Bibb County School District
Department of Athletics

High School
ATHLETIC DIRECTOR
Standard Operation Procedures Manual

Revised 5/31/2022

Table of Contents

Message from the Director of Athletics 3
Mission 4
Vision Statement 4
Educational Philosophy of Athletics 4
Department of Athletics Staff 4
High School Directors & Middle School Athletic Coordinators 6
Administrators Roles in Athletic Administration 8
Athletic Director's Responsibilities 7
Athletic Directors Duties and Responsibilities 8
Athletic Directors Duties and Responsibilities Checklist 9
High School Coaches' Duties & Responsibilities 10

Governances

The Bibb County School District Board of Education 10
The Georgia High School Association (GHSA) 10
GHSA By-Laws 11
GHSA Beginning and End Dates 11
The National Federation of State High School Association (NFHS) 11
Student-Athlete Eligibility 11
Student Athletic Participation Form 12
Medical Parent Consent for Athletic Participation and Emergency Treatment 12
Insurance Options 12
Pre-Participation Physical Evaluation Form 13
Tryouts 13
Off Season Conditioning 14
Team Rules and Expectations 14
Code of Ethics 14
Participation in Athletics is a Privilege 14
Athlete Playing Time 14
Varsity Team 14
Chemical Use and Penalties for Violation of Rules with Alcohol or Drugs 15
Administrative Regulation Student Organizations & Extracurricular Activities 17
Gender Equity (Also See page 36) 22
Sportsmanship 23
Complaint Procedure 23
Concussion in Sports 23
Methicillin-Resistant Staphylococcus Aureus [MRSA] Q&A 24
Sport Related Skin Infections and Miscellaneous Viral Infections 25
Inclement Weather and Game Cancellation Procedures 28
Administrator on Duty Polices & Procedures for Athletic Events 30
Bibb County School District Social Media Guidelines 32
Administrative Regulations for Student Organizations & Extracurricular Activities 34
Gender Equity in Sports Grievance Form 36
Athletic Event Ticket Purchase/Sale 38
Receipt Acknowledgement for Athlete/Parent 41

MESSAGE FROM THE DIRECTOR OF ATHLETICS

WELCOME to the Bibb County School District athletic program. Our Department of Athletics is extremely excited that you and your family have made the decision to participate in our interscholastic athletic and extracurricular activities program. Our goal is to provide an environment so that each of you enjoys tremendous success and opportunities with the chance to gain valuable and lifelong experiences through your association with our athletic program and all our extracurricular activities. Our responsibility is to help everyone in our athletic programs be successful. Have a wonderful year and the best of luck to you, your family, and your team!

The Bibb County School District is a member of the Georgia High School Association (GHSA) which is a member of the National High School Federation (NHSF) of State High School associations and follows the policies and guidelines of these organizations. Each year the GHSA publishes a handbook that includes the associations' constitutions and by-laws, tournament schedules, records, and policies. It is the responsibility of schools and their coaching staff to apprise themselves of information in the "white book" each year to remain current on any changes that may have occurred in the past year. Other information can be found on the Georgia High School Associations website at www.ghsa.net

This manual has been adopted to assist school-level personnel in the effective administration of Bibb County School District high school interscholastic athletic programs. It is particularly important that school staff understand that effective program management is essential for implementing a successful program. Program management includes academic monitoring of student-athlete progress; working with parents, partners, and boosters; equipment and facility maintenance; event and facility management, character, and sportsmanship development; team records administration; first aid and injury management; booster club support and fundraising.

Kevin Grooms
Director of Athletics
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Mission

The Bibb County School District's Department of Athletics provides student-athletes with a rich co-curricular program that encourages our students to grow as individuals and leaders by experiencing the importance of being part of a team. The Department of Athletics fosters commitment and loyalty to teamwork, pride, leadership, and fair play.

Vision Statement

The Department of Athletics strives to be an all-inclusive program that provides access and opportunity for its student-athletes; engages its community in the review of regular program offerings and best practices; coordinates with its community partners; and places greater emphasis on sportsmanship, healthy lifestyle habits and safe exercise protocol.

Educational Philosophy of Athletics

The Bibb County School District operates its athletic program in accordance with the provisions set forth in the Bibb County School District Board Policy Manual and believes that a dynamic athletic program is vital to the educational development of the student. In as much as athletics is an integral part of the total curriculum, it offers opportunities for all students to serve the institution, assist in the development of positive relationships and goodwill, to provide self-realization, all-around growth, and good citizenship qualities.

Each high school athletic program plays an important part in the life of our students. A major goal of the program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes necessary for effective social and group interaction that will prepare them for adult life in a democratic society. Additionally, each athletic activity strives to provide experiences that will help to develop students physically, mentally, socially, and emotionally. As students learn lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully, students also develop a healthy self-concept as well as a healthy body. Athletic competition also improves school spirit and helps students develop pride in their school.

Even though student participation in athletic activities contributes to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education, participation in athletics is a privilege. Students must recognize that this privilege carries with it responsibilities to the system, the school, the activity, other students, the community, and to the athletes themselves.

To facilitate the best experience for the student, the coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Leadership success should not be measured in terms of the tangible evidence of the victories and defeats; instead, character, courage, and integrity should be major outcomes of effective leadership. The athletic program should always be consistent with

the general objectives of the system. At no time should the program place the educational curriculum secondary in emphasis; program leaders should regularly strive for the development of well-rounded individuals, capable of taking a place in modern society.

Our interscholastic program is conducted in accordance with existing GHSA policies, rules, and regulations. While the GHSA takes immense pride in winning, it does not condone “winning at any cost” and discourages all pressures which might tend to neglect good sportsmanship and good mental health. At all times, our athletic program should be conducted in such a way as to justify it as an educational activity.

Every effort is made to support the athletic program with the best facilities, equipment, and the most qualified staff available. Coaches and sponsors should teach the specific skills necessary for improvement in athletics and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and an appreciation for the importance of practice.

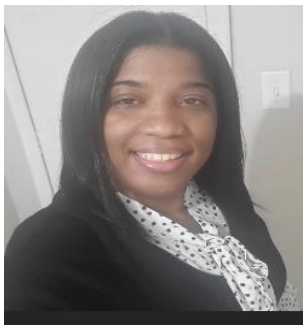
Department of Athletics Staff

Director of Athletics



Kevin Grooms, Ed. S, CAA

Administrative Assistant



Remisha Hill

Communications Specialist



Hannah Moore Theus

High School Athletic Directors & Principals

School	Athletic Director	Principal	Phone/Fax #
Central High 2155 Napier Ave Macon, GA 31204	Andre Taylor Andre.Taylor@bcsdk12.net	Dr. Chendra Dupree	P: 478-779-2330 F: 478-779-2307
Howard High 6400 Forsyth Road Macon, GA 31210	Latavia Coleman Latavia.Coleman@bcsdk12.net	Dr. Latoya Smith	P: 478-779-4850 F: 478-779-4860
Northeast High 1646 Upper River Rd Macon, GA 31211	Tangee Hardnett Tangee-Hardnett@bcsdk12.net	Mrs. Donna Walker-Thompson	P: 478-779-4100 F: 478-779-4135
Rutland High 6250 Skipper Road Macon, GA 31206	Steven Gunn Steven.Gunn@bcsdk12.net	Dr. Wendy Pooler	P: 478-779-3100 F: 478-779-3045
Southwest High 1775 Williamson Macon, GA 31206	Joseph Dupree Jr Joseph.Dupreejr@bcsdk12.net	Mr. Bernard Young	P: 478-779-4500 F: 478-779-4486
Westside High 2851 Heath Road Macon, GA 31206	Candice Roberson Candice.Roberson@bcsdk12.net	Mr. Michael “Chip” Horton	P: 478-779-3800 F: 478-779-3832

