 105° plus** – All outdoor activities are canceled. Practice indoors is permitted.
3. **Heat Index 94° - 104°** - Recommend no equipment during practices. Modify practice with mandatory water/rest breaks every 10-15 minutes. Water should be always available and in unlimited quantities.
4. **Heat Index 84° - 93°** - Recommend helmets and shoulder pads only. Recommend equipment be removed as often as possible during non-contact drills and water/rest breaks. Water available at all times. Provide a 10 min rest per 45 min of activity.
5. **Below 84°** - Recommend adequate water supply at all practices and competitions with breaks every 30 min for rehydration. Water available at all times. Monitor the heat index for increases.

c. **Heat Stress and Athletic Participation**

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. There is considerable danger concerning heat stress when fall athletic practices begin. All athletes should be monitored closely. Because of the equipment worn, football players are particularly susceptible to water depletion in the body. However, all athletes are at risk and the necessary precautions need to be taken for all sports. The following is background information regarding practice in hot and/or humid weather.

*****THERE IS NO EXCUSE FOR HEAT STROKE DEATHS TO OCCUR IF THE PROPER PRECAUTIONS ARE TAKEN.***** Under such conditions, the athlete is subject to the following:

Heat Cramps – acute, painful, involuntary muscle contractions that presents during or after intense exercise sessions. Can be due to dehydration, electrolyte imbalances, neuromuscular fatigue, or any combination of the above factors.

Heat Syncope – weakness, fatigue, and fainting after standing for long periods of time, immediately after cessation of activity, or after rapid assumption of upright posture after resting or being seated. Will occur with exposure to high environmental temperatures.

Heat Exhaustion – inability to continue exercise associated with any combination of heavy sweating, dehydration, sodium loss, and energy depletion. Signs and symptoms can include pale skin, muscle cramps, weakness, fainting, dizziness, headache, and increased core body temperature between 97° - 104°F.

Heat Stroke – an elevated core temperature of >104°F associated with signs of organ failure and central nervous system changes. Signs and symptoms are increased heart rate, low blood pressure, sweating or lack of sweating, hyperventilation, altered mental status, vomiting, diarrhea, seizures, or coma. This may occur suddenly and without being preceded by other clinical signs. This is a MEDICAL EMERGENCY.

Hyponatremia (instead of heat exhaustion –salt depletion) – low blood sodium levels due to hydrating with water only and not replacing electrolytes or by not drinking enough to replace the amount of sodium lost in sweating. Also known as water intoxication. May present with disorientation, altered mental status, headache, vomiting, fatigue, muscle cramping and extremity swelling.

National Athletic Trainers' Association Position Statement: Exertional Heat illnesses. *Journal of Athletic Training*. 2002; 37(3):329-343.

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (*Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991*)

The following practices and precautions are recommended:

1. Each athlete should have a physical exam with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State high school association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **PHYSICAL CONDITION** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **GRADUAL ACCLIMATIZATION TO HOT WEATHER**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used, and that 80% acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10 minutes be scheduled for a water break every half hour of heavy exercise in the heat. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER - FLUID REPLACEMENT IS ESSENTIAL.**

Activity Guidelines for Athletics related to Heat Index and Wet Bulb Globe Temperature (WBGT)

CCPS Color Code for practices	Heat Index Range	WBGT (°F) Range	Guidelines based on a localized Heat Index Reading and/or WBGT
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and outside contests			Please refer to SMAC Heat Acclimatization Guidelines and school emergency plan for further information: <ul style="list-style-type: none"> ★ Water should always be available, and athletes encouraged to take in as much water as they desire. ★ Watch/monitor athletes for necessary action. ★ Monitor for increased Heat Index or WBGT.
GREEN	< 85.0	< 82.0	NO RESTRICTIONS <ul style="list-style-type: none"> ➤ All sports <ul style="list-style-type: none"> ● Provide at least three separate rest breaks of minimum duration of 3 minutes each during workout
YELLOW	85.0 - 95.0	82.0 - 86.9	CAUTION <ul style="list-style-type: none"> ➤ All sports <ul style="list-style-type: none"> ● Use discretion for intense prolonged exercise. Watch at-risk players carefully. Provide at least three separate rest breaks of minimum 4 minutes each. ● Increased water breaks to promote hydration and to allow hydration as a group
ORANGE	95.1 - 104.9	87.0 - 89.9	INCREASED CAUTION <ul style="list-style-type: none"> ➤ All sports <ul style="list-style-type: none"> ● Maximum practice time of 2 hours ● Consider early morning practices or postponing practice to later in the day ● Provide at least four separate rest breaks of minimum duration of 4 minutes each ● Increased water breaks to promote hydration and to allow hydration as a group ➤ Contact sports and activities with additional required protective equipment <ul style="list-style-type: none"> ● Players are restricted to helmet and shoulder pads ● All protective equipment must be removed for conditioning activities ➤ Preparedness <ul style="list-style-type: none"> ● Have towels with ice for cooling of athletes as needed ● Prepare ice bath/access to training room for possible emergencies
RED	≥ 105	90.0 - 92.0	EXTREME CAUTION - (Heat Index ≥105 and WBGT b/w 90.0 - 92.0) <ul style="list-style-type: none"> ➤ All Sports <ul style="list-style-type: none"> ● Use of Turf Field is prohibited ● Maximum practice time of 1 hour. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice. ● After a shortened outside practice, additional practice time (up to allowable amount) permitted indoors after rest period ➤ Preparedness <ul style="list-style-type: none"> ● Have towels with ice for cooling of athletes as needed ● Prepare ice bath/access to training room for possible emergencies
BLACK		≥ 92.1	DANGER - (Heat Index ≥105 and WBGT ≥92.1) <ul style="list-style-type: none"> ➤ All Sports <ul style="list-style-type: none"> ● Cancel outside practices and contests. ● Move practices inside if possible ● Cancel indoor practices if no air conditioning.

