

# **CARROLL COUNTY**

# **INTERSCHOLASTIC**

# **ATHLETIC HANDBOOK**

## **2023 - 2024**



# PHILOSOPHY

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

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

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

# **CARROLL COUNTY PUBLIC SCHOOLS**

## **Westminster, Maryland**

Dr. Cynthia A. McCabe  
Superintendent of Schools

Jonathan D. O'Neal  
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**CARROLL COUNTY INTERSCHOLASTIC  
ATHLETIC ASSOCIATION  
HANDBOOK**

CARROLL COUNTY PUBLIC SCHOOLS

Westminster, Maryland

Revised 2023

**Prepared By:**

Ms. Ashley Hoyt - CHS  
Mr. Ryan Kimble - FSK  
Mr. Ed DeVincent - LHS  
Ms. Liz Padgett - MVHS  
Mr. Tim Novotny - SCHS  
Mr. Terry Molloy - WHS  
Ms. Jen Gosselin - WMHS

**Principals:**

Mr. Brian Booz- CHS  
Ms. Shannon Mobley - FSK  
Mr. Kenneth Goncz - LHS  
Mr. Joe Guerra - MVHS  
Ms. Christina Dougherty - SCHS  
Ms. Katie Nefflen - WHS  
Mr. Michael Brown - WMHS

**Mr. Michael Duffy  
Supervisor of Athletics**

# TABLE OF CONTENTS

## RESPONSIBILITIES

Coach's Job Description	2
Coaches' Ethics	4
Fourteen Duties Related to Negligence Litigation	5
Administrator of Athletics and Facilities	6
Game Manager	8
Athletic Trainer	9

## OPERATIONAL GUIDELINES

County Guidelines	12
Philosophy	12
Registration	12
Sportsmanship	12
Composition and Interchange of Teams	13
Team Travel	13
Scheduling	14
Scrimmages and Practices	14
Postponements and Rescheduling	14
Time of Contests	15
Penalties for Unsportsmanlike Conduct	16
Spectator Guidelines	17
County Championships	17
Hazing	18
Out of Season Guidelines	18
Eligibility	25

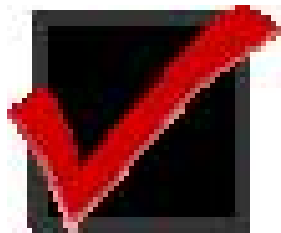
## AWARDS AND RECOGNITION

County Team Championship Plaques	31
County Individual Awards	31
Individual Awards and Recognition to Student-Athlete by School	31

## **APPENDIX**

Carroll County High School Directory	35
Coaches Remuneration Schedule	36
School Calendar	37
Athletic Tryouts and Evaluation Sample (Sample Rubric)	38
CCPS Heat Index Chart	39
Game/Practices Restrictions Due to Heat	40
Heat Related Illness: Signs and Symptoms	41
Prevention of Heat Related Illness	42
Fluid Replacement	42
Hydration Awareness	43
Heat Acclimatization Calendar	44
Cold Weather Guidelines	45
Emergency Plan	46
Student-Athlete Suspected Head Injury Procedure	47
Concussion Gradual Return to Play Protocol	48
Appropriate Educational Accommodations	49
Student-Athlete Probable Head Injury Flow Chart	50
Dual Sport Participation Procedures	51
Dual Sport Participation Application	52
Off-Campus Transportation Permission Form	53
Out of Season Guidelines In a Glance	54
Carroll County Champions 2022-23	56

# RESPONSIBILITIES



## COACH 'S JOB DESCRIPTION

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

The duties of a coach are as follows:

1. Decide the personnel of the team.
2. Under the supervision of the Administrator of Athletics and Facilities, have ~~full~~ control of the team and team membership in all matters pertaining to coaching and athletic discipline.
3. Be responsible for the selection or election of a field or floor captain(s).
4. Be present at each practice session and at all contests of the sport they coach. This includes supervision at all times of the locker-shower area until the area is secured (both at the opening and closing of the session). Coaches should be present one-half hour after the conclusion of the practice or game.
5. Submit a roster to the athletic director, for eligibility certification.
6. Develop and implement well-organized practice and contest plans on a daily and seasonal basis.
7. Know, communicate, and coordinate the components of the Emergency Action Plan.
8. Utilize appropriate, positive use of technology, including social media, email, and other electronic communications. Only CCPS-approved platforms and CCPS dedicated email addresses may be used to conduct official CCPS business; personal email addresses should not be used.
9. Maintain positive public relations with school staff, community members, booster organizations, opposing coaches, and news media.
10. Maintain emergency contact information for all participants at all times.
11. Create and utilize a rubric for the evaluation of team selection.
12. Attend meetings in their school or at the county level that deal directly with the sport they coach.
13. Meet with parents of members of their team at the beginning of each season and as requested throughout the duration of the season.
14. In conjunction with the athletic director, be responsible for verifying registration for all participants through the approved platform, prior to the first practice.
15. Be responsible for the distribution and collection of the school's athletic equipment and team uniforms before, during, and immediately after the end of the season in the sport that they coach.
16. Be responsible for team members at contests either at home or away.



17. Be responsible, on a daily basis, for the attendance & conduct eligibility of each member of their team. In addition, academic eligibility must be checked prior to the start of tryouts.
13. Plan, with the Administrator of Athletics & Facilities, for practice games or scrimmages.
14. Stay current regarding rule changes, trends, and recommendations that affect the sport in which they work.
15. Submit an inventory of all athletic equipment pertaining to the sport they coach at the end of the season, along with a list of equipment in need of repair or replacement.
16. Make sure that the facility and equipment are safe, and that safety procedures are taught and followed in all areas.
17. Maintain CPR/AED & First Aid certification.
18. In the absence of an athletic trainer, assume basic care & prevention of student-athlete injuries.
19. Maintain consistent communication with athletic training staff and Administrator of Athletics and Facilities regarding any injury concerns and return to play protocols.
20. Enroll in and successfully maintain a current state-approved certification in the Care & Prevention of Athletic Injuries.
21. Follow all Carroll County Public Schools medical procedures/protocols pertaining to athletic injuries.
22. Follow the proper protocol in the consideration of selecting freshmen to be a part of varsity teams.
24. Fully understand the position as a role model for student-athletes, therefore, setting an example of the highest ethical and moral conduct. The use of profanity or other inappropriate language is considered unacceptable.

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

\*\* Please note- A coach that is barred from coaching at one county school for the school year shall be barred from coaching at all county schools during that school year.