Middle School Athletic Coordinators & Principals

School	Athletic Coordinator	Principal	Phone/Fax #
Appling Middle 1646-B Upper River Rd Macon, GA 31211	Terrence Redmond Terrence.Redmond@bcsdk12.net	Mrs. Sally Moody	P: 478-779-2200 F: 478-779-2221
Ballard-Hudson Middle 1070 Anthony Road Macon, GA 31204	Cameron Prather Cameron.Prather@bcsdk12.net	Dr. Latrina Pennamon-Nash	P: 478-779-3400 F: 478-779-3396
Howard Middle 6600 Forsyth Rd Macon, GA 31210	Jermaine Christian Jermaine.Christian@bcsdk12.net	Mr. Anthony Jones	P: 478-779-3500 F: 478-779-3458
Miller Magnet Middle 751 Hendley Street Macon, GA 31204	Jennifer Raymond Jennifer.Raymond@bcsdk12.net	Mr. Detria Thomas	P: 478-779-4050 F: 478-779-4032
Rutland Middle 6260 Skipper Road Macon, GA 31216	LaTanya Sandifer LaTanya.Sandifer@bcsdk12.net	Mr. Keith Groeper	P: 478-779-4400 F: 478-779-4373
Weaver Middle 2570 Heath Road Macon, GA 31206	James Harris James.Harris@bcsdk12.net	Mrs. Christy Graham-Childers	P: 478-779-4850 F: 478-779-4618

Administrator Roles in Athletic Administration

The responsibilities of the school's Administrator are such but are not limited to:

Evaluation/Personnel:

- Choosing and evaluating the
- School Site Athletic Director.
- Staffing certified individuals within the school to meet athletic coaching needs.
- Mandate compliance with the Georgia High School Association (GHSA) its timelines and guidelines from schools and school personnel.
- Lay coaches must be prescreened and interviewed by the Athletic Director and Administrator at the school.
- Ensuring that ALL persons serving as a coach are certified personnel or certified Lay Coaches who have been hired through Human Resources.
- Ensuring that Para's (classified personnel) have gone through the Lay Coach process.
- Ensure that the school's Athletic Director follows all protocols of the Athletic Director's Standard Operating Procedures Manual.
- Include the District Athletic Director on the hiring panel for football and basketball head coaching positions once the pool of candidates is down to the best 2-3 applicants.

Athletic Director's Responsibilities

The responsibilities of the school site athletic director are such but not limited to:

1. Overseeing the entire athletic program and its operations.
2. Supervising individuals within the athletic department for their duties and responsibilities.
3. Communicating with entities both inside and outside of the district to facilitate operational efficiency and fidelity.
4. Adhering to guidelines for implementation of policy regarding district and state-required reports.
5. Mandating compliance with the Georgia High School Association (GHSA) its timelines and guidelines from schools and school personnel.
6. Staffing all events required including stadium personnel and game managers.
7. Solicit sponsorships and fundraise for the school, as necessary.
8. Develops and publishes schedules of athletic events held at the school and district level.
9. Publicizes events and student accomplishments in local media outlets and on the school athletics web page.

10. Fosters good community relations by keeping the public informed of athletic endeavors.
11. Adheres to the system for employing and educating lay coaches.
12. Adheres to district guidelines for ordering and purchasing athletic-related items.
13. Manages transportation issues regarding school athletic travel.
14. Seeks alternative sources of revenue to strengthen athletic opportunities and self-sufficiency.
15. Holds monthly/quarterly meetings with the school coaching staff to discuss issues affecting the athletic programs.
16. Oversees maintenance and safety at schools' athletic facilities.
17. Collaborates with the Gender Equity coordinator to collect, analyze and report gender equity data for Title IX Compliance.
18. Prepares and administers the athletic program budgets as well as overseeing all athletic accounts and approving expenditures.
19. Establishes a protocol for communications with the school and its coaches and parents.
20. Attends conferences and meetings with other District Athletic Directors to gather information on new and current standards within the realm of the Athletic Director and its responsibilities.
21. Maintains and secures safe playing conditions for all school site/district student-athletes.
22. Ensures training for coaches on rules, safety, and equipment.
23. Collaborates with guidance and coaches to maximize post-secondary opportunities.
24. Educates parents on the NCAA processes and entry requirements.
25. Funds and provides awards ceremonies for each athletic program.
26. Ensures that all required athlete and coaching documentation that is uploaded into DragonFly is correct and current. Verify whose account uploaded the information into DragonFly.
27. Responsible for collaborating with athletic trainers with:
    a. Wet Bulb Globe Temperature Readings
    b. DragonFly
    c. Training facility sanitation
    d. Schedules for practice and games
    e. Scheduling CPR/AED Training
28. Conduct two meetings a year with parents and athletes about "Sudden Cardiac Arrest" by keeping documentation and a sign-in sheet. (One meeting should be held at the beginning of the school year.)

High School Athletic Directors Duties and Responsibilities Checklist

BCSD	GHSA/ NIAAA	Audit	Responsibilities	Due Date
X		X	Pre-Evaluation/ Concussion/ Cardiac Arrest Forms	Before Season
X			Schedule Coaches Meetings (Fall, Winter, and Spring)	Before Season
		X	GHSA Eligibility (Infinite Campus- GHSA)	Per GHSA
X		X	Update the GHSA Staff Roster	Aug. 1st
X			Listing a cut off day for Coaches, after the eligibility report is complete	Before Season
			Dragonfly GHSA Passes-Send link to Principal –AP – Band Director file:///C:/Users/vhhill/Downloads/GHSA+School+Staff+Pass+(2).pdf	Aug. 1st
		X	Infinite Campus Upload (Roster by sport – coaches name- Level (JV and/or VAR)	Fall-Winter-Spring
X			Gender Equity Report	TBA
X		X	Agenda and Sign-in Sheets for School, Region & State Meetings	On-going
X			Update School Website/Twitter/ Instagram	On-going
X		X	Head Coach Agreement	Before Season
X			Lay Coaches (Follow Human Resources protocol)	On-Going
X		X	Upload all documents to the Teams folder	End of Season
X		X	Emergency Action Plan (Spreadsheet of wet bulb- heat index monitoring)	Before Season
X		X	Coaching Recommendations	Before Season
X		X	All Current Pre-Evaluation Forms, Concussion & Cardiac Arrest	Before Season
X		X	Coaches: CPR Certificate	Before Season
X		X	1. 2-year Concussion Online Course 6 2. Certificate of Completion- GHSA Rules Clinic https://learn.ghsa.net/ghsa-line-rules-clinic-schedule-	Before Season
X		X	Practice/Game Plans	Before Season
X		X	Sponsorship Form (only if collecting funds)	Before Season
X		X	GHSA Sports Contracts	Before Season
X			District Ethics Training (due in December)	Before December
X		X	Request Final Schedules from coaches	1-month before season
X		X	Request Final Draft Roster from coaches	1-month prior to the season
X			Schedule Transportation for all sports	1-month prior to the season
X			Send Schedule to Principal, Teams, Community, Stakeholders, etc.	1-month prior to the season
		X	Complete Sponsorship Form /Receipt Book with the school bookkeeper	Beginning of the school year
X			Registrar for NIAAA Conference https://www.adconference.org/	TBA
X			Registrar for GADA Conference https://gadaonline.net/	TBA
X			NIAAA/ GADA Dues	TBA
X	X	X	Run the GHSA Eligibility Report (a second time)	January
X			NCAA Clearance House	Spring

High School Coaches' Duties and Responsibilities Checklist

BCSD	GHSA/ NIAAA	Audit	Responsibilities	Due Date
X	X	X	1. Coach's Contract 2. CPR Certificate 3. 2-year Concussion Online Course 4. Certificate of Completion- GHSA Rules Clinic- https://learn.ghsa.net/ghsa-line-rules-clinic-schedule- 5. Practice/Game Plans 6. District Ethics Training 7. Sponsorship Form (only if collecting funds)/ Receipt Book from school bookkeeper 8. GHSA Sports Contracts	ASAP
X		X	From Students (Upload to Dragonfly) 1. Pre-Evaluation/Physical Form 2. Concussion Forms 3. Cardiac Arrest Forms	ASAP
X		X	1. Emergency Action Plan 2. Excel Log monitoring the heat index and wet bulb for practice and games 3. Medical incidents for practice and games	ASAP
X			Registrar Dragonfly GHSA Passes	ASAP
X			Registrar Milesplit (Cross Country – Track and Field)	ASAP
X			Registrar Maxprep (ALL Other Sports)	ASAP
X			Registrar to be a member of GACA and other organizations	ASAP
X			Check Field – Court – Lights – Clock (report to repair or replace)	Before Season
X		X	Pre & Post Inventory (uniform- equipment)	Before and After Season
X		X	Agenda (Head/Assist Coach)- Parent, Region, and State Meeting	ON Going

Governances

The Bibb County School District Board of Education

One of the primary duties of the board of education is to enact policy. The Superintendent and staff enforce the policies and permit each student to have an equal opportunity for quality education.