Activity Guidelines for Athletics related to Wet Bulb Globe Temperature

The WetBulb Globe Temperature (WBGT) is a measure of the heat stress in direct sunlight, which considers temperature, humidity, wind speed, sun angle and cloud cover (solar radiation). This differs from the heat index, which takes into consideration temperature and humidity and is calculated for shady areas. WBGT **may be taken** (in addition to our Heat Index notifications) by the

athletic trainers or athletic directors at each school as often as is necessary to monitor heat conditions for our athletes.

NATA Guidelines	
WBGT (°F)	Activity Guidelines and Rest Break Guidelines
<82.0	Normal activities - Provide at least three separate rest breaks of minimum duration of 3 min each during workout.
82.0-86.9	Use discretion for intense or prolonged exercise. Watch at-risk players carefully. Provide at least separate three rest breaks of minimum 4 min each.
87.0-89.9	Maximum practice time of 2 hours. For football, players are restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning athletes. For all sports, provide at least 4 separate rest breaks of minimum duration of 4 min each.
90.0-92.0	Maximum practice time of 1 hour. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice.
>92.1	No outdoor workouts, cancel exercise, delay practices until a cooler WBGT reading occurs.

6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather, reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING.**
7. Athletes should weigh each day before and after practice and **WEIGHT CHARTS CHECKED.** Generally, a three percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a three percent weight loss, the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose too much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit, but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

HEAT STROKE/HEAT EXHAUSTION EMERGENCY PLAN – KNOW YOUR EAP AND FOLLOW YOUR EAP

In the event of a heat illness, the following steps should be taken.

1. Remove athlete from competition/practice.
2. Move athlete to a shaded or cool area and begin to cool them down.
3. Remove all equipment and clothing as appropriate
4. Begin Cooling the Athlete
 - a. Cooling Methods
 - i. **Cold Water Immersion is the most effective**
 - ii. Ice Towels
 - iii. Ice bags over the athlete's torso, neck
 - iv. Cold shower
5. If Heat Stroke is suspected immediately activate the school's athletic emergency plan.
6. If the athlete is conscious and able, begin rehydration with cold fluids.
7. Monitor ABC's, vital signs; watch for signs of Central Nervous System changes.
8. If the athlete does not respond to cooling treatment activate the school's athletic emergency plan for transport to the nearest hospital.
9. Notify parents/guardians and proceed with Charles County incident procedures.

HEAT STROKE - THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL

Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling.

(Source: The First Aider - September 1987).

HEAT EXHAUSTION - OBTAIN MEDICAL CARE AT ONCE

Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

A. Heat Acclimatization Period

Heat acclimatization guidelines should take into account an acclimatization period that defines the duration, intensity and number of required practices to acclimatize each individual student-athlete. The duration and intensity for practices are suggested to gradually increase the student-athlete's heat tolerance, enhance their ability to participate safely in warm and hot conditions and minimize their risk for heat related illnesses.

B. Heat Acclimatization Guidelines: for all Fall Sports

- On single-practice days, one walk-through is permitted.
- Double practice days (**beginning no earlier than practice day 6**) must be followed by a single-practice day or rest day. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
- All practices and walk-through sessions must be separated by three hours of continuous rest.
- If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe, but total practice time should not exceed its limitations.