## Coaches' Ethics

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

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

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

## **Fourteen Duties Related to Negligence Litigation**

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

## **ADMINISTRATOR OF ATHLETICS AND FACILITIES**

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

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

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

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

## **GAME MANAGER**

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

The duties of the game manager are as follows:

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

## **ATHLETIC TRAINER**

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

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

### Prevention

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

### Clinical Evaluation and Diagnosis

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

### Immediate Care

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

### Treatment, Rehabilitation, and Reconditioning

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

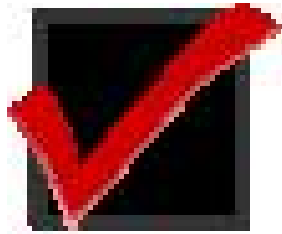
### Organization and Administration

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

### Professional Responsibility

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

# OPERATIONAL GUIDELINES







## **COUNTY GUIDELINES**

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

## **PHILOSOPHY**

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

## **REGISTRATION**

Students must be registered through FamilyID or other approved platform prior to participating in any school system-sponsored activities (sport season tryouts or offseason workouts). All registration is to be completed electronically. A physical completed by a licensed healthcare provider (LHCP) clearing the student for athletic participation must be uploaded with the registration. The physical exam is valid for a period of 13 months. An updated physical form must be uploaded prior to the expiration of the previous one.

## **SPORTSMANSHIP**

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

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

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

- T** – Treat teammates, opponents, officials, coaches, and spectators with respect
- E** – Exhibit positive behavior
- A** – Applaud, Accept, and Appreciate (good plays and officials’ decisions)
- M** – Maintain composure

## **COACHING**

Only individuals who have been approved to coach through CCPS and signed contracts may serve as coaches during practices or contests for all individual and team sports.

- Outside club coaches, not affiliated with the school are not permitted to coach during events. Penalties for violations of this rule will be imposed, per MPSSAA rules.

## COMPOSITION AND INTERCHANGE OF TEAMS

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

11<sup>th</sup> grade students may compete on JV teams in cross country, tennis, track & field, and wrestling. 11<sup>th</sup> grade students may compete on other JV teams in rare circumstances. Any inclusion of 11<sup>th</sup> grade students on a junior varsity team must have the approval of the school Principal/designee and the Supervisor of Athletics. 12<sup>th</sup> grade students may compete at open-level, culminating activities for cross country, track and field, and tennis.

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

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

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

Individual sports include:

- Cross Country
  - Golf
  - Indoor Track
  - Wrestling
  - Tennis
  - Outdoor Track
3. At the discretion of the coaching staff, a student may participate on a varsity or junior varsity team throughout the season with a count being kept by the coach to have the student-athlete remain within the state guidelines for weekly and regular season maximum participation. However, at the time of a varsity or junior varsity tournament, the coach must designate at which level the student will compete.
  4. Interscholastic Athletic Fee
    - a. The school system will require that each student pay a fee of \$105 for each interscholastic team in which he or she is a member. Students participating on a corollary/unified team have to pay a fee of \$50 per season. There is a \$150.00 maximum per family per season. Dual sport participants' activity fee is \$150 per season.

- b. Fees collected will contribute to the county athletic program to underwrite transportation, coaches' salaries, officials' fees, and equipment.
5. A team manager may earn service-learning hours for his/her service to a team or earn a Varsity letter.
6. Only students who are members of the school team may practice with the team. Ineligible students, alumni, and middle school students may not participate or practice with a team.
7. Only coaches and students on the team (or on the approved tryout list) are permitted to attend practices or tryouts. The principal/designee must approve any exceptions in advance.

## **TEAM TRAVEL**

1. Travel to and from all athletic contests by means other than approved transportation may take place only by authorization of the Principal or the Principal's designee.
2. An Athletics Off-Campus Transportation Permission Form must be completed for any student who will not be using CCPS-provided transportation to practice or contest taking place away from the school.
3. Only coaches, team members, managers, and cheerleaders will be allowed to ride on the team bus.

## **SCHEDULING**

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

## **SCRIMMAGES AND PRACTICES**

1. Scrimmages are to be held before the regular season contests begin. Teams are permitted two scrimmages. Schools wanting to participate in a third scrimmage are responsible for the expenses whether it be officials or transportation.
2. An additional scrimmage is permitted at the conclusion of the regular season before the postseason begins. Schools wishing to have a postseason scrimmage are responsible for the expenses whether it be officials or transportation. Any exceptions must be approved by the Supervisor of Athletics.
3. Schools may combine practices for individual sports at the conclusion of the regular season and prior to the postseason (wrestling teams may combine practices throughout the postseason).
4. No practice or scrimmage may be held on a day when schools are closed due to inclement weather.

## **POSTPONEMENTS AND RESCHEDULING**

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

3. When schools are not in session (holidays, Saturdays), activities will not be held if the snow emergency plan is in effect.
4. One postponed contest may be rescheduled in addition to the maximum number of contests permitted per week, per COMAR.

## TIME OF CONTESTS

### Intra-County Contests

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

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

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

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

1. Football

Varsity	-	12 minutes
Junior Varsity	-	10 minutes
2. Soccer

Varsity	-	40-minute halves
Junior Varsity	-	35-minute halves
3. Field Hockey

Varsity	-	15-minute quarters
Junior Varsity	-	12-minute quarters
4. Basketball

Varsity	-	8-minute quarters
Junior Varsity	-	7-minute quarters
5. Volleyball

Varsity	-	3 out of 5 games
		25-point games (no cap)
		15 point deciding game (no cap)
		include let serve
Junior Varsity	-	2 out of 3 games
		25-point games (no cap)
		15 point deciding game (no cap)
		include let serve

- |    |                        |   |                                           |
|----|------------------------|---|-------------------------------------------|
| 6. | <u>Wrestling</u>       |   |                                           |
|    | Varsity                | - | three 2-minute periods                    |
|    | Junior Varsity         | - | one 1-minute period, two 2-minute periods |
| 7. | <u>Boys' Lacrosse</u>  |   |                                           |
|    | Varsity                | - | 12-minute quarters                        |
|    | Junior Varsity         | - | 10-minute quarters                        |
| 8. | <u>Girls' Lacrosse</u> |   |                                           |
|    | Varsity                | - | 12-minute quarters                        |
|    | Junior Varsity         | - | 10-minute quarters                        |
| 9. | <u>Cheerleading</u>    | - | 2 minutes 30-second competition routine   |

## **PENALTIES FOR UNSPORTSMANLIKE CONDUCT**

1. Any player and/or coach will be prohibited from participating in the next contest for:
  - a. Any disqualification or removal from a game for unsportsmanlike conduct
    - i. (Coach may attend but not have contact with the team prior to or during a contest)
    - ii. (Student penalty – Student may attend the contest with team in street clothes)
2. Any egregious ejection (example: physical altercation leading to ejection), as determined by the officials will carry with it a minimum two-game suspension. Depending upon the severity of the situation, the length of suspension may be increased.
  - a. An egregious ejection would be an ejection due to fighting, the use of racial, homophobic, or ethnic slurs, or abusive language towards a contest official.
  - b. A second egregious ejection within the same season could lead to removal from the team.
3. Any unsportsmanlike conduct penalty occurring at the last played game/contest of the previous year will invoke disqualification or removal from the 1<sup>st</sup> game the following year (or the following season, in the case of a senior).
4. A student or coach who has been ejected from an MPSSAA playoff contest will be disqualified for the next MPSSAA contest in that sport (or the next MPSSAA contest, in the case of a senior).
5. Any coach, participant, or spectator who has been ejected must complete the NFHS online sportsmanship course prior to the next contest.
6. Any fan who has been ejected will be prohibited from attending the next contest and must meet with the principal/designee prior to attending any future contests.
7. Ejections are not appealable decisions.