The Georgia High School Association (GHSA)

All schools are voluntary members of the Georgia High School Association and compete only with member schools or out-of-state schools that are approved by the GHSA. As GHSA member schools, the high schools of the Bibb County School District agree to abide by and enforce all rules and regulations set forth by the GHSA. The primary role of the GHSA, which is empowered by the Georgia State Board of Education, is to maintain rules and regulations that ensure equity in competition for athletes and a balance with other educational programs. The GHSA solicits input and is responsive to requests for modification from member schools, appointed committees, and coaches' associations. The GHSA attempts to enforce such rules that assure the greatest good for the greatest number to ensure that competition is conducted in an appropriate manner.

Georgia High School Association (GHSA) By-Laws

The Georgia High School Association recognizes that local boards and/or governing bodies may place more stringent requirements as they deem appropriate. The Association encourages all boards of education and/or governing bodies to extend the same rules and regulations to all extra-curricular activities under their jurisdiction.

These rules establish the provisions governing student eligibility to participate in interscholastic activities.

GHSA By-Laws Website:

https://www.ghsa.net/sites/default/files/documents/Constitution/Constitution19-20Completecx13.pdf

GHSA Beginning and End Dates

In accordance with Georgia High School Association Constitution and By-Laws, Bibb County School District follows the athletic calendar event beginning and end dates as noted on the association's website. It is the responsibility of the participating schools to follow these dates unless otherwise notated by GHSA or District Administration. Middle School Athletic programs will also honor GHSA start dates with exceptions noted by the District's Athletic Department Administration. The GHSA's Beginning and End Dates link is listed below.

Website link: https://www.ghsa.net/beginning-and-ending-dates

The National Federation of State High School Association (NFHS)

The National Federation consists of fifty individual state high school athletic/activities associations. The purpose of the Federation is to serve, protect, and enhance the interstate activity interests of the high schools belonging to the state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications, and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

Student-Athlete Eligibility

Student-athlete eligibility consists of two elements – general athletic eligibility and academic eligibility. Students seeking to participate in athletics at a Bibb County School District must meet both elements.

To meet general athletic eligibility, students who try out for or participate on a Bibb County School District high school athletic team must meet the following requirements:

1. Have a current Student Athletic Participation Form on file at his or her school (Students that participate in offseason conditioning must also have this form on file).
2. Have a pre-participation physical form on file; (See Appendix)
3. Meet academic eligibility certification requirements (See GHSA Constitution and By-Laws)
4. Be an amateur (see GHSA guidelines for amateurism) in the sport in which he/she is participating.

(Selections from the Georgia High School Association Constitution and By-Laws)

These rules are current as of May 2022. Refer to: http://www.ghsa.net for further updates on student eligibility and other components of the Georgia High School Association Constitution and By-Laws

Student Athletic Participation Form

The Student Athletic Participation Form consists of four parts:

- Parent Consent for Athletic Participation and Emergency Medical Treatment
- Insurance
- Student Media Release
- Physical examination form

Students may not participate in interscholastic athletics without the signed certification of a parent or guardian in all three parts.

Medical Parent Consent for Athletic Participation & Emergency Treatment

In this section of the Student Athletic Participation Form, the parent or guardian gives consent for the student to participate in athletics at a specified Bibb County School. Further, by signing this section, the parent or guardian certifies that they understand the risk to the student by participating in interscholastic athletics and consents to emergency medical treatment.

Insurance Options

Under no circumstances will a student participate in interscholastic athletics without medical insurance. Bibb County Schools provides a supplemental insurance policy for all athletes. The parent or guardian should also provide copies of additional insurance coverage where applicable.

Pre-participation Physical Evaluation Form

Every student that participates in any Bibb County School athletic program must have an annual physical examination. The examination must be given by a board-certified medical doctor and recorded on the Bibb County Schools Permission to Participate and Physical Examination form. No other form is acceptable. This form consists of one section which must be completed and signed by the student and parent or guardian (the history form) and the physician of record (the clearance form and the physical examination form).

Tryouts

A tryout evaluation form should be used that has specific criteria, which determines the quality of candidates coaches choose for their teams. The rating scale should focus on the candidates' ability to cooperate with each other, their individual skills and overall athleticism. All students should be made aware of the criteria before each tryout. Coaches must have a selection process in place that gives each student candidate the opportunity to demonstrate his or her abilities as they pertain to the sport they are trying out for. Varsity sports are especially competitive and therefore coaches should select the best possible candidates after students have meet eligibility requirements.

The purposes of tryouts are:

- To evaluate the relative ability of the candidates and determine which candidates are likely to contribute the most to the program
- To select the candidates that will benefit the most from the experience
- To maintain a roster size that maximizes practice and playing opportunities for participants
- To maintain a roster size that can be properly uniformed and equipped within the constraints of the athletic department budget.

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Junior varsity coaches shall take into consideration the policies established by the head coach in that program when selecting final team rosters. Prior to squad selection, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period (date and time)
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments
- Eligibility procedures
- Cost associated with team membership (i.e., camps, clinics, shoes, practice gear, etc.)

Off-Season Conditioning

Off-season conditioning is strictly voluntary and cannot be used as a method to choose team members. Mandatory off-season workouts are prohibited by the GHSA and the Bibb County Board of Education. All student athletes participating in off season conditioning must have parent guardian permission, insurance, and physical examination on file for the current school year.

Team Rules and Expectations

Coaches must have team rules that list the standards by which the team is going to operate. The rules should not be perceived as a means of punishment but should be seen as positive and beneficial influences on the student athlete's life. The rules and expectations should be in writing and provided to the student and the parent or guardian. When a student is disciplined under these rules, it will be necessary to provide a full and sound explanation to the student and their parents or guardian.

Code of Ethics

It is extremely important that all athletic staff conduct themselves in a manner that is always ethical and professional. Staff is expected to adhere to all policies and regulations as outlined by the Bibb County Board of Education, The Georgia Professional Standards Commission, the Georgia High School Association, and the National High School Federation. Disregarding any of these policies may result in penalties that range from the suspension of teaching position and/or coaching position and possible termination.

Participation in Athletics is a Privilege

Athletes try out voluntarily and, for some of our teams, risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. It is the athlete's responsibility to demonstrate to the coach that he/she can meet these expectations. No athlete is guaranteed a place on the team simply because of his or her grade level or past participation. Athletes cut from a team are encouraged to try for another team if there is space on that team and the final cuts have not been made. The athlete cut from a team may request a meeting with the coach which the athlete will be informed as to the reason for the cut. Decisions made by the coaches will be explained to athletes at an appropriate time and an appropriate setting, usually in athlete-requested meeting with coach.

Athlete Playing Time

There are many factors that determine playing time, such as practice attendance, attitude, commitment, effort, and athletic ability. There are many decisions made on a regular basis by the coaching staff. It is the coach's responsibility to decide which athletes should start a contest, which athlete should play a position, and how long each athlete should play. These decisions, often difficult to make, are made only by the

coaching staff and are approached very seriously after having observed the athlete in practice sessions, scrimmage and, at times, games.

Varsity Team

The emphasis at the varsity level shifts towards fielding competitive teams. Our teams will compete against opponents at the highest level of execution and the goal is to win as many games as possible while constantly emphasizing fair play and sportsmanship. This emphasis may result in the major burden of the contest being carried by the most competitive, skilled team members and uneven playing time along the athletes, with some athletes not playing in every game. Once again, it is the coach who makes the decision on who starts, plays, and for how long. However, teams cannot be successful without committed substitutes. These players should be ready to always step up and take on the burden of competition when called upon. It is the challenging work in practice each day that prepares the whole team for the upcoming games.

Chemical Use & Penalties for Violation of Training Rules with Alcohol or Drugs (Non-Felony)

A. Chemical Use

1. An athlete, regardless of quantity, shall not:

A. Buy, be in possession of, or use a beverage containing alcohol at any time.

B. Be in possession of or use tobacco at any time.

C. Use, consume, possess, buy, sell, or distribute any controlled or other illegal or mood-altering substance at any time.

2. Athletes are responsible for their off-season and out of school behavior. These rules apply to an athlete's entire high school career (365 days/24 hours).

3. It is not a violation for an athlete be in possession of a controlled substance specifically prescribed for the student's personal use by his/her doctor.

4. Athlete possession of substances containing alcohol under parent supervision for religious purposes will not be considered a violation of this policy.