C. Equipment Restrictions

- **Football**
 - Practice days 1 and 2 – helmets only, and shorts/t-shirts
 - Practice days 3 through 5 – helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.
 - Beginning practice day 6 – full protective equipment and full contact may begin.
 - **Field Hockey**
 - Practice days 1 and 2 – Goalies in helmet and goalie kickers, athletes may wear shin guards, goggles and mouthpieces.
 - Practice days 3 through 5 – Goalies in helmet, chest protection and goalie kickers.
 - Beginning practice day 6 – full protective equipment may be worn.
 - **Soccer** – Shin guards and goalie gloves can be worn beginning day 1
 - **Volleyball** - Knee pads may be worn beginning day 1
- D. **The heat-acclimatization period is designed for students on an individual basis. Days in which athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.**
- E. **Practice Days 1-5**
- School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 1-5.
 - School teams are limited to one practice per day not to exceed three hours in length.
 - One walk-through session is permitted per day no longer than 1 hour in duration.
- F. **Practice Days 6-14**
- G. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 6-14.
- H. Total practice and walk-through time per day should be limited to five hours with no single session longer than three hours in duration.
- I. School teams may participate in full contact practices with all protective equipment worn.

Sample Practice Calendar – August, 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 1	Day 2	Day 3	Day 4
Rest Day	Day 5	Day 6 Full Contact <i>1st two-a-day</i>	Day 7	Day 8	Day 9	Day 10
Rest Day	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
Rest Day	Day 17	Day 18	Day 19	Day 20	First Play Date	

Note: Shaded days reflect Heat Acclimatization Period

XV. SCHEDULING

A. General Guidelines

There are a few basic guidelines that all athletic directors should review prior to scheduling. The following are felt to be the most pertinent:

1. Scheduling guidelines in the Rules and Regulations Governing Interscholastic Athletics for Charles County, SMAC, and the State of Maryland shall be followed.
2. No school can participate in the following contests unless sanctioned by the State Association:
 - a. Any inter-state tournament or meet in which three or more schools participate.
 - b. Any inter-state two schools contest that involves a round trip exceeding 600 miles.
 - c. Any inter-state two schools contest (regardless of the distance to be traveled) that is sponsored by an individual or an organization other than a member high school.
3. Scheduling shall be a coordinated effort between the athletic director, the coordinator of student activities, and the principal.
4. Each school shall have contracts for non-conference athletic contests.
5. All completed schedules are to be sent to the coordinator of student activities prior to the first contest in each sports season.
6. Postponed contests:
 - a. Decision to postpone contests should be made no later than 12 noon the day of the scheduled contest, if possible. The athletic director of the host school will make time determination.
 - b. Inclement weather that causes closing of schools involved in the contest will automatically cancel all athletic contests and/or practices scheduled.

B. Number of Contests

1. Extra games that are required to determine a county entry into district, regional, or state competition and participation in district, regional, or state competition may not count in the number of games permitted.
2. All school schedules shall be established by the start of each sports season according to the following restrictions that are specified in the MPSSAA guidelines:
 - a. **Baseball** - 18 regular season games or 20 with designated optional tournament.
 1. No more than three games per week.
 2. A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 17 regular season games may be scheduled.
 3. If a team elects to play in the designated optional two or three-game tournament, a fourth game may be played during that week.
 - b. **Basketball** - 20 regular season games or 22 with designated optional tournament.
 1. No more than two games per week.
 2. Three games in one week may be scheduled twice during the season.
 3. A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 19 regular season games may be scheduled.
 - c. **Cross Country** - 10 regular season meets
 1. No more than two meets per week.
 2. Three meets in one week may be scheduled once during the season.
 - d. **Field Hockey** – 12 regular season or 14 with designated tournament.
 1. No more than two games per week.
 2. Three games in one week may be scheduled twice during the season.
 3. A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 11 regular season games may be scheduled.
 - e. **Football** - 9 regular season games.
 1. No more than one game per week.
 - f. **Golf** - 12 regular season matches.
 1. No more than three matches per week.
 - g. **Indoor Track** - 10 regular season meets.
 1. No more than two meets per week.
 2. Three meets in one week may be scheduled once during the season.
 - h. **Lacrosse** - 12 regular season games or 14 with designated optional tournament.
 1. No more than two meets per week.
 2. Three meets in one week may be scheduled twice during the season.
 3. A team may elect to play in one designated optional two-game tournament.
 - i. **Outdoor Track** - 10 regular season meets.
 1. No more than two meets per week.
 2. Three meets in one week may be scheduled once during the season.