## **SPECTATOR GUIDELINES**

1. School dress code extends to athletic contests.
2. Students causing continued problems at an athletic event may be refused admittance to all sports events for the remainder of the school year.
3. Adults or outsiders causing continued problems at an athletic event may be refused admittance to all sports events for the remainder of the school year.
4. The use of tobacco, drugs, and alcohol is prohibited.
5. The use of profanity in “cheers” is prohibited.
6. The use of derogatory, offensive, or insulting “cheers” is prohibited.
7. Spectators may not single out participants by name or number.

## **COUNTY CHAMPIONSHIPS**

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

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

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

## **RECRUITING POLICY STATEMENT**

CCPS interscholastic athletics strives to have the highest participation levels possible. We respect the Board of Education’s policy and regulations regarding out-of-district attendance, and we work hard to create a welcoming culture for all student-athletes enrolled in our schools. Athletic coaches (paid or volunteer) should be positive in regard to their program and school, but at no time should they participate in or engage in, directly or indirectly, the recruitment of a student-athlete from another CCPS school. A coach found to have engaged in the recruitment of a student-athlete from another CCPS school will face disciplinary action, ranging from censure up to termination of coaching duties. If a coach is approached regarding specific recruitment of a student-athlete transfer from another CCPS high school or feeder middle school or is contacted by a student-athlete or parent interested in exploring a school transfer, the coach is required to contact his/her athletic director immediately.

## HAZING

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

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

## OUT-OF-SEASON GUIDELINES

### A. Fundamental Points

1. One important point always to bear in mind is that school teams may not practice, compete, or meet beyond the established MPSSAA sports season, unless they are participating in approved activities as outlined in these standards. The established MPSSAA sports season begins with the first practice allowed for that season and ends with the state championship for that sport.
2. A second important fundamental point is that rules and regulations that pertain to school coaches extend to volunteer coaches and all other school personnel. Rules violations involving school teams practicing or assembling beyond the established sports season may occur even though a paid coach is not directly involved.
3. A third fundamental point is that if a team has violated an MPSSAA regulation, there is a precise sequence of penalties that are applied. The minimum penalty for a state violation is a forfeit, and sanctions against the coach, player(s), or both. In this fashion, not matter how small a state violation may appear, a forfeit and sanctions will automatically be applied as the minimum penalty. If the violation occurs in the summer, or before the state of the season, then the forfeit applies to the opening game(s) of the ensuring season.

### B. Conditioning Programs

1. Individual teams may not conduct conditioning programs beyond the sports season. This would be considered as practicing outside the sport season.
2. Schools may conduct voluntary “all-school” conditioning programs. An “all-school” conditioning program would include the following elements:
  - Participation is voluntary.
  - The conditioning program must be advertised and available to all students in the school.
  - The conditioning program is conducted at the school site, by school personnel.
  - The conditioning program is oriented exclusively toward conditioning of a general nature – not specific sports-related skills.



3. What equipment may be used in conditioning programs?
  - Sport-specific equipment, including pads and protective equipment, may not be used. The use of sport-specific or protective equipment lends strongly to the perception of and out-of-season team practice as opposed to an all-school conditioning program.
  - Blocking pads, kicking screens, balls, or other sports-specific equipment may not be used in conditioning programs.
  - Equipment such as weight room equipment, cones, agility ropes, etc., may be used because these are general in nature and can apply to most, if not all, teams.
4. Can a school coach supervise returning players from their team in a conditioning program?
  - Yes. However, the program still must be advertised and available to all students. The program may not be exclusively advertised for a particular team.
5. Can 8<sup>th</sup> grade students participate?
  - Yes, but they may not begin until the conclusion of the winter sports season (the last event of the MPSSAA winter state championships).

#### C. NFHS & MPSSAA Sanctioned Out-of-Season Events

##### **MPSSAA**

Regulation 13A.06.03.03A(5) Sanctioned Events:

*Local school systems may approve the participation of member schools to practice and compete in sanctioned National Federation of High Schools (NFHS) and MPSSAA events outside the defined sports season.*

Interpretation:

Local school systems (LSS) who authorize member schools to participate in bona fide sanctioned NFHS and MPSSAA events outside the defined sport season may authorize school teams to practice eight **(8) days** prior to the first day of the event the member school has obtained approval for from the LSS. Practice and participation must meet all local and state regulations applied during the in-season participation.

#### D. Summer Camps (School Sponsored) – CCPS Approved Summer Camp Guidelines

##### **MPSSAA**

Local School System Approved Summer Camp: a series of training sessions that is sponsored and approved by the local school system involving skill development, instructional activities, and game situations within an individual local school system approved summer camp.

**Interpretation:** Local school systems may sponsor a camp that meets the following criteria:

1. After the last game of the Spring State Championships to the final Saturday in July
2. Camps per sport may not exceed 12 individual days. Local School Systems shall approve the number of hours allowed per day of camp.

3. Camps may not consist of contact for collision sports as defined in the MPSSAA [Recommendations to Strengthen Concussion Safety](#). **Helmets, pads, and full equipment are not allowed for football.**
4. Only coaches approved by the local school system may conduct school-sponsored camps. Guest instructors are allowed per local school system guidelines.
5. Only students approved by the local school system may participate in approved summer camps.
6. Skill development and instruction activities are allowed, including game situations within an individual local school system-approved summer camp. Game situations may only occur within the parameters of the camp and may not lead to inter-school scrimmages/competitions.
7. Local school systems may operate multi-school camps. Game situations may only occur within the parameters of the camp and may not lead to multi-camp scrimmages/competitions.