B. Penalties for violation include:

Alcohol/Drugs:

1. First Violation:

After confirmation of the first violation, the student will lose a minimum of 20% of the current season or the next season that the athlete competes in. The penalty will be immediately assessed to the athlete's next competitions. If the offense happens prior to a season starting, the athlete may be permitted to try out for the sport but will then serve the suspension at the start of the season. The student

can practice with the team if he coach/school permits him/her to practice during the suspension. Practicing during the suspension will be a local school decision. The student may not travel with the team during the suspension to competitions.

2. Second Violation:

After confirmation of the second violation, the student will lose a minimum of 50% of the current season or the next season that the athlete competes in. The penalty will be immediately assessed to the athlete's next competitions. If the offense happens prior to a season starting, the athlete may be per permitted to try out for the sport but will then serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practicing during the suspension will be a local school decision. The student may not travel with the team during the suspension to competitions.

3. Third Violation:

If a third violation occurs, the athlete will be suspended from all practices/competitions for one calendar year, and the athlete may be prohibited from ever representing his/her school in inter-scholastic activities at any time in the future.

4. Fourth Violation:

- The athlete will lose the privilege to participate in extracurricular activities for their remaining time in high school.
- Scrimmages are not counted as games; they are considered practices. When assessing a suspension, only GHSA regular season and playoff games count.
- If a student is suspended, playoff games count towards the suspension. For Example: A football player is caught with alcohol after the 9th football game of the suspension. The football team has qualified for the state playoffs.
- The student athlete must serve 20%, in this case, 2 games. The student athlete will be suspended for the 10^{th} game and the 1st playoff game. If the team wins in the playoffs, the athlete is eligible to play in the 2nd playoff game.
- Suspensions for multi-sport athletes. A suspension can carry over from one sport to another sport. For this to be the case, the athlete must have played the 2nd sport the previous year (the exception is a 9th grader). An athlete can't play a second sport just to avoid serving a suspension in their main sport. The district athletic director will make the final determination in these cases.
- Suspensions for one sport athletes. If a suspension occurs at the end of the season, the athlete will serve their suspension the following year.

Suspensions per sport are listed below. They are based on the total varsity games allowed by the GHSA By-Laws.

- 20% Suspensions
- Football – 2 games
- Cheerleading – Same as sport if sideline, 1 meet for competition cheer
- Softball – 5 games
- Volleyball – 4 play dates
- Cross Country – 2 dates
- Basketball – 5 games
- Wrestling – 4 dates
- Tennis -- 4 matches
- Soccer – 4 games
- Track – 2 meets
- Baseball – 6 games
- Golf – 2 matches

Tobacco:

1. First Violation:

After confirmation of the first violation, the student will lose a minimum of 10% of the current season or the next season that the athlete competes in. The penalty will be assessed to the athlete's next competitions. If the offense happens prior to the start of the season, the athlete may be permitted to try out for the sport and then will immediately serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practice during the suspension will be a local decision. The student may not travel with the team during the suspension to any competitions.

2. Second Violation:

After confirmation of the second violation, the student will lose a minimum of 50% of the current season or the next season that the athlete competes in. The penalty will be assessed in the athlete's next competitions. If the offense happens prior to the start of the season, the athlete may be permitted to try out for the sport and then will immediately serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practice during the suspension will be a local school decision. The student may not travel with the team during the suspension to any competitions.

3. Third Violation: After confirmation of the third violation, the student will be suspended for a minimum of one calendar year from extracurricular activities.

These rules and consequences are in addition to any other school discipline under the Code of Conduct. Because rules are consistently applied in all Bibb County Schools, an athlete may not regain eligibility by transferring to another Bibb County Schools.

Criminal Activity:

Parent(s)/guardian(s) and/or students must report any arrest of a student or behavior in which law enforcement is involved, to their high school administration or coach within two weeks (14 calendar days) of the arrest or behavior. The two-week period includes weekends, school holidays and summer vacation. Failure to report arrest or behavior.

Felonies (Including Felonies Relating to Drugs and Alcohol):

A student who is arrested for or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from interscholastic GHSA activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until:

1. The charges are completely dismissed.

2. The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors or alcohol/drugs.

3. The student is found not guilty; or

4. the student successfully completes the consequences assigned by the judge or agreed to by the student, including probation of diversion. Evidence that the probation period has expired, fines have been paid and/or community service has been completed as required.

If a student has been arrested or charged with an offense, but the matter has been expunged sealed, removed from a student's record, or the behavior has not been prosecuted (nolle prosequi), the student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

Misdemeanors Not Related to Drugs and Alcohol:

A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below.

However, any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as "Chemical Use and Penalties of Violation of Training Rules with Alcohol or Drugs" above.

1st of Subsequent Offenses: Minimum suspension from activities for one (1) school day up to a maximum of permanent suspension from extracurricular activities.

If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted (nolle Prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

Individual Coach's Rules:

Coaches may establish general rules and regulations with the approval of the athletic director and principal for their respective activities. Coaches may also address unique situations and issue consequences to athletes in accordance with the circumstances involving the athlete and his/her membership on the team. These rules, pertaining to a particular activity, must be given by the coach in writing to all team members and explained fully at the start of the season. Penalties for violation of team rules will be in writing and will be administered by the coach. Copies of all additional team rules by coaches are on file in the local athletic office.

Basic Interscholastic Participation Policies

Extracurricular Activities are covered by District Procedure IDE and District Policy IDF

A. Participation: An athlete may participate in only one sport per season unless two coaches/sponsors agree to the athlete's competing in both athletic activities, and priorities are set to settle conflicts before the season.

B. Fees: Some sports carry an athletic participation fee. The maximum activity fee for student-athletes is $300 per sport with the exception of cheer. Any expenses more than the $300.00 will be funded through general fundraising and not by soliciting donations from students participating in the program or their parents. Athletes will not be denied the opportunity to participate if they cannot pay this fee. Where possible, a scholarship fund will be set up to assist students who are in financial need. Students who believe they cannot afford this fee should contact their local school's Athletic Director for more information.

C. Dropping or transferring sports

1. An athlete that quits one sport may lose the privilege of participating in the interscholastic program. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

(a) The athlete will consult with the immediate coach and then the head coach.

(b) The coach will report the situation to the athletic director.

(c) The athlete will return all equipment issued to him or her.

2. The athlete cannot begin a new sport until the season of the sport in which he/she quit has finished. If the team makes the postseason, the local school will determine if the athlete must wait until the postseason is completed as well.

D. Equipment: School equipment issued to the athlete is the student's responsibility. Loss of any equipment is the athlete's financial obligation and failing to meet that obligation can result in the denial of participation in the program.

E. Missing practice: An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with at the discretion of the coach.

F. College recruitment policy: If an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. It is important to inform the coach about the contact as soon as possible. College recruitment information is available in the school's athletic office or counseling office.

G. Conflicts in extracurricular activities: An individual athlete who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of conflict of obligations.

H. The school recognizes that each athlete should have the opportunity for a broad range of experiences in extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

I. Athletes have a responsibility to do everything they can to avoid continuous of conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

J. When a conflict arises, the sponsors/coaches will work out a solution. If a solution cannot be found, the principal will make the decision based on the following:

a) The relative importance each event.

b) The importance of each event to the student.

c) The relative contribution the athlete can make.

d) How long each event has been scheduled.

e) Input from the parent(s)/guardian(s).

K. Once the decision has been made and the athlete has followed that decision, he/she will not be penalized in any way by either sponsor/coach. If it becomes obvious that an athlete cannot fulfill the obligations of a school activity, he/she should withdraw from the activity.

L. Attendance: Students who miss over half of the school day due to illness will not be able to participate in a contest or practice on that day. Students missing school for reasons other than illness must have an excused absence to participate. Final authority for infractions of this rule will rest with the principal. Students absent from school on the day prior to a non-school day will be eligible to participate the day after the absence.

M. In-School and Out-Of-School Suspension: Students will not be allowed to participate in activities on the days they have been assigned to in-school suspension and until they have served their out-of-school suspension. There should be no adjustments made in the assignment of suspension days to allow a student to participate in any activities.

N. Release from Class: It is the responsibility of the student to see his/her teacher(s) the day before he/she is to be released to participate in an interscholastic activity. All work shall be made up at the convenience of the teacher.

O. Team Selection: In accordance with our philosophy of interscholastic activities and the desire to see as many students as possible participate in interscholastic programs while at our school, we encourage coaches to involve as many students as possible without compromising the integrity of the program. Time, space, facilities, equipment, and other factors will place limitations on the most effective team size for any activity. Choosing the members of teams is the responsibility of the coaches or sponsors of those teams.