- j. **Soccer** - 12 regular season games or 14 with designated optional tournament.
 - 1. No more than two games per week.
 - 2. Three games in one week may be scheduled twice during the season.
 - 3. Team may elect to play in one designated optional two or three game tournament. If a team elects to play in a designated optional three-game tournament, only 11 regular season games may be scheduled.
- k. **Softball** - 18 regular season games or 20 with designated optional tournament.
 - 1. No more than three games per week.
 - 2. A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 17 regular season games may be scheduled.
 - 3. If a team elects to play in the designated optional two or three-game tournament, a fourth game may be played during that week.
- l. **Swimming** – 12 regular season meets.
 - 1. No more than two games per week.
 - 2. Three games in one week may be scheduled twice during the season.
- m. **Tennis** - 18 regular matches
 - 1. No more than three matches per week.
- n. **Volleyball** – 15 regular season matches or 14 with designated optional tournament.
 - 1. No more than two matches per week.
 - 2. Three matches in one week may be scheduled twice during the season.
 - 3. A team may play elect to play tri-matches provided the total number of opponents does not exceed 15 during the season.
 - 4. Teams may schedule 14 matches plus one designated optional multi-team tournament.
- o. **Wrestling** - 14 regular season contest including dual meets and a maximum of three tournaments and tri-meets.
 - 1. No more than two contest per week including a maximum of one tournament.
 - 2. Multi-team events may be used to make up postponed contest between teams originally scheduled.
 - 3. A city/county/conference tournament required to qualify for the state tournament will not be counted as one of the three allowed tournaments.
 - 4. Wrestling tournament and meets are defined by Regulation.
- p. **Cheerleaders** – 3 outside competitions in season, 2 Charles County competitions. Cheerleading teams may be permitted to participate in an advanced state level competition beyond the 2 competitions per season. Principals may use cheerleaders for school-sanctioned programs such as “It’s Academic.”

C. Starting Times and Days Contests Are to Be Played

1. Any daytime athletic contest played on school days will begin no earlier than 3:30 p.m.
2. The scheduled start of a contest may begin no later than:
 - a. JV – 7:00 p.m.
 - b. Varsity - 7:30 p.m.
3. The coordinator of student activities shall determine the site of any county playoff game.
4. Any exceptions should be with the approval of the principal and the coordinator of student activities.
5. Games are not permitted during the school day.

D. Scrimmages

A scrimmage game is defined as a practice game with another school under the following conditions: The scrimmage is not to be publicized and no admission is charged. Transportation guidelines shall be the same as for regular games. Scrimmages are not to be scheduled during the regular school day.

1. The first scrimmage may be scheduled on the 9th calendar day including the first practice (example – First fall practice is Wednesday August 11, 2022, counting the first practice until the 9th calendar day will allow teams to scrimmage on Friday, August 21, 2020, at the earliest).
2. **Football only:** The second scrimmage may take place on the 6th calendar day starting the day after the first scrimmage (example – First scrimmage is Friday, August 19, 2022, or Saturday, August 20, 2022, starting your calendar day count on Saturday, August 20, 2022, or Sunday, August 21, 2022, your second scrimmage could not take place any earlier than Thursday, August 25, 2022, or Friday, August 26, 2022).
3. Varsity sport teams may participate in two (2) scrimmages with other schools. Teams may participate in multi-team scrimmages. Multi-team scrimmages will count as one (1) scrimmage date.
4. JV teams may participate in two scrimmages per season following all guidelines pertaining to varsity scrimmages. One home, one away or two home. JV teams must use same busses as varsity. Freshman teams may have one (1) inter-county scrimmage.
5. Basketball, baseball, softball, soccer, field hockey, and volleyball teams qualifying for state or regional competition may have one additional scrimmage at the end of the season if time permits. The coordinator of student activities must approve this additional scrimmage.
6. No regular game, practice or scrimmage shall be scheduled during or on any school holiday (**Thanksgiving Day, Dec. 24 & 25, and Good Friday**). Coaches should avoid practicing on Labor Day if possible. Practice on this day should be voluntary.
7. No games shall be scheduled on **Rosh Hashanah, Yom Kippur and Passover** from sunset to sunrise.

E. Starting and Ending Dates

1. Fall sports will begin on the 6th Wednesday following the first Sunday of July, (example – The first Sunday in July is July 5 we count to August 12, 2020, which is the sixth Wednesday after July 5) until the final date of the local, conference, district, regional or state tournaments.
2. Winter Sports – November 15 until the final date of the local, conference, district, regional, or state tournament.
3. Spring Sports – March 1 until the final date of the local, conference, district, regional, or state tournament.
4. When November 15, or March 1 fall on Sunday, practice will start the preceding Saturday.
5. Required Practice. A member MPSSAA school may not participate in a regularly scheduled game until at least 20 calendar days have elapsed after and including the first day of practice. Golf is the only exception to this regulation.