### **CCPS-Specific Criteria:**

*These rules apply to the new MPSSAA-permitted summer camps. **Non-school team activities** must be conducted 100% separately from the new MPSSAA-permitted summer camps and follow all Out-of-Season Guidelines outlined on pages 35-36 of the [MPSSAA Handbook](#). Failure to follow the guidelines below will result in an MPSSAA violation related to out-of-season practices.*

#### **Summer Camp Objective: Instruction and Skill Development**

- In alignment with CCPS summer days, camps may be conducted Monday through Friday (only).
- Each sport is permitted a maximum of 12 total days with each day lasting no more than 3 hours in duration.
- Students participating in multiple camps/sports are limited to 3 hours (total) per day.
- Schools may not charge any fees for camps.
- Students must register for their 2023-2024 sport through FamilyID (current physical, all necessary paperwork) to participate in a camp.
- Camps are voluntary for both staff and students.
- Camps may not be run concurrently with non-school team activities/practices or youth camps sponsored by booster organizations or youth associations.
- For combined camps (multiple schools), inter-school scrimmages/competitions may not take place between designated schools. Competition may take place if students are not grouped by their home school.
- Camps must be open to all students (including incoming 9<sup>th</sup> graders) and may not be limited to returning players.
- Incoming 9<sup>th</sup> graders may participate after the final day of the school year (upon completion of 8<sup>th</sup> grade)
- Only current high school students (including incoming 9<sup>th</sup> graders) may attend a camp. Middle school and elementary school students are not permitted to attend a camp.
- Students may only attend a camp for the school in which they attend or will attend and at which it is anticipated they will graduate from or a county-wide camp.
- Summer camps are official CCPS activities and only approved/rostered CCPS coaches may work with students (all CCPS and MPSSAA rules apply).
- Heat/humidity decisions will be made by the school's Athletic Director in consultation with the Supervisor of Athletics

#### **Approval:**

- All camps must be approved by 1) the host school's Athletic Director and 2) Supervisor of Athletics.

- The Athletic Director/Coordinator of Athletics must include the following in the approval request:
  - Host school and location
  - Dates/times of camp
  - Name of coach in charge of camp

#### E. Camps (Non-School)

1. It is illegal for a school team to attend a non-school camp as a team.
2. However, it would not be illegal for a group of players from the same school to attend a non-school camp. There is a fine but important distinction between the two.
3. What is the difference between a school team and a group of players from the same team?
  - If the school coach is involved with the camp arrangements, including the collection of fees, then the group becomes a school team (illegal).
  - If attendance or participation in the camp is mandatory, then the group becomes a school team (illegal).
  - If school money is used to pay for camp fees or expenses, the group becomes a school team (illegal).
  - Coaches may attend camp and observe returning players, they may not coach, supervise, or instruct them except as provided below.
4. When can a coach provide instruction to returning players at a non-school camp?
  - A school coach may instruct returning players if the camp is oriented to individual skills. For instance, school coaches may instruct returning players in a particular position or skill area if the players are part of a larger group of players representing multiple schools.
5. What is considered a “returning” player?
  - A player who has previously participated in that sport at that high school is considered a returning player, whether the participation was on the varsity or junior varsity level.
  - Incoming 9<sup>th</sup> grade students are not considered “returning” players.
6. May a school host a non-school camp?
  - Yes. However, no returning players from the school may participate in the camp if it is conducted or sponsored by the program/school or persons associated with the program/school.
  - Returning players may be used as camp counselors. When functioning as camp counselors, returning players are not considered camp participants.
  - Neither incoming 9<sup>th</sup> graders nor current high school students are eligible to participate in the camp as counselors.
7. Can a group of coaches/schools get together and create a non-school camp?
  - No. The camp must have an official, bona fide camp sponsor, and a camp administration, separate from the participating teams. Participating schools or coaches may not be involved in sponsoring or administering the camp. If the above criteria is satisfied, then the camp takes on the appearance of a true camp, as opposed to a group of coaches running joint out-of-season practices.

#### F. Organized Training Activities (OTAs)

1. Coaches may provide opportunities for students to hone their skills in free play.
2. Coaches provide supervision but may not instruct.
3. Must be held on school grounds.

4. Students must be registered in FamilyID (or other approved platform).
5. Rising 9<sup>th</sup> graders may participate upon the conclusion of their 8<sup>th</sup> grade year.
6. Participation must be voluntary.

#### G. Coaching Returning Players on an Individual Basis

1. MPSSAA regulations do not allow school teams to practice or assemble after the season, unless participating in activities outlined in these standards. School teams are defined as “Any school group or team gathering consisting of three or more players that has assembled for the purpose of drilling or instruction.”
2. The above opens the door for coaches to work with a limited number of athletes on an individual basis beyond the sports season. Specifically, MPSSAA interpretations specify that “School coaching staffs may work with a maximum of two players per day.”
3. Thus, school coaches or coaching staffs may work with a maximum of two players per program on an individual basis on a particular day outside the sport season. This could mean a pitcher-catcher, QB-receiver, two goalies, etc. Under no circumstance, however, may the total number of players per day exceed two, not matter how many coaches may be involved.
4. The program involves both the junior varsity and the varsity teams. Boys’ and girls’ sports are separate programs. For example, a throwing coach for track and field could work with two throwers from the boys’ team AND two throwers from the girls’ team on the same day.

#### H. Coaching Returning Players on Non-CCPS Teams

1. As mentioned previously, a school team may not practice nor compete beyond the parameters of the MPSSAA sports season, unless participating in activities outlined in these standards. These parameters begin on the first day of practice, and end upon conclusion of the team’s participation in the MPSSAA playoffs.
2. Similarly, a school coach may not instruct, nor coach returning players beyond the defined MPSSAA sports season unless the players are on a non-school team coached by the school coach.
3. If the school coach is the coach of a non-school team, the number of returning players that can be on the non-school team is determined by the calendar, as indicated below:

##### MPSSAA “Eighty Percent” Rule

- From the first practice of fall sports (mid-August) to the last spring sport state championship (late May), the non-school team may include a maximum of 80% of what would constitute a starting line-up for that sport.
- For instance, eleven players would constitute a starting lineup for a soccer team. Eighty percent of eleven, rounded down to the nearest whole number, is eight. Thus, if the school coach is the coach of a non-school soccer team, between mid-August and late-May, a maximum of eight returning players may be on the non-school team.

#### I. Definition of a Non-School Team

1. The team must be affiliated with a league. The CCPS interpretation would require that the league include the following components.
  - Either the league provides insurance for the players/teams, the league requires that teams in the league provide proof of insurance, or the league provides an appropriate permission/waiver form for parents/guardians. Proof of insurance is required.
  - The league determines the schedule, with a similar number of games for all teams in the league.
  - The league has a commissioner (or a similar designation).

- The league provides specific parameters/rules for conducting games, including a specific structure for contests and league play.
- 2. The non-school team may not use a name connected with the school.
  - In several instances the name of the school is also the name of the community. Accordingly, the non-CCPS team may include either the name of the community, and not the school nickname, or the use of the school/community nickname, but not the name of the school/community.
  - The non-school team may not use both the name of the school/community and the nickname of the school/community.
- 3. The non-school team may not use school uniforms or equipment.
  - School equipment includes all items owned by the school, including balls, cones, and conditioning equipment. Briefly, other outside groups do not have school equipment at their disposal. Thus, a team using school equipment creates a clear link to a school team.
  - Equipment discarded by the school (i.e., old blocking sleds, balls) may not be used unless the school has sold or donated the equipment to the non-school team. For insurance and liability purposes, this transaction should be in writing. The discarded equipment must be stored at a site other than the school site.
  - School uniforms include current as well as old or discarded uniforms.
- 4. The non-school team may not use school facilities unless reserved through the Use of Community Facilities process.
  - The non-school team may not use the facility inside or outside, for practices or games unless requested through the Use of Community Facilities process.
- 5. Participation on the non-school team must be voluntary.
  - Coaches may not coerce or pressure students to participate on the non-school team.
  - Coaches may not imply or use participation on the non-school team as a factor in subsequent school team selection or playing time.
- 6. The non-school team must comply with the following regulations outlined below regarding the financial operations of non-school teams.
  - School or booster club funds may not be used for team expenses.
  - CCPS coaches may not be involved in the collection of monies for non-school teams and may not write personal checks for expenses.