P. Reporting of Injury: All injuries that occur while participating in interscholastic activities should be reported to the trainer/coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed by the trainer/coach. Once a student is treated by a doctor, written permission from the doctor is required to return to the activity.

Q. Dismissal of a Student-Athlete from a Team:

1. When a coach decides to dismiss a student-athlete from a team, the student-athlete should be notified verbally by the coach in a private setting. It is the responsibility of the coach to discuss the situation with the student-athlete and his/her parent(s)/guardian(s).

2. The student-athlete may appeal the coach's decision for dismissal from the team to the principal of the school.

The appeal must be made within 48 hours of the notification of dismissal and the appeal must be made in writing by the student-athlete to the principal.

3. The student-athlete is denied participation on the team until the appeal process is completed.

4. The principal should review the appeal and decide whether to uphold the dismissal from the team or to restore the student-athlete's membership to the team. The principal's decision should be made within 72hours of receipt of the written appeal from the student-athlete.

5. the principal's decision of the appeal made by the student-athlete is the final decision and represents the conclusion of the appeal process. There is no appeal beyond the appeal to the principal.

NOTE: a principal can remove or suspend a student-athlete from any team. The principal should inform the student-athlete of the decision and should also inform the student-athletes parent(s)/guardian(s).

Participation on an interscholastic athletic team is a privilege and not a right. A student may also be removed from a team in other circumstances, such as when the student is expelled from school.

R. Transportation

1. Under normal circumstances Bibb County School District provides transportation for all student-athletes, support, and coaching personnel of athletic teams in authorized school vehicles when the contest has been scheduled away from the high school site.

2. Team members may only ride with those individuals listed on the student's transportation release

3. A Transportation Release must be signed by the student-athletes parent/guardian.

4. The parent(s)/guardian(s) of the student must submit a written request for Travel Release to the team's coach 24 hours in advance of the trip to the contest. The coach will release the student-athlete to the parent(s)/guardian or designated adult upon presentation of the written Travel Release:

5. Should a parent approach the coach at an away contest and request that his/her student-athlete ride home with him/her, the parent(s)/guardian(s) must still submit the request in writing to the coach, then and only then may the coach agree.

6. A student-athlete will not be allowed to ride home with another student or another parent from any away athletic contest unless conditions are met under Section B.

Gender Equity

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that Bibb County School District does not discriminate based on gender in its athletic programs. The Gender Equity Compliance Coordinator for the Bibb County School District's Department of Athletics is:

Kevin Grooms, Director of Athletics
484 Mulberry Street
Macon, Ga. 31204
478-765-8555
Kevin.Grooms@bcsdk12.net

Inquiries or complaints concerning sports equity in Bibb County School District may be submitted to the Gender Equity Coordinator in accordance with Board Policy IDFA. A copy of the Gender Equity in Sports Grievance Form is available in this handbook and on the Bibb County School District website.

Sportsmanship

It is imperative that all coaches always demonstrate good sportsmanship. Student-athletes who see coaches behaving in a sportsmanlike way gradually come to understand that the real winners in sports are those who know how to persevere and behave with dignity when winning or losing. All coaches should emphasize good sportsmanship on a regular basis.

Complaint Procedure

The following complaint procedure shall be used for prompt and equitable resolution of complaints alleging a violation of this policy or of state or federal gender discrimination laws.

1. Any complaint regarding this policy shall be submitted in writing to the Athletic Director at the school by a student or by a parent or guardian of a minor student.

2. The school-level Athletic Director or Principal shall render a decision in writing no later than 30 days after receipt of the complaint. The decision shall set forth the essential facts and rationale for the decision.

3. A copy of the decision shall be provided to the complainant within five days of the date of the decision.

4. A complainant shall have the right to appeal the decision to the Director of Athletics, Kevin Grooms, within 35 days of the date of the decision.

5. A complainant may appeal a decision to the Board in accordance within 35 days using procedures specified in O.C.G.A. §20-20-1160.

Concussions in Sports

Per GHSA Concussion Policy and SB 60, Sudden Cardiac Arrest Prevention Act:

a) GHSA Concussion Policy: In accordance with Georgia law and national playing rules published by the NFHS, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician's assistant, or certified athletic trainer who has received training in concussion evaluation and management).
    1. No athlete is allowed to return to a game or practice on the same day that a concussion
        a. has been diagnosed
        b. OR cannot be ruled out.

2. Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
3. Any athlete who has been diagnosed with a concussion must fully return to school (if in session) for a full day prior to returning to practice.
4. It is mandatory that every coach in each GHSA sport (including Community Coaches, Student Teachers, and Interns) participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years.
5. Each school will be responsible for monitoring the participation of its coaches in the concussion management course and shall keep a record of those who participate.
6. Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes: the dangers of concussion injuries, the signs/symptoms of concussion, and the concussion management protocol outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete and a copy kept on file at the school.

Methicillin-Resistant Staphylococcus Aureus [MRSA] Q&A

What is MRSA?

MRSA is the acronym for Methicillin-Resistant Staphylococcus aureus, an antibiotic-resistant strain of the common Staphylococcus aureus bacteria (staph). Staph is one of the most common causes of skin infections in the United States. The common staph bacteria itself is not always dangerous, but the antibiotic-resistant MRSA strain is hard to treat with commonly used antibiotic medications.

Because of its antibiotic resistance, MRSA sometimes can lead to life-threatening infections.

How common are MRSA infections?

Healthy people carry staph on their skin or in their noses. Most staph infections are minor; however, staph can cause more serious infections that require special antibiotic treatment. MRSA is almost always spread by direct, physical contact – such as openings in the skin (cuts or abrasions), crowded living conditions, and poor hygiene. Previously, MRSA infections were found almost exclusively in hospitals and nursing homes, but now they are becoming a rapidly growing problem in our communities, earning the name CA-MRSA – or Community-Acquired MRSA – because of how the bacteria spreads in public or community areas.

What is at risk?

Anyone who is in physical contact with other people on regular basis is at increased risk for acquiring MRSA and other potentially dangerous bacterial infections. It is estimated that 30-50% of the population carries CA MRSA bacteria on their bodies.

Why are athletes so susceptible to MRSA infections?

Athletes must be particularly concerned about MRSA because it is easily spread from person-to-person due to close, physical contact in athletics. In addition, athletic facilities provide the ideal environment for bacteria to thrive, as they can be warm and humid. MRSA can be spread through touching objects such as towels, clothing, and workout areas and sports equipment that have MRSA germs on them. MRSA can live in the skin and survive on objects and surfaces for more than 24 hours. Athletes are also thought to be more susceptible to staph infections because their immune system temporarily lowers after a hard workout.

What does MRSA infection look like?

MRSA can present itself in various forms of skin infections ranging from boils, blisters, rashes, pimples, or ingrown hairs. The often occur in the armpits, groin, neck, and buttocks. MRSA infection sometimes has the appearance of a spider bite, which can lead to misdiagnoses. Symptoms of MRSA infection may include redness, warmth at the site, swelling, pus, and pain. Unexplained fever, muscular pain and/or fatigue after a skin infection are symptoms that could be related to a MRSA infection. MRSA-infected skin lesions (sores) can change from Skin or surface irritations to abscesses or serious skin infections. If left untreated, MRSA can infect the blood, bones, and other organs.

What is the treatment for an MRSA infection?

Once a staph infection is suspected, a doctor can take a sample/culture of the infection and send it to a lab for testing. If the staph germs being tested cannot be treated or killed with standard antibiotics, then the infection is diagnosed as MRSA. Many MRSA infections can be treated by draining the abscess or boil and may not require antibiotics. To prevent serious complications, only healthcare providers/doctors should drain abscess or boil. Most MRSA infections are treatable with antibiotics. However, in severe cases a strong antibiotic must be administered in a hospital.

How can MRSA infection be prevented?

According to the Centers for Disease Control (CDC), good personal hygiene will help prevent skin infections. This includes:

(1) Showering and washing with soap and water immediately after practice, competition, and training. (2) Not sharing personal care items such as bars of soap, towels and razors, uniforms, and sports equipment that directly touch the body. (3) Taking home practice clothes, towels, and other linens daily and returning clean practice clothes back to school. (4) Washing practice clothes, uniforms and other sports-related linens in hot water and laundry detergent. Using a hot dryer, rather than air drying also helps kill bacteria. (5) Wiping down athletic equipment and materials with sanitizer regularly. (6) Notifying coaches, athletic trainers and the school's clinic staff of any wounds that are potentially infected. (7) Keeping all wounds clean and covered and avoiding contact with others' open wounds, or anything that could possibly be contaminated by infection (boils, blisters, etc.).