F. Other Scheduling/Practice Regulations

1. Teams may not practice when schools are closed because of inclement weather or other emergencies. When schools are closed for an extended period, practice could be permitted if authorized by the Coordinator of Student Activities through School Administration.
2. **Practice times will be limited to three-hour sessions** and will be established by the principal and athletic director in consultation with the coach of the respective sport. Cut-off time for practice shall not be later than 9:00 p.m. unless approved for a later time by the principal and coordinator of student activities. Practices are not to be scheduled during the regular school day unless approved by the building principal and coordinator of student activities. **NOTE:** Parents are to be advised in writing regarding the entire sports program, including practice time, prior to a student entering participation in any sport. A copy of the standard communication for every sport sent to the parent shall be on file with the coordinator of student activities through the athletic director.
3. **Thunder and Lightning Policy** – If thunder and/or lightning can be heard or seen, participants, spectators and staff are in danger. Contests must be stopped, and protective shelter sought immediately. In the event that either situation should occur, 30 minutes will be allowed to pass after the last sound of thunder and/or lightning. All athletic directors in Charles County are equipped with thunder and lightning detectors.
4. **Temperatures Below 32°** – All outside activities are to be cancelled or moved indoors when possible. (Real feel temperatures)

G. Rescheduling Postponed Contests

1. Basketball
 - a. Rescheduled contests are to be played on the following school day if possible.
 - b. All scheduled contests are to be rescheduled in the chronological order of postponement. No more than one (1) postponed game shall be played in any one week, i.e., two (2) regular scheduled and one (1) postponed or one (1) regular scheduled and one (1) postponed. (See MPSSAA Guidelines)
2. Baseball/Softball
 - a. Rescheduled games are to be played on the following school day if possible.
 - b. All games should be made up in the chronological order of postponement.
3. Football
 - a. When a school must postpone a Saturday contest, the game should be moved to Monday if possible.
 - b. When a school must postpone a Friday contest, the game should be moved to Saturday if possible.
4. Soccer - Same procedures utilized to reschedule basketball contests.
5. All sports not listed should be rescheduled on the next playable date if possible. However, all rules concerning time lapse between contests should be enforced. When in doubt, check with the MPSSAA handbook, the SMAC schedules and the coordinator of student activities.
6. Saturdays may be used as a make-up date if both teams agree or if SMAC committees decide to use Saturday. Games should be made up in chronological order.

XVI. TRANSPORTATION

Transportation of an athletic team is one of the most important considerations in connection with games away from home. The following regulations shall apply in making arrangements for transportation of athletic teams:

1. Under no circumstances are student drivers allowed to transport athletic teams or team members. Under extenuating circumstances, students can ride home with their parents or guardians if the request is in writing and approved by the coach one day in advance.
2. Team members shall be required to go to the host school together and return together. Exception to this rule is when parents personally request permission of the coach that they are allowed to take the student home with them. This request shall be in writing.
3. No one except school officials, team members, student managers, and cheerleaders, when accompanied by their coach, shall be permitted to ride the team bus.
4. The coaches will always accompany athletic teams on the bus.
5. It should be an axiom with all coaches that team members must be clean and dressed neatly when going on athletic trips.
6. Coaches are permitted to drive players to contests when a small number of contestants are involved. This is only with Central Office approval and when using a Board of Education vehicle.
7. At the conclusion of each bus trip, coaches are to sign the mileage sheet that is provided by the bus driver. Coaches are also to record the time returned to the school.

8. All buses transporting athletic teams must carry bonded carrier insurance.
Minivan Transportation – The system has minivans available for use by school system personnel and for the transporting of small **groups of students by school system personnel**. Any request for use must be made through the Transportation Department. When calling in your requested date(s), please include the name of the driver and the number of passengers to be transported. When system personnel arrive at the central office to pick up the minivan, they must have their current driver's license for use to copy and a copy of their automobile insurance card. The driver will be orientated by transportation staff on use of the van and how to return it to the transportation office. Requests will be honored on a first-come, first-served basis. Make sure there is a need for use of the minivan before calling in your request.
9. Only drivers with valid Maryland licenses may operate Charles County Public school vehicles.
10. Rental vans or cars are not permitted to transport CCPS students.

XVII. SECURITY COVERAGE FOR ATHLETIC EVENTS

The Charles County Sheriff's Office provides security coverage for athletic events at a rate of **\$75 per officer per hour**. Principals and athletic directors are responsible for security at their respective schools. All games must have the proper coverage as determined by the principal and athletic director.

1. Officer in charge is to report to school administrators in charge of activity at prescribed time for purpose of outlining duties required.
2. All officers are to sign in and sign out on forms provided by the athletic director or school administrator.
3. Officers are expected to help with disbursement of crowd prior to signing out.
4. School administrators and officers assigned to an activity will work cooperatively to prevent disruptive incidents from taking place through high visibility and effective supervision.
5. **School administrators are expected to notify your schools resource officer (SRO) as soon as possible if the activity is canceled for any reason other than inclement weather.** Failure to notify the resource officer of cancellation of activity results in the officers being paid one hour for reporting.
6. If schools are closed due to inclement weather, all after school activities are cancelled.
7. It is the responsibility of the host school to provide proper administrative and staff support for games, matches, etc.
8. Schools will pay the officer at the event based on the **\$75.00** hourly rate.