#### J. Practice and Game Limitations

1. MPSSAA Interpretation – A maximum of one practices session per game or event
  - A team is allowed up to three practices sessions in preparation for the first league game. After the opening league game, teams are limited to one practice session per game or event.
  - The total number of practice sessions per week may not exceed the number of games or events.
  - A tournament, or jamboree, or any other gathering of multiple teams is considered as one event, even though several games may be played in that event.
2. The total number of games and practices per week may not exceed six.
  - For instance, if a team has three games in a week, it is allowed a maximum of three practices (3 games + 3 practices = 6)
  - If a team has five games in a week, it is allowed a maximum of one practice.

- However, if a team has one game in a week, it is allowed a maximum of one practice,

### 3. Tournaments

- Sometimes the word, “camp” is used to describe an event that is actually a tournament. If the event is exclusively, 100%, a tournament, then the event will be construed as a tournament even though it may be called a camp.
- However, if the activity includes any elements that are characteristic of a camp, the activity will be construed as a camp and not a tournament. To be construed as a tournament, the activity must be 100% competition oriented, with the learning aspect derived through competition.
- Event though a tournament may include multiple games, it is construed as one event. Thus, a non-school team may have a maximum of one practices for the tournament.
- As previously mentioned, a non-school team must belong to a bona fide league with a specific schedule of games. Though a non-school team may participate in tournaments outside of the league, the team may not compete primarily in tournaments. The majority of its games must be league games.

## Eligibility ([Policy](#))

### **EXTRACURRICULAR ACTIVITIES – HIGH SCHOOL**

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

#### **I. Policies related to this regulation**

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

#### **II. Definition of Extracurricular Activities**

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

#### **III. Other Definitions**

- Academic Eligibility Time Period: the period of time between report card issue dates.
- Curricular Activities: those activities that are part of a credit-bearing class whether they occur during the school day (e.g., field trips), or outside the school day (e.g., concerts). Music courses with a performance component will have one school concert near the end of each semester and one county-level assessment per year which are curricular. Music performances and activities beyond those stated in this definition are extracurricular.
- Eligible: meets the criteria to fully participate in extracurricular activities. In accordance with the Maryland Public Secondary Schools Athletic Association (MPSSAA), students in grades 9 – 12 may be considered eligible for a maximum of four seasons in any one sport or activity.
- End of Marking Period: the date set by Carroll County Public Schools as the end of each grading period.
- Full-Time Student: enrollment of a student for more than fifty percent of the class periods occurring in a school day at a particular school; of the classes scheduled, more than fifty percent of the classes shall be credit bearing (i.e. in a four mod day, a student enrolled in 3 classes must have at least 2 credit bearing classes; a student enrolled in 4 classes must have at least 3 credit bearing classes).
- Ineligible: does not meet the criteria to participate in any way in extracurricular activities.

- **Interim Report Period:** A formal grade reporting date established for all schools that identifies the midpoint of a marking period.
- **Leadership:** elected or appointed student positions in school or county organizations which have, by the nature of the position, a leadership role (e.g.; SGA, class officer).
- **Marking Period:** a period of time, approximately nine school weeks in length, for which grades are calculated and then posted.
- **Participation:** involvement in one or more school sponsored events or activities.
- **Restricted Eligibility:** Student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.
- **School Day:** one of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Eligibility shall be regained at the beginning of the next school day following the period of ineligibility. Please Note: Inclement weather days do not count as a school day in this regulation.

#### **IV. General Standards, Guidelines, Information**

- A student shall be enrolled as a full-time student in order to be eligible to participate in extracurricular activities.
- A student shall be enrolled full-time in the school offering the activity in which the student wishes to participate.
- When a student is granted out-of-district enrollment based on an exception to Board of Education Policy JEA: Students Attending Schools Out of Attendance Areas, the student must continue to meet the conditions of the granted exception in order to maintain eligibility to participate in extracurricular activities. Failure to continue to meet the criteria under which the enrollment exception was granted shall result in immediate loss of eligibility to participate in extracurricular activities. In order to regain eligibility to participate in extracurricular activities, given that he/she meets all other eligibility requirements, the student must enroll in the school designated for the attendance area in which he/she resides. (See VI Exception)
- A student entering Carroll County Public Schools as a transfer student shall meet the same eligibility requirements as all other students enrolled in Carroll County Public Schools.
- Failure to meet appropriate standards in any one, or more, of the areas outlined in this regulation will result in a student losing the privilege of participating in extracurricular activities.
- The principal, in consultation with the appropriate Director, may declare a student ineligible due to the student violating Carroll County Public Schools' policies and regulations not otherwise addressed in this regulation.
- Any student who is ineligible but participates in a contest/activity while ineligible shall cause the team/group to forfeit that contest/performance (MPSSAA Policy).
- A specific team membership, athletic position, performance role, leadership position, etc. may or may not be available for the student to resume, upon regaining eligibility.
- Each elementary and middle school has specific guidelines and requirements for one or more extracurricular activities offered at that school.

#### **V. Eligibility Based on Academics, Attendance, Conduct**

##### **Academic Based Eligibility**



## **1. Eligibility Standards, Guidelines, Information**

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

## **2. Administrative Procedures**

- The principal (or designee) will determine the eligibility status of students upon the issuance of report cards.
- The principal (or designee) will generate an "Ineligible List" for use by coaches and other extracurricular advisors and revise the list as needed (e.g.; due to the resolution of incomplete grades).
  - **Students who have lost eligibility for academic reasons shall not:**
    - Be a participant in a public performance for any extracurricular activity.
    - Travel with a group/team for any extracurricular activity.
    - Participate in any extracurricular activity including practice if the student is on an athletic team or other group for which there is a scheduled practice.
    - Students who become ineligible for academic reasons may request in writing to the principal to be placed on restricted eligibility one time during their high school career. If the student does not achieve at least the minimum academic weighted 2.0 GPA with no F's at the next interim report period, he/she will become ineligible.

## **3. Regaining Eligibility**

Students will regain eligibility when a report card is issued which indicates the student meets academic eligibility requirements and upon approval of the principal in consultation with the coach/advisor. As an incentive for academic performance, a student will regain academic

eligibility at the end of the interim report period if the student has achieved at least the minimum academic weighted 2.0 GPA with no F's and upon approval of the principal in consultation with the coach/advisor. Requests to regain eligibility at interim report period must be made to the principal by the student.