(8) Washing hands frequently with soap and water, especially after practice, competition, and training.

Sports-Related Skin Infections

Skin-related infections in both the community setting and the sports environment have increased considerably over the past several years. While most of these infections are transmitted through skin-to-skin contact, a substantial number are due to shared equipment, towels, or poor hygiene in general. The NFHS Sports Medicine Advisory Committee (SMAC) has put forth general guidelines for the prevention of the spread of these diseases (See NFHS General Guidelines for Sports Hygiene, Skin Infections and Communicable Diseases).

The NFHS SMAC recognizes that even if these guidelines are strictly adhered to, skin infection will continue to occur given the nature of certain sports. For example, the risk of transmission is much higher in sports with a great deal of direct skin-to-skin contact such as football and wrestling. Therefore, the NFHS SMAC has developed specific guidelines for the skin infections most encountered in sports. The guidelines set for follow the principles of Universal Precautions and err in favor of protecting participants in situations where skin-to-skin contact may occur. Consideration may be given to the sport regarding risk of transmission, but these rules must be strictly adhered to in sports such as wrestling, football, and basketball where skin-to-skin contact is frequent and unavoidable.

Ringworm, Tinea Corporis

These fungal lesions are due to dermatophytes. As they are easily transmissible the athlete should be treated with an oral or topical antifungal medication for a minimum of 72 hours prior to participation. Once the lesion is no longer contagious it may be covered with a bio-occlusive dressing.

Impetigo, Folliculitis, Carbuncle and Furuncle.

While these infections may be secondary to a variety of bacteria, they should all be treated as Methicillin-Resistant Staphylococcus aureus (MRSA) infections. The athlete should be removed from practices and competition and treated with oral antibiotics. Return to contact practices and competition may occur after 72 hours of treatment providing the infection is resolving. All lesions are considered infectious until each one has a well-adherent scab without any drainage or weeping fluids. Once a lesion is no longer considered infectious, it should be covered with a bio-occlusive dressing until complete resolution. Since nasal colonization of these bacteria is common, treatment with intranasal topical mupirocin should be considered for recurrent episodes. All team members should be carefully screened for similar infections. If multiple athletes are infected, consideration should be given to obtaining nasal cultures of all teammates. This can identify carriers and allow for targeted treatment with intranasal mupirocin and daily body washes with chlorhexidine 4% solution for at least five days.

Shingles, Cold Sores

These are viral infections which are transmitted by skin-to-skin contact. Lesions on exposed areas of skin that are not covered by clothing, uniform, or equipment required the player to be withdrawn from any activity that may result in direct skin-to-skin contact with another participant. Covering infectious lesions with an occlusive dressing is not acceptable. Primary outbreaks of shingles and cold sores require 10-14 days of oral antiviral medications while recurrent outbreaks require five days of treatment as a minimum treatment time prior to returning to participation. To be considered "non-contagious," all lesions must be scabbed over with no oozing or discharge and no new lesions should have occurred in the preceding 48 hours.

Herpes Gladiatorum

This skin infection, primarily seen among wrestlers, is caused by Herpes Simplex Virus Type 1 (HSV-1). The spreading of this virus is strictly skin-to-skin with the preponderance of the outbreaks developing on the head, face, and neck, reflecting the typical lock-up position. The initial outbreak is characterized by a raised rash with groupings of 6-10 vesicles (blisters). The skin findings are accompanied by sore throat, fever, malaise, and swollen cervical lymph nodes. The infected individual should be removed from contact and treated with antiviral medications. They may return to contact only after all lesions are healed with well-adherent scabs, no new vesicle formation, and no swollen lymph nodes near the affected area. If antivirals are not used, the infected participant may return to contact only after all lesions are well healed with well-adhered scabs, no new vesicle formation, and no swollen lymph nodes near the affected area. Even greater consideration should be given to prophylactic antivirals for the remainder of the current season and each subsequent season when a wrestler has suffered a recurrent outbreak.

As the HSV-1 may spread before vesicle formation, anyone in contact with the infected individual during the three days before the outbreak must be isolated from any contact activity for eight days and be examined daily for suspicious skin lesions. To be considered "noncontagious," all lesions must be scabbed over with no oozing or discharge and no new lesions should have occurred in the preceding 48 hours.

Miscellaneous Viral Infections

Molluscum contagiosum and verruca are types of warts that are caused by viruses but are not considered highly contagious. Therefore, these lesions require no treatment or restrictions but should be covered if prone to bleeding when abraded.

General Precautions

Proper precautions are needed to minimize the potential risk of the spread of communicable diseases and skin infections during athletic competitions. These conditions include skin infections that occur due to skin contact with competitors and equipment. The pathogens such as HIV and Hepatitis B and other infectious diseases such as Influenza can often be greatly reduced through proper hygiene. The NFHS SMAC has outlined and listed below some general guidelines for the prevention of the spread of these diseases.

Universal Hygiene Protocol for All Sports:

- Shower immediately after every competition and practice.
- Wash all workout clothing after each practice.
- Wash personal gear (knee pads and braces) weekly.
- Do not share towels or personal hygiene products (razors) with others.
- Refrain from full body (chest, arms, and abdomen) cosmetic shaving.
- Infectious Skin Diseases
- Strategies for reducing the potential exposure to these infectious agents include:
- Athletes must be told to notify a parent or guardian, athletic trainer, and coach of any skin lesion prior to competition or practice. An appropriate health-care professional should evaluate any skin lesion before returning to competition.
- If an outbreak occurs on a team, especially in a contact sport, all team members should be evaluated to help prevent the potential spread of the infection.
- Coaches, officials, and appropriate health-care professionals must follow NFHS or state/local guidelines on “time until return to competition.” Participation with a covered lesion may be considered if in accordance with NFHS, state and local guidelines and the lesion is no longer contagious.
- Blood-borne Infectious Diseases

Strategies for reducing the potential exposure to these agents include the following Universal Precautions such as:

- An athlete who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, shall be directed to leave the activity (game or practice) until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and/or the uniform is changed before returning to activity.
- Athletic trainers or other caregivers need to wear gloves and take other precautions to prevent blood or body fluid-splash water.
- In the event of a blood or body fluid-splash, immediately wash contaminated skin or mucous membranes with soap and water.
- Clean all contaminated surfaces and equipment with disinfectant before returning to competition. Be sure to use gloves when cleaning.
- Any blood exposure or bites to the skin that break the surface must be reported and immediately evaluated by an appropriate health-care professional.

Inclement Weather Cancellation Procedures

In the case of inclement weather, the Bibb County Department of Athletics has the authority to postpone or cancel due to inclement or hazardous weather conditions (i.e., extremely hot days). There are times however when individual’s schools will need to cancel/and or postpone contests due to the conditions at their individual schools (i.e., lights out, flooded fields, etc.) Decisions to cancel, postpone, and reschedule, must be made in conjunction with the district athletic director’s office for the purpose of contacting transportation, security, officials, and administrators.

Procedures for Cancellation of Contests

• If inclement weather occurs once a contest has begun. Make every attempt to complete the contest. Do not complete the contest if a dangerous condition exists (i.e., lighting, frozen surfaces, etc.).

• Any Bibb County contest may be interrupted due to human, mechanical, or natural causes when it is necessary to protect the safety of players and spectators. Game officials have the responsibility of canceling contest once it has begun.

• If a contest requires cancellation for any reason, please contact The Department of Athletics office as soon as possible. Keep in mind that buses, officials, and security will all have to be notified when events are canceled. All cancellations must be followed up with a written confirmation by email. If the cancellation must occur on a Saturday, please have the specific school's athletic director contact the Bibb County Director of Athletics at their mobile numbers.

• The school that is canceling the contest is responsible for contacting the team that they are playing to notify them of the cancellation and notifying the Bibb County Department of Athletics of the details of the reschedule contest.