XVIII. LETTERING CRITERIA

1. The first varsity award earned will be the approved school letter including appropriate emblem.
2. For awards for subsequent years and sports/activities, participants will receive stars, pins, or similar school related insignias.
3. All junior varsity and freshman team members will receive certificates of participation.
4. Participation in fund raising activities by the student and parents shall in no way be a factor for one to achieve a school letter.
5. Parent (volunteer) involvement in a program shall in no way be a factor for one to achieve a school letter.
6. Any student athlete who does not complete the sports season shall not be eligible for end of season awards.
7. Refer to the standards for lettering criteria located in the forms section of this manual. This form may be used at the discretion of the athletic director.

XIX. INDIVIDUAL AWARDS

Each school should establish guidelines for the recognition of students participating in interscholastic athletics. Emphasis should be placed on participating for earning a varsity letter award. Lettering criteria will be consistent for all sports. Award guidelines must be formulated within the rules set forth by the Maryland Public Secondary Schools Athletic Association. These rules are provided for your reference.

ATHLETIC CHAMPION AWARDS

1. SMAC CONFERENCE / COUNTY CHAMPIONS

Team members for conference champions will receive an award for their particular sport. **The Charles County Public Schools athletic department and/or athletic booster organization will fund these awards.**

2. MPSSAA / MPSSCC SECTIONAL / REGIONAL CHAMPIONS

Each team member winner will receive an award inscribed with "MPSSAA/MPSSCC Sectional Champion", "Regional Champion" or "MPSSAA/MPSSCC State Finalist". **The Charles County Public Schools athletic department and/or athletic booster organization will fund these awards.**

3. MPSSAA / MPSSCC STATE CHAMPIONS

Each team member will receive an award with the shape of the state of Maryland inscribed with "MPSSAA/MPSSCC State Champions" or "MPSSAA/MPSSCC State Finalist". **The Charles County Public Schools athletic department and/or athletic booster organization will fund these awards.**

4. TEAM PICTURE PLAQUES

Each team member will receive a picture plaque signifying MPSSAA/MPSSCC State Championship Team. **The Charles County Public Schools athletic department and/or athletic booster organization will fund these awards.**

5. RINGS/JACKETS/PENDANT

Any team that is an MPSSAA / MPSSCC "State Champion" will have the opportunity to

purchase the ring from JOSTENS. The same holds true for individual “Champion”, Runner-Up”, or “Finalist”. State “Qualifiers” do not qualify for rings. The Athletic Department and athletic booster will not purchase any jackets, pendent or rings. **This is not an award, but an item that may be purchased by an athlete. No school or booster funds can be used to purchase this item.**

- MPSSAA - Maryland Public Secondary Schools Athletic Association
- MPSSCC – Maryland Public Schools State Cheerleading Committee
- COUNTY - Charles County Public Schools

Awards and Recognition

- A. Awards may be made as follows:
 - 1. A school may purchase and present to a student for athletic improvement a school insignia, medal, pin, or similar article of intrinsic value.
 - 2. Only non-profit and non-commercialized individuals may give awards from outside the school to individual school athletes or group donors, provided the school approves the awards and the presentation is made at a school-approved function.
 - 3. A symbolic award of appreciation may be given to a school team by an outside non-profit organization, and the award becomes the permanent possession of the school. Team awards may be presented to schools by recognized newspapers, radio, and television stations.
 - 4. Awards may be presented to seniors when athletic ability, athletic achievement, or contributions to school sports are among the criteria established for the award. These awards will be presented at a school-approved function.
- B. Recognition of individual school athletes and teams, other than through awards, shall be limited to appreciation banquets given by outside individuals or non-profit organizations with the approval of the school principal.

XX. FINANCING ATHLETICS

The interscholastic athletic program is partially financed by funds from the Board of Education that, for the most part, go toward transportation and officiating expenses. Additional financial support for the interscholastic athletic program is furnished by fees from clubs and activities such as: varsity clubs, concessions, booster organizations, dances, and admission fees.

A. Guidelines

- 1. Each high school has its own accounting or bookkeeping system. This system must operate within the guidelines as established by the Board of Education. All income and expenses related to this program must be accounted for within these guidelines and are subject to an audit by the Board's appointed auditors.
- 2. The athletic director, with approval of the principal, guides the disbursement of funds for athletics. Coaches should present an itemized budget to the athletic director for consideration and approval, and purchases of all equipment and supplies should be presided over by him/her with the approval of the principal. The school principal has the authority to review all purchases and practices within the athletic department, and in the final analysis, all subordinates are responsible to the principal.