## **B. Attendance Based Eligibility**

### **1. Eligibility Standards, Guidelines, Information**

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

### **2. Administrative Procedures**

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

### **3. Regaining Eligibility**

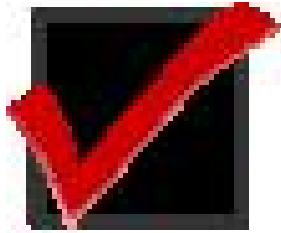
- Students regain eligibility based on being in attendance for a scheduled full day and participating in all normal school activities on that day.

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

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

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

# Awards and Recognition





## AWARDS AND RECOGNITION

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

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

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

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

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

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

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

1. Awards may be made as follows:

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

- 2. Recognition of student athletes and athletic teams, other than through awards, should be limited to appreciation banquets, approved by the superintendent/designee.
- 3. Varsity letter recognition will be awarded to any student-athlete who has successfully participated at the varsity level for the entire season. Varsity letter recognition of varsity participants who have not participated on the varsity level for the entire season may take place at the discretion of the coach in consultation with the athletic director and/or principal.
- 4. Awards and recognition will be withheld from any participant that does not complete the season in good standing. In addition, awards and recognition will be withheld from any participant for any reason mentioned under ineligibility.



# APPENDIX







# CARROLL COUNTY SCHOOL DIRECTORY

1. Century Mascot- Knights  
355 Ronsdale Road  
Sykesville, MD 21784  
Principal: Brian Booz  
Athletic Director: Ashley Hoyt - alhoyt@carrollk12.org  
Phone: (410) 386-4400
2. Francis Scott Key Mascot- Eagles  
3825 Bark Hill Road  
Union Bridge, MD 21791  
Principal: Shannon Mobley  
Athletic Director: Ryan Kimble - rmkimbl@carrollk12.org  
Phone: (410) 751-3320
3. Liberty Mascot- Lions  
5855 Bartholow Road  
Sykesville, MD 21784  
Principal: Kenneth Goncz  
Athletic Director: Ed DeVincen - erdevin@carrollk12.org  
Phone: (410) 751-3560, (410) 795-8102
4. Manchester Valley Mascot- Mavericks  
3300 Maple Grove Road  
Manchester, MD 21102  
Principal: Joe Guerra  
Athletic Director: Liz Padgett - empadge@carrollk12.org  
Phone: (410) 386-1673
5. South Carroll Mascot- Cavaliers  
1300 West Old Liberty Road  
Sykesville, MD 21784  
Principal: Christina Dougherty  
Athletic Director: Tim Novotny - t\_novot@carrollk12.org  
Phone: (410) 751-3575
6. Westminster Mascot- Owls  
1225 Washington Road  
Westminster, MD 21157  
Principal: Katie Nefflen  
Athletic Director: Terry Molloy - tdmollo@carrollk12.org  
Phone: (410) 751-3637
7. Winters Mill Mascot- Falcons  
560 Gorsuch Road  
Westminster, MD 21157  
Principal: Michael Brown  
Athletic Director: Jen Gosselin - jlgosse@carrollk12.org  
Phone: (410) 386-1500

## COACHES REMUNERATION SCHEDULE 2023-2024

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

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

### **ADMISSIONS:**

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

# Carroll County Public Schools

## 2023-2024 School Calendar

<b>August</b>	
17-18 (Th-F)	New Teacher Orientation
21-24 (M-Th)	New Teacher Orientation
28-29 (M-T)	Pre-service Professional Days for Teachers and Instructional Assistants
30 (W)	Pre-service Professional Day for Teachers
31 (Th)	Pre-service Professional Days for Teachers and Instructional Assistants
<b>September</b>	
1 (F)	Pre-service Professional Days for Teachers and Instructional Assistants
4 (M)	Schools/Offices Closed – Labor Day
5 (T)	Schools Open – First Day for Students
<b>October</b>	
20 (F)	Schools Closed for Students – Professional Development/Meeting Day for Teachers and Instructional Assistants
<b>November</b>	
7 (T)	Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
	* Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
22 (W)	
23-24 (Th-F)	Schools/Offices Closed – Thanksgiving Holiday
<b>December</b>	
22 (F)	* Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Winter Break; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
25-29 (M-F)	Schools/Offices Closed – Christmas/Winter Holiday
<b>January</b>	
1 (M)	Schools/Offices Closed – New Year's Day Observed
2 (T)	Schools/Offices Reopen
15 (M)	Schools/Offices Closed – Martin Luther King, Jr. Holiday
26 (F)	Schools Closed for Students – Teachers work on End of Marking Period Items; Professional Development/Meeting Day for Instructional Assistants
<b>February</b>	
19 (M)	Schools/Offices Closed – Presidents' Day
<b>March</b>	
28-29 (Th-F)	Schools/Offices Closed – Spring Break
<b>April</b>	
1-2 (M-T)	Schools/Offices Closed – Spring Break
9 (T)	* Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
<b>May</b>	
14 (T)	Schools/Offices Closed – Election Day
29 (M)	Schools/Offices Closed – Memorial Day
<b>June</b>	
12 (W)	Last Day for Pre-Kindergarten Students
13 (Th)	* Last Day for Students, Two hours and Forty-five Minutes Early Dismissal System-wide
14 (F)	Last Duty Day for Teachers
19 (W)	Schools/Office Closed - Juneteenth

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

**Sample Rubric**  
**Carroll County Public Schools**  
**Athletic Tryouts**  
**Evaluation Sample**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Rating Scale**