The Guidelines on Lightning Safety

Adapted and reprinted by The National Association for Sport and Physical Education

1. Establish a chain of command that identifies who is to make the call to remove individuals from the field.
2. Name a designated weather watcher (a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
3. Have Lightening detectors on site to monitor on coming storm activity.
4. Have a means of monitoring local weather forecasts and warnings.
5. Designate a safe shelter for each venue.
6. Use the Flash-to-Bang count to determine when to go to safety. By the time flash-to-bang count approaches thirty seconds, all individuals should be already inside a safe structure.
7. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
8. Avoid being the highest point in an open field, in contact with, or proximity to the highest point, as well as being on the open water. Do not take shelter under or near trees, flagpoles, or light poles.
9. Assume the lightning safety position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear "crackling" noises. Do not lie flat on the ground.
10. Observe the following basic first aid procedures in managing victims of a lightning strike:

- Survey the scene for safety
- Activate local EMS
- Lightning victims do not “carry a charge” and are safe to touch
- If necessary, move the victim with care to a safer location
- Evaluate airway, breathing, and circulation, and begin CPR if necessary
- Evaluate and treat for hypothermia, shock, fractures and/or burns
- All individuals have the right to leave an athletic site to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

Safe Shelter:

1. A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not a dug out), electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
2. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
3. It is not safe to shower, bathe or talk on landline phones while inside of a safe shelter during thunderstorms (cell phones are okay).

Flash-to-Bang:

To use the flash-to-bang method, begin counting when sighting a lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this count by five to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of thirty seconds equates to six miles. Lightning has struck from as far away as ten miles from the storm center. “If you hear it, clear it; if you see it, flee it.”

Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest, (irrespective of whether lightning is seen, or thunder hears) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.

Administrator on Duty Policies & Procedures for Athletic Events

The Georgia High Schools Association requires that each home contest have an “Administrator on Duty” or a “Game Manager.” Under the Georgia High School Association Constitution and By-Laws, Article 2.71 states as below:

2.71 GHSA-member schools are required to conduct all relationships with other schools in a spirit of good sportsmanship.

1. It shall be the responsibility of a member school to use every means at its disposal to impress upon faculty, students, team members, coaches, and

spectators the values of sportsmanship in preparation for the management of interscholastic contests.

2. The Executive Director shall have the authority to assess penalties against schools and/or coaches for conduct unbecoming a professional educator or coach committed by coaches or other school personnel at GHSA events. Penalties against schools may include fines, probation, or suspensions; and penalties against coaches and other school personnel may include suspension from GHSA events.

3. It shall be the responsibility of the home or host school to take the following precautions at all interscholastic athletic events:

    a. Take proper steps and precautions to ensure crowd and spectator control, including having an administrator (or designee) from the host school to function as "game manager" at all GHSA sanctioned events. EXCEPTIONS: Golf and Tennis
    b. take steps to insure the comfort and security of all players, coaches, and officials
    c. Have in place sufficient security personnel to handle any crowd-control problems that might reasonably be expected.
    d. Security escorts must be provided to game officials by the host school at all GHSA sanctioned contests, before, during and following the contest - including to their vehicles.
    e. Provide a safe and secure changing area for contest officials, free from traffic by school, staff, or spectators

There are other considerations with hosting an athletic event. These are:

- Confirm your coverage responsibilities on a weekly basis.
- It is best to create an athletic coverage schedule before each sports season (fall, winter, and spring), and everyone on the coverage team assigned to an equal number of events. If a person must miss their assigned event, for whatever reason, they should verify with someone on the “coverage team” that they are swapping out or changing the schedule due to unavoidable circumstances (sick, etc.).
- Coverage of an athletic event should be a school administrator, the athletic administrator, or someone they designate. If it is a designee, that person should be responsible and willing to carry out the duties listed.
- Report to the event site early and prepared.
- Dress like a professional; if you are wearing spirit attire also display your badge or other identification.
- Check with Athletic Director’s and coaches to help with last minute issues
- Greet the opposing coaches and team and ask to be introduced to their administrators.
- Meet and assist the officials and visiting press and video crews.

- Once the officials, umpires or referees' step onto the court, course, or field, it is their game to manage. It is the Administrator on Duty (or Game Manager's) responsibility to handle what happens outside the game itself.
- If a game official, umpire, or referee asks you to remove a fan, patron, or student, you have no choice but to comply.
- Speak with police and security to verify their assigned duties and patrol areas.
- Address any potential problems which the officers should be made aware of prior to game.
- Be active and visible to the crowd.
- Model good sportsmanship.
- Use the social interactions with students and parents as a vehicle to build solid relationships and school spirit.
- Praise students' accomplishments to let everyone that the school is aware of their hard work.
- Use nonverbal cues to change improper behavior immediately.
- Students who are unruly and non-compliant should be addressed away from the crowd and sent home after calling the parents.
- If a fan becomes very unruly, to the point of being out of control or the person will not listen to reason, the administrator or designee has the right to remove them from the game area. If necessary, and only, if necessary, ask for police assistance.
- Be prepared for anything to happen.
- Be prepared to handle the crowd if inclement weather approaches and the game, meet or match has already begun. Have a plan on how to best handle the crowd.
- Prior to the season plans should be worked out with all stakeholders to plan for the difficult transition times i.e., Halftime, timeouts, and postgame.
- As the Administrator on Duty visibility and planning will be the key elements in ensuring a successful event.

Bibb County School District
Social Media Guidelines

Purpose: The athletic departments in Bibb County School District will continue to use social media to disseminate information, promote programs, and organize activities. There is a responsibility attached to the schools, coaches, and players when using these tools. At no time should a student be the designee for any official team webpages, or any team social media platforms. The Department of Athletics encourages the use of applications that send information out to the athletes without giving them the ability to reply (For example: Remind 101).

Due to the accessibility and use of social media today, Bibb County School District Department of Athletics are implementing guidelines to assist our athletes in developing the skills needed to make positive decisions while using social media outlets. The need to understand what social media is appropriate and what is not a paramount, as many

employers and colleges now view potential candidates' social media activities before asking them to join their organization. This is specifically evident in collegiate athletics where students have had scholarships revoked, served suspensions, and are occasionally removed from teams.

The below guidelines should be used to assist student-athletes with deciding what to post on social media outlets. They provide a set of parameters to stay within when deciding to post statements and photos. Coaches will assist by being a resource the athletes can turn to for advice.

Coaches Responsibility:

1. Ensure their team members are aware of the guidelines
2. Explain potential consequences for inappropriate social media use.
3. Address any social media concerns brought to their attention.

Guidelines:

1. Social Media use should not violate the Bibb County School District's Code of Conduct for students.
2. Post should not be demeaning or disrespectful to teammates, coaches, peers, or other institutions.
3. Post should not contain profane, vulgar, obscene, racial/ethnic, or offensive language.
4. Photos should not contain nudity, be vulgar, obscene, or offensive in nature.
5. Post should not cast a negative image or negative perception of the athlete, team, or school.

Consequences:

Provided are a set of possible consequences for not adhering to the Department of Athletics' Social Media Guidelines.

The coaches/AD/School will determine the consequence for their team(s). It is expected the consequences will be progressive if the behavior is not improved through previous attempts.

Potential Consequences:

1. Conference between the athlete and coach. The coach may or may not include the parent in the conference.
2. Extra practice time.
3. Game suspension.

4. Expulsion from the team

Administrative Regulations for Student Organizations & Extracurricular Activities

The Administration recognizes the significant service booster organizations can provide to students and to specific programs of the individual schools. This administrative regulation provides criteria for booster organizations that desire to support school programs. Schools may, at the discretion of principals, accept support from booster organizations to help support school activities through services and funding.

Schools may only accept support from a booster organization if the following conditions are met:

1. The booster organization has written bylaws and objectives and operates under the applicable laws of the state and federal government.

2. Booster organization support is aligned with the needs and priorities defined by the principal and/or athletic director, and consistent with Georgia High School Association guidelines, if applicable.

3. Equipment and supplies that can be purchased most efficiently, consistently or with best quality through the school system purchasing process, shall be purchased through a donation to the school rather than purchased directly by the booster organization.

4. The booster organization has its own financial account, separate from the school, and provides access to its financial records to the principal or a representative. All non-athletic booster organizations will provide an annual financial report to the school principal. All athletic booster organizations will provide an annual financial report to the school district's athletic director and school principal.

5. All school requests for financial assistance from booster organizations must be approved by the principal. A written request will be submitted from the organization to the principal.

6. All fund-raising activities of booster organizations in support of a school must have the approval of the principal in accordance with Policy GAI Solicitations and Policy JK Solicitations.

7. Booster organizations may raise funds for the purpose of making capital improvements to schools. These efforts must be approved by the Superintendent or designee. Funds raised for capital improvements will be expended by the district consistent with procurement policies. Booster organizations may not take out loans in support of their efforts.