3. All expenses incurred in the operation of the interscholastic athletic program shall be the responsibility of the school.
4. Certain interscholastic athletic expenses may be underwritten by the Board of Education. These items will be listed in writing with set limitations and submitted to the principal.
5. Invoices for expenses underwritten by the Board of Education must be submitted with a requisition for reimbursement to the coordinator of student activities for Charles County.
6. Gate receipts from all sports shall be retained by the schools in their athletic accounts.
7. Schools will purchase their own supplies and equipment.
8. The Board of Education policy requires that athletic accounts be audited at the end of each school year.

B. Admission Charge - Accounting Procedures

1. When an admission fee is charged, admission to SMAC sporting events shall be at the following rates:

Varsity	\$6.00
Freshman/Junior Varsity Double Header	\$6.00
Freshman	\$6.00
Junior Varsity	\$6.00

Tri-County Board of Education employees (with appropriate ID.) shall be admitted free.

2. All individuals seven (7) years of age or older will be charged admission. Any child younger than seven (7) years of age will be admitted free of charge if accompanied by his/her parent or guardian.
3. Any paying guest attending an athletic contest who leaves the site (gymnasium, specific field area) must pay again to re-enter. *Exception* – While we support the general policy of not allowing spectators to leave athletic events and re-enter without paying another entry fee, good judgment should be used under certain circumstances.
4. No dogs or other pets are permitted in school buildings or on school grounds without the direct permission of the school administration. Exceptions are guide dogs, assistance/service animals and animals used for public school-sponsored programs approved by school administration. Anyone bringing an animal on to school property for a permitted and approved purpose must have the animal on a leash at all times and must clean up after the animal.

C. Accounting for Co-Curricular Student Activity Events

Organizations of the Student Activity Fund (SAF) will often sponsor events or other activities that charge admissions or fees to the participants. Usually, tickets are sold to patrons, which are used for admittance to the event. These activities require an initial cash box to start off. This cash box is to be used for change.

For athletic events, the athletic director will be responsible for the completion of an "Athletic Financial Report."

For all other activities, the activity sponsor will be responsible for the completion of an "Athletic Financial Report."

If the money is counted and deposited by the activity sponsor, **the report forms must still be completed by the game manager/athletic director or the activity sponsor** and reviewed by the financial secretary. The form will be attached to the deposit slip and given to the financial secretary. The financial secretary will still follow the receipt policy of writing out a 3-part pre-numbered receipt. One part of the receipt will still be given to the person who turned in the deposit slip. The cash bank should be counted by the financial secretary to verify the balance on the Activity or Athletic Financial Report. For example, if the athletic director is in control of entrance receipts during basketball season, and he/she carries a \$200 cash bank from game to game, then he/she could directly deposit the profit from the weekend's games, leaving \$200 in cash in the safe until the next game. This cash box is accounted for on the Athletic Financial Report. At no time should a cash box go unaccounted (financially or physically) for during the entire season. Remember that any amount over \$100 should be maintained in the safe or vault, therefore a \$200 cash box should **not** be in a locked drawer of the game manager/athletic director or activity sponsor.

D. Athletic Financial Report

The "Athletic Financial Report" is designed to accomplish several purposes as follows:

1. An accounting of cash collected at athletic events.
2. Reconciliation between the number of tickets sold and the amount of cash collected. This is a control over the cash receipts.
3. A listing of individuals paid for services from the cash collected. The listing is used by payroll for inclusion of additional compensation to CCPS employees as part of the payroll records.
4. A record of non-employee payments from which 1099 information can be derived.
5. A summary that reconciles the amount collected, amounts paid out, and the beginning cash box to the amount deposited into the bank.
6. The form provides the backup for the amounts that are recorded in the accounting records for each event.
7. The form should be completed by the athletic director (or Game Manager) at the end of each event.

Step 1 - Prior to the event, the financial secretary will issue pre-numbered tickets to the athletic director. The financial secretary should insert the first ticket number online a. under "Tickets." At this point, a predetermined price per ticket should be established and inserted on the form.

Step 2 - Upon issuance of a cash box, the athletic director and the financial secretary should verify the cash in the cash box together. If they cannot do so at the same time, the athletic director should at least count the cash to verify the box amount prior to selling tickets.

Step 3 - The tickets are sold for the event. All patrons at events should be issued a ticket for admittance.

Step 4 - Individuals providing services will be paid at the end of the sport season. Each person receiving payment for services will complete and sign a line on the form. The information contained on the line will provide payroll information and part of the reconciliation to be submitted to the payroll office by the financial secretary. The total of these payments is inserted at #2.