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

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

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

# The Carroll County Public School System





## HEAT INDEX

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

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

# The Carroll County Public School System

## Game/Practice Restrictions Due to Heat

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

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

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

## The Carroll County Public School System

### HEAT RELATED ILLNESS: SIGNS AND SYMPTOMS

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

### INSTRUCTIONS TO ATHLETES:

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

## **PREVENTION OF HEAT-RELATED ILLNESS:**

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

## **FLUID REPLACEMENT:**

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



## Hydration Awareness

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

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

### CCPS Suggested Guidelines Include:

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

## August 2023 –Calendar for Heat Acclimatization

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6	7	8	9	10	11	12
			Heat Acclimatization Day1 Single Practice Day  Equipment Restrictions FB - Helmets Only FH – Goalie Helmet and Kickers Only (No leg guards)	Heat Acclimatization Day2 Single Practice Day  Equipment Restrictions FB - Helmets Only FH – Goalie Helmet and Kickers Only (No leg guards)	Heat Acclimatization Day3 Single Practice Day  Equipment Restrictions FB- Helmets and Shoulder Pads FH - Goalie Helmet, Chest Protector and Kickers On/y (No leg guards)	Heat Acclimatization Day4 Single Practice Day  Equipment Restrictions FB- Helmets and Shoulder Pads FH - Goalie Helmet, Chest Protector and Kickers Only (No leg guards)
13	14	15	16	17	18	19
Rest Day Sunday  Practice is prohibited per MPSSAA Regulations	Heat Acclimatization Day5 Single Practice Day  Equipment Restrictions FB- Helmets and Shoulder Pads FH- Goalie Helmet, Chest Protector and Kickers Only (No leg guards)	Heat Acclimatization Day6  No Equipment Restrictions  First Allowable Double Practice and Full Contact Practice	Heat Acclimatization Day7  Single/Double Practice Day (Double practice days must be followed by a single practice day)	Heat Acclimatization Day 8  Single/Double Practice Day (Double practice days must be followed by a single practice day)	Heat Acclimatization Day 9  First Scrimmages (FB) Single/Double Practice Day (Double practice days must be followed by a single practice day)	Heat Acclimatization Day10  Single/Double Practice Day (Double practice days must be followed by a single practice day)
20	21	22	23	24	25	26
Rest Day Sunday  Practice is prohibited per MPSSAA Regulations	Heat Acclimatization Day11  Single/Double Practice Day (Double practice days must be followed by a single practice day)	Heat Acclimatization Day12  Single/Double Practice Day (Double practice days must be followed by a single practice day)	Heat Acclimatization Day13  Single/Double Practice Day (Double practice days must be followed by a single practice day)	Heat Acclimatization Day14  Single/Double Practice Day (Double practice days must be followed by a single practice day)		

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

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

## **COLD WEATHER GUIDELINES**

In the event of cold weather, it is important to protect the student-athlete from Cold Injury.

Aside from wearing the appropriate clothing and layering, it is recommended that practices be limited due to cold weather. The recommendation is to follow the NCAA guidelines regarding cold weather. These recommendations are based on a combination of wind and temperature (wind chill).

- 32-25 degrees- Limit practice to 60 minutes. The team should go inside and re-warm for 15 minutes then return to outside practice for another 60 minutes.
- 25-15 degrees- Limit practice to 45 minutes. The team should go inside and re-warm for 15 minutes then return to the outside for up an additional 45 minutes.
- 15-0 degrees- Limit practice to 30 minutes. The team should go inside to re-warm for 15 minutes then return outside for up to an additional 30 minutes.

There should be no practice outside if there is precipitation along with wind chill/temperatures of 32 and below.

## Emergency Plan

Practicing a comprehensive hydration and acclimatization plan constitutes the best possible emergency action plan. Nevertheless, it is critical that each school have in place specific preparedness measures should they encounter a heat emergency. Knowing what to do and reviewing specific protocols could minimize potentially catastrophic injuries.

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

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

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

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

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



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

Name of Athlete \_\_\_\_\_  
Sport/season \_\_\_\_\_  
Date Received \_\_\_\_\_

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

Athlete's Name \_\_\_\_\_ DOB \_\_\_\_\_ School \_\_\_\_\_ Sport \_\_\_\_\_

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

Describe the injury, or give additional details: \_\_\_\_\_

**Injury History:** Name of Person Completing Form: \_\_\_\_\_ Relationship: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

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

**LHCP Diagnosis:**

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

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

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

**SCHOOL (ACADEMICS) COMPLETED BY LHCP**

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

**SPORTS/PHYSICAL ACTIVITIES**

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

Additional Comments/Instructions: \_\_\_\_\_

LHCP Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Office Stamp:

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



For official use only:

Name of Athlete \_\_\_\_\_

Sport/season \_\_\_\_\_

Date Received \_\_\_\_\_

## Graduated Return to Play Protocol

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



**For official use only:**

**Name of Athlete** \_\_\_\_\_

**Sport/season** \_\_\_\_\_

**Date Received** \_\_\_\_\_

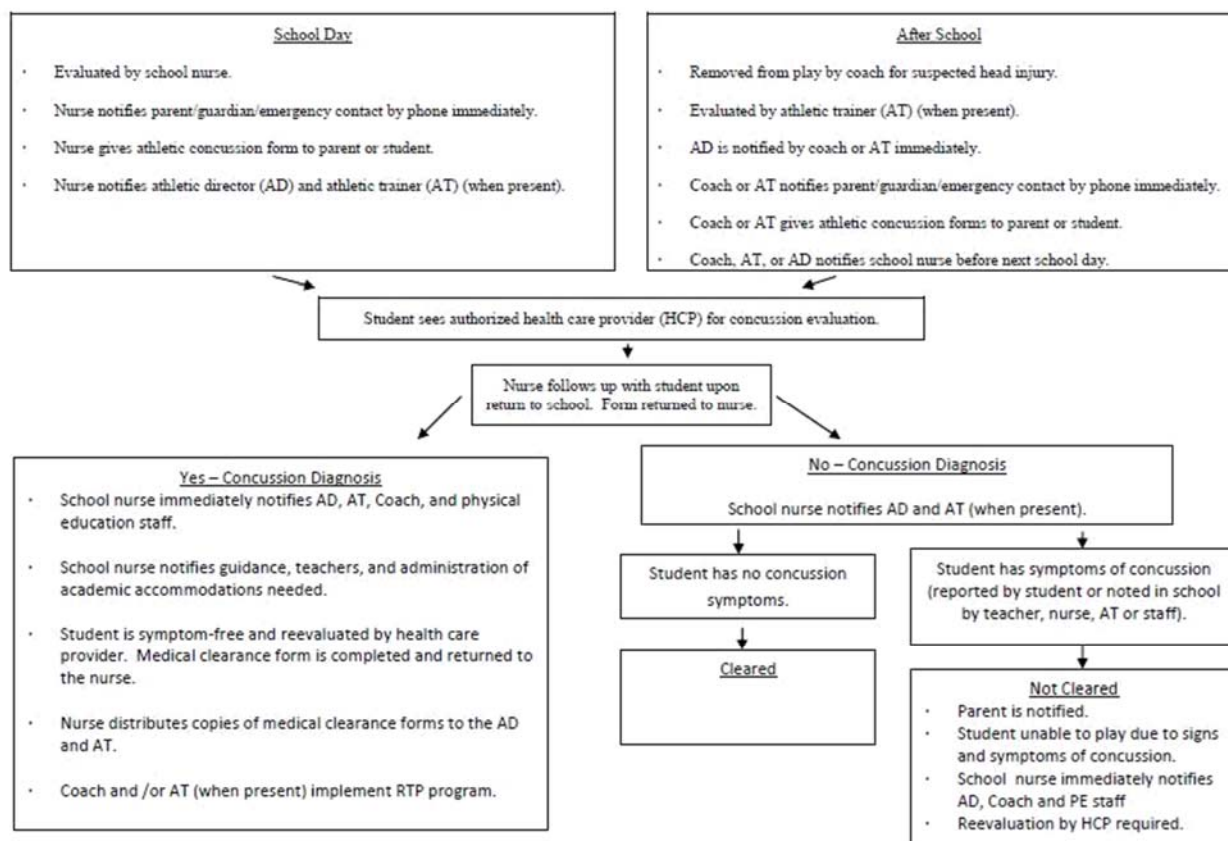
## Appropriate Educational Accommodations

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

**Source:** Sady, M.D., Vaughan, C.G. & Gioia, G.A. (2011) School and the Concussed Youth: Recommendations for Concussion

Education and Management. *Physical Medicine and Rehabilitation Clinics of North America*. 22, 701-719. (pp.714)

### High School Student-Athlete Probable Head Injury Flow Chart







## CARROLL COUNTY PUBLIC SCHOOLS

### Dual-Sport Participation Procedures



#### Rationale

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

#### STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON

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



**CARROLL COUNTY PUBLIC SCHOOLS**  
**Dual-Sport Participation Application form and Contract**



It is the intention of the athlete named below to participate in two sports during the same season. In order for this to occur, the stipulations noted on the front page must be met in accordance with CCPS Policy, including the payment of the \$150.00 athletic fee.