8. Booster organizations wishing to financially support the hiring of employees to support booster-related activities are allowed to raise funds, but don't have any authority over employee hiring. All hires are to be made by the district consistent with Policy GAG Staff Conflict of Interest.

9. Booster organizations cannot make direct payments to employees. Should booster organizations elect to support the school in paying employees for duties or responsibilities beyond those covered by a school system extra-curricular supplement, such funds raised must be made directly from a booster organization-managed account to the school, and the school will send the funds to the district office. The funds will then be paid to the employee via payroll.

10. Proposed booster organization activities that exceed the extra-curricular programs approved and supported by the school system must have the prior approval of the Principal and the Associate Superintendent.

11. Nothing in this regulation prohibits booster clubs from reimbursing district employees for reasonable activity-related expenses.

12. The Superintendent may order, at any time, that a booster organization's financial records be audited, at the school district's expense, by an independent accounting firm or qualified accountant designated by the Superintendent.

Gender Equity in Sports Grievance Form

It is the policy of the Bibb County School District Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. Any student or student's parent or guardian may file a complaint with the following form if he or she feels that the school system has violated the Georgia Equity in Sports Act.

Date: _____

Name of individual filing complaint: _____

Address of individual filing complaint: _____

Telephone number of individual filing complaint: _____

Name of student: _____

Name of parent or guardian: _____

Student's school: _____

Alleged action by school system in violation of Georgia Equity in Sports Act:

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Proposed action to correct alleged violation:

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This form must be completed in its entirety and submitted to:

Kevin Grooms, Director of Athletics
484 Mulberry Street
Macon, Ga. 31204
478-765-8555
Kevin.Grooms@bcsdk12.net

Date received by the Department of Athletics Gender Equity Compliance Coordinator:

_____

Athletic Event Ticket Purchase/Sale

- Everyone ages 4 and up must have a ticket to enter an athletic event
- Tickets are sold online using https://gofan.co.
- The State Playoff Prices are set by GHSA

Athletic Directors:

- You will need a QRL ticketing code specific to your school.
- Post your school's QRL code at your gates for those individuals that did not pay in advance and need to purchase a ticket.
- Any essential information for patrons should be listed under the "alert and disclaimer" section, so it can be placed on each Go Fan ticket.
- A stylus should be used to validate tickets.
- Be sure to keep all games archived until a few days prior to the event. You want to keep them archived in the event you must cancel a game and not have to deal with issuing refunds.
- Be sure to share ticket links with your opponents and the community.

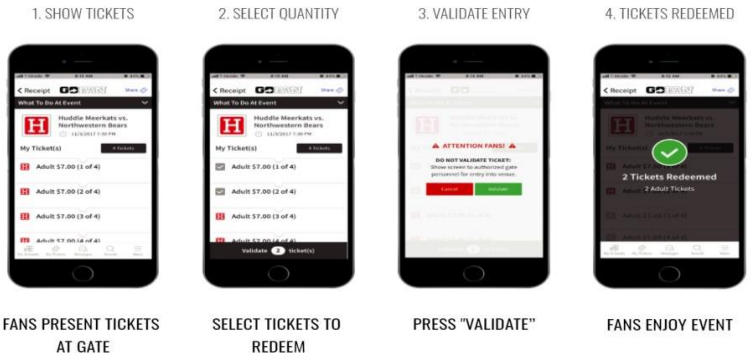
Go Fan Event Management Instructions can be found at: https://gofan-cashless.helpscoutdocs.com/category/160-event-edits

Scheduling Submission Form
https://form.jotform.com/huddleinc/cashless-sports

Cancellation of events when money has been taken from patrons.
https://www.jotform.com/huddleinc/gofan-event-cancellation-notice

Go Fan Help Desk: support@gofan.co

Validating tickets



Electronic Documentation –

DragonFly Max

DragonFly Max is an electronic eligibility management system utilized by Bibb County School District to manage paperwork for student athletes and coaches. For a student athlete to become eligible for ANY participation with their sport they must complete all forms on DragonFly.

Establish Your School's Eligibility Requirements on DragonFly

Administrators can set eligibility requirements for the entire school, while coaches can designate specific requirements for their teams.

Before reaching out to parents each year, be sure to set up all the participation forms that you require for athletes at your school. Follow these quick steps for each requirement:

Click "Schools & People", then click "Setup Eligibility & Requirements"

Select the appropriate academic year for these requirements and whether you want to create this requirement for athletes or coaches.

Next, click "Add Requirement" and select the desired form from the provided list. (This list includes both standard forms and forms created by you for your school.)

Finally, choose whether this requirement will apply to all teams or to individual teams.

Once you have established these requirements, parents that are completing their child's participation paperwork will automatically be assigned the appropriate forms based on the teams the child has selected.

You can also build custom forms as needed for your school.

*DragonFly has numerous “How To” videos for administrators, parents, and coaches. *

How to Roll Over Eligibility Requirements in DragonFly from Year to Year

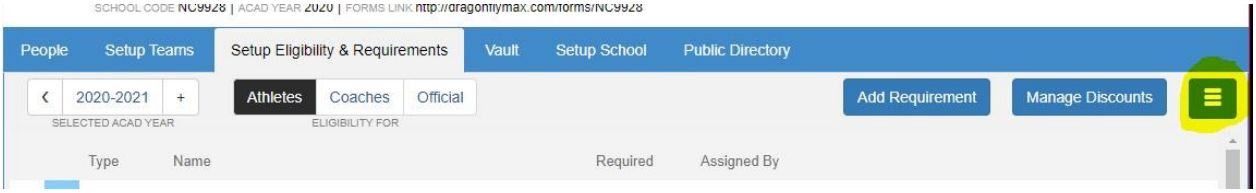
This information is for setting up your school and teams for next year.
Use the link below also for additional information for DragonFly.

https://intercom.help/dragonfly-athletics/en/articles/2967919-how-do-i-set-up-next-yearhttps://intercom.help/dragonfly-athletics/en/articles/2967919-how-do-i-set-up-next-year-s-school-requirementss-school-requirements

Step 1
Login to DragonFly and click 'Schools & People' then 'Setup Eligibility & Requirements'.

Step 2
Review all your CURRENT assigned forms to ensure they are set up correctly BEFORE you set up for next year.
Check the following settings: Optional or Required — Expiration Rule (good for one year or school year)— Instructions — How Parents/Athletes Can Submit Forms (Is it an upload or is it an electronic form?)

Step 3
Select the upcoming school year. There is a [=] button to your far right. Click this button, then follow the prompts to copy current requirements into the upcoming school year.



Step 4
Review that all forms are setup correctly and then add or edit any new requirements for the current year. You can also create a Test Athlete' to try things out and make sure all is working smoothly.

Step 5
Send the information out to parents.

Receipt Acknowledgement for Athlete/Parent

Handbook for GHSA Sanctioned Interscholastic Athletic Activities

Student Name: _____

School: _____

I understand that I am responsible for reading and understanding the information in this Handbook for GHSA Sanctioned Interscholastic Athletic Activities (the "handbook). Parents/guardians are responsible for ensuring their students understand this information. I understand I am responsible for downloading or accessing a copy of the handbook from the school's website or from the Department of Athletics website, found at www.bcsdk12.net If I cannot access the handbook, I will ask for a copy from the coach, or the athletic director of the school. I understand that this handbook contains required forms, and rules and behavioral expectations for student participants that students are expected to follow at school as well as off campus and in the community. I understand that failure to follow these rules may result in suspension from a team or activity, reduction in participation, and removal from a team or activity, as well as other school sanctions. I understand that participation in extracurricular activities is a privilege, not a right, and student participants are expected to exhibit exemplary behavior and leadership skills at school and in the community, or that privilege will be removed. I understand that the most up to date GHSA rules and information is available at www.ghsa.net. I understand and agree that student directory information, as discussed in the Bibb County School District Student Code of Conduct & Standard Operational Procedures Manuel which I received upon enrollment and each school year, may be released as discussed in the Directory Information Statement for purposes related to GHSA Interscholastic Athletic Activities. If you disagree with this release, please contact directly, but please note that activity participation may require public performances and public acknowledgement of the student and his/her identity. If I have any questions about the information contained in this handbook, I will ask the coach or school athletic director to discuss those questions with me. Failure to sign and return this form does not relieve me from complying with and understanding the information enclosed in the manuel.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____