Step 5 - Once all payments are made, the athletic director should count all the cash in the box, recording the amounts in top left box titled "Money in Cash Box at End of Game."

Step 6 - The athletic director will finish completing the "Tickets" box (b-e).

Step 7 - The center box titled "Profit and Cash Deposit Reconciliation" should then be completed. This section will be important to the financial secretary for preparing the cash receipt and the entry for Quicken. The amount online "D" should equal the total profit determined at line e. under "Tickets."

Step 8 - The athletic director will turn in the completed and signed "Athletic Financial Report" to the financial secretary along with the cash box, and unused tickets.

Step 9 - The financial secretary will verify the ticket information; verify the contents (cash) of the box and the amount of the deposit. Upon agreement (the cash for deposit agrees with line F.), the secretary will issue a cash receipt form to the athletic director.

Step 10 - After reviewing the form for accuracy, the financial secretary will sign the report and will forward the original white copy to payroll. The second yellow copy will remain with the secretary's deposit backup. The third pink copy will be returned to the athletic director along with the cash receipt form.

Step 11 - When entering the transaction into Quicken, the financial secretary will have to enter the event on two lines. The Quicken entry will contain the "Total Profit" from the event as "Income" and Total Paid Out as an "Expense." This method of recording will show in your records the true income and expenses of the athletic event.

Note - If the athletic director deposits the cash in the bank, he/she will return the cash box and a bank deposit receipt. The Financial Secretary will verify the contents of the box to be the original cash box amount and will need to determine that the deposit reconciliation agrees with the deposit slip receipt.

XXI. APPROVAL PROCEDURE FOR SCHOOL SPONSORED BUILDING AND GROUNDS IMPROVEMENTS

A committee has been formed to revise and expand the current process required of principals to obtain approval to construct anything on school grounds, move any structure onto school grounds, alter in any way athletic fields maintained by Charles County Public Schools, or make changes to scheduled Public Facilities activities at schools. The committee will be known as the **Athletic Facilities Committee** and will be composed of the following personnel:

- Assistant Superintendent of Support Services
- Supervisor of Maintenance
- Coordinator of Student Activities
- Chief of Parks & Grounds, Public Facilities

The committee will meet as needed. The coordinator of student activities will make that determination and convene the committee.

A. Changes to Athletic Fields

1. The existing form, "Approval Procedure for School Sponsored Buildings and Grounds Improvement," has been revised.
2. The previous form covered requests for construction projects only. The revised form should be used to address changes to fields in addition to construction projects; i.e., location of sea containers for storage, dumping mulch or topsoil, selecting a field for temporary parking, etc.
3. Requests will be submitted to the Athletics, Physical Education and Health Department for concept approval, followed by School Administration, also for concept approval. The request then goes to the Maintenance Department, and finally, Public Facilities. When all four departments approve, the assistant superintendent of supporting services grants written permission for the project.
4. Proper bidding procedures, if applicable, must be followed for all projects. Three quotations should be obtained for projects that exceed \$2,500, and projects over \$15,000 must be bid through the purchasing department.

B. Contact Person between Board of Education and Public Facilities.

1. The Coordinator of Student Activities is the CCPS contact person with Public Facilities for all athletic **field** projects.
2. If a principal has a question regarding the process, feasibility of a project, status of a project, etc., calls should be directed to the coordinator of student activities.

Principals, if in doubt of a project, should speak to the coordinator of student activities. He/she has the authority to authorize, in writing, minor projects without the need to complete the form.

C. Condition of Athletic Fields/Facilities

If, in the process of routinely inspecting the condition of any athletic field/facility (that is bleachers, gates, fencing, etc.) located at one of our schools, it is determined that the athletic field/facility needs repair or unsafe, then the coordinator of student Activities will be contacted immediately. The coordinator of student activities will convene the facilities department to address the concern(s) if necessary.

D. Scheduling of High School Athletic Fields

Every effort must be made not to cancel or move previously approved and scheduled games away from school athletic **fields**, especially high schools that the youth of our community look forward to playing on for months. In addition, finding other locations and rescheduling hundreds of players and parents is a major concern. In the event an emergency or conflict arises, and it is recognized that true emergencies will occur on occasion, all changes to the schedule involving Public Facilities activities must be approved in advance by coordinator of student activities.

The committee will come to consensus on all projects. Projects will be approved as is, approved with modifications, or disapproved. Projects not approved will be forwarded to the superintendent of schools who will make the final decision. Periodically, the coordinator of student activities will report to the committee on school requests that he alone has taken action on.

Note: All field use must be "By Permit Only."

All guidelines contained in this handbook are in alignment with the Maryland Public Secondary Schools Athletic Association (MPSSAA). Further documentation can be found on their website www.mpssaa.org or in the MPSSAA Handbook which is available through the Athletic Director at each school.