APPLICATION PORTION – Date \_\_\_\_\_ Primary Sport \_\_\_\_\_ Secondary  
Sport \_\_\_\_\_

Name of Athlete: \_\_\_\_\_ Name of Parent/Legal  
Guardian: \_\_\_\_\_

Signature of Athlete: \_\_\_\_\_ Signature of Parent/Legal Guardian: \_\_\_\_\_

CONTRACT (Signatures below indicate that the dual sport participation requirements on the front of this page have been read and will be followed)  
Practice and Game/Meet Requirements (attach calendar):

Additional Stipulations:

\_\_\_\_\_  
Signature of Athlete                      Date

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

\_\_\_\_\_  
Signature of Head Coach-Primary                      Date

\_\_\_\_\_  
Signature of Head Coach- Secondary                      Date

\_\_\_\_\_  
Signature of Athletic Director                      Date

\_\_\_\_\_  
Signature of Principal                      Date

# 2023-2024 CCPS Athletics Off-Campus Transportation Permission Form

Dear Parents and Guardians of the \_\_\_\_\_ Team,

The purpose of this letter is to inform you regarding The Carroll County Public School System's position regarding athletic transportation for the 2023-2024 school year.

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

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

Sincerely,

\_\_\_\_\_  
(Date & Location of Event)

Michael Duffy  
Supervisor of Athletics  
Carroll County Public Schools

\_\_\_\_\_  
Drop off Time

\_\_\_\_\_  
Scheduled Pick-up Time

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

\_\_\_\_\_ for: \_\_\_\_\_  
(Student name) (Sport)

*Location of event:* \_\_\_\_\_

*Arrival Time:* \_\_\_\_\_ *Scheduled Pick-up Time\*:* \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

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



# **Out of Season Guidelines In a Glance**

## **Conditioning Programs**

- Must be all-school, not restricted to a single sport
- Must be non-sport-specific
  - Sport-specific equipment (balls, pads, and protective equipment) may not be used
  - Cones, agility ladders, weight room equipment, etc. may be used
- Students must be registered and approved through FamilyID (or other approved platform)
- 8<sup>th</sup> graders may begin after the final MPSSAA winter state championship
- Participation must be voluntary

## **School Summer Sponsored Camps**

- Each school may hold school system-sponsored summer camps run by the school's coaches for the school's students
  - Beginning after the final spring state championship and concluding by the final Friday in July
  - 12 total days, no more than 3 hours in a day
  - No contact permitted for collision sports
- They are for instruction and skill development
- Students must be registered and approved through FamilyID (or other approved platform)
  - Only current students and incoming 9<sup>th</sup> graders may participate
- Participation must be voluntary

## **Non-School Camps**

- School teams may not attend a non-school camp as a team
  - If it is coordinated by a member of the school coaching staff or connected party, it would be an illegal team camp
- A group of players may attend a non-school camp
- School money may not be used to pay for camp fees or expenses
- Coaches may attend and observe, but not coach nor instruct their (returning) players
  - If players are a part of a larger group, coaches may provide instruction to the entire group
- Participation must be voluntary

# **Out of Season Guidelines In a Glance**

## **OTAs**

- Coaches may provide opportunities for students to hone their skills in free play
- Coaches provide supervision but may not instruct
- Students must be registered and approved through FamilyID (or other approved platform)
- Rising 9<sup>th</sup> graders may participate when they complete 8<sup>th</sup> grade
- Participation must be voluntary

## **Coaching Returning Players on an Individual Basis**

- Opportunity to provide instruction for up to two students each day
- Rule is two students, per program, per day

## **Non-School Teams**

- Eighty Percent Rule Period
  - From the start of fall sports tryouts until the conclusion of spring state championships
  - Teams may include no more than 80% of what would constitute an starting lineup for that sport (see MPSSAA Handbook page 36)
- Open Period
  - From the conclusion of the spring state championships until the start of fall sports tryouts
  - Definition
    - Must be affiliated with a league
    - Team may not use a name connected with the school
    - Team may not use school uniforms or equipment
    - Participation must be both open to all students and voluntary
    - School funds may not be used

## **Practice and Game Limitations (Out of Season)**

- Permitted up to three practice sessions in preparation for the first contest
- One practice permitted per game or event

Total number of events and practices per week may not exceed six

## CARROLL COUNTY CHAMPIONS 2022-2023

<b>SPORT</b>	<b>SCHOOL</b>	<b>COACH</b>
Baseball	Liberty	Travis Inch
Basketball - Boys	Liberty	Brian Tombs
Basketball - Girls	Francis Scott Key	TJ Develin
Cross Country - Boys	Century	Chris Mead, Doug Fleming
Cross Country - Girls	Westminster	Colleen Kernan, Ryan Dulaney
Field Hockey	Century	Rosalia Guest
Football	Liberty/South Carroll/Westminster	Larry Luthe/Mike Kraus/Chris Bassler
Golf	South Carroll	Matt Joseph
Lacrosse - Boys	Westminster	Steve DeFeo
Lacrosse - Girls	Manchester Valley	Shelly Brezicki
Soccer - Boys	Liberty	Dave Abarbenel
Soccer - Girls	Century	Chris Little
Softball	Francis Scott key	Steve Turner
Tennis - Boys	Liberty	Tim Brecker, Barry Green
Tennis - Girls	Manchester Valley	Chris Bouselli
Track (Outdoor) - Boys	Manchester Valley	Jim MacDonald
Track (Outdoor) - Girls	Westminster	Desmond Wars
Track (Indoor) - Boys	Manchester Valley	Jim MacDonald
Track (Indoor) - Girls	Century	Alexis Daniel
Volleyball	Liberty	Sheri Hagen
Coed Wrestling	South Carroll	Anthony Winfield
Girls' Wrestling	Francis Scott Key	Davey Blake
<b><u>TOURNAMENTS</u></b>		
Fall Cheerleading	Manchester Valley HS	Tabetha Harding
Winter Cheerleading	Manchester Valley HS	Tabetha Harding



### **NOTICE OF NON-DISCRIMINATION**

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

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

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

### **ADA ACCESSIBILITY STATEMENT**

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-11. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

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