

This handbook contains rules, regulations, directives and other information to be used by principals, athletic directors, athletic coordinators, coaches and others to assist in the implementation of an effective athletic program. Athletic programs should be conducted within the guidelines of state and local regulations. This handbook serves as a reference to assist school athletic departments in the administration of their programs and to reinforce the duties and responsibilities of school and district personnel. The handbook is reviewed annually. Revisions, additions and deletions are incorporated when necessary. Questions about the most recent revisions or the contents of this handbook should be directed to the district's athletics director at 803-231-6889.

Athletics Handbook



RICHLAND ONE

ENGAGE • EDUCATE • EMPOWER

“Athletics support the academic mission of schools.”

National Federation of High Schools (NFHS)

Richland County School District One

1616 Richland Street

Columbia, South Carolina 29201

www.richlandone.org

Revised June 2024

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Preface/Introduction

This handbook was prepared as a result of an Athletic Handbook Revision Committee that was convened June 4-8, 2001. The committee was charged with developing a new vision, mission, and objectives for athletics in Richland County School District One. Additionally, the committee reviewed sample athletic handbooks and the National Federation of High Schools' (NFHS) Table of Policies for Athletic Handbooks. The committee was divided into work groups and each group was assigned sections to research current local, state, and national "best practices" to be included in the revised handbook. Each work group reported out to the entire committee and consensus was reached as to the policies that would be included in the revised handbook. The committee consisted of middle and high school principals, athletic directors, athletic coordinators, coaches, and district-level personnel. The district's athletic director facilitated the revision process.

The district's athletic director then analyzed the functions, processes, and relationships of athletics in the schools, the district, and outside agencies. The draft handbook was distributed to various district department heads for input. The draft handbook was then taken to the Superintendent's Cabinet for approval. As a result of the revision committee's work, the district athletic director's analysis, the input of district department heads, and the perusal of the Superintendent's Cabinet, the format and structure of the following handbook was devised.

This handbook contains rules, regulations, directives, and other information to be used by principals, athletic directors, athletic coordinators, coaches, and others to assist in the implementation of an effective athletic program. Athletic programs should be conducted within the guidelines of state and local regulations. This handbook serves as a reference to assist school athletic departments in the administration of their programs and to reinforce the duties and responsibilities of school and district personnel. The handbook is reviewed annually. Revisions, additions, and deletions are incorporated when necessary. Questions about the most recent revisions or the contents of this handbook should be directed to the district's athletics director at 803-231-6889.

Statement of Philosophy

A comprehensive and balanced co-curricular activities program is an essential complement to the basic program of instruction. The co-curricular activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, dance, drama, journalism, music, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis of personal values for work and leisure activities.

The co-curricular activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Every effort should be made to support the co-curricular program with the best facilities, equipment, and with the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and further developed through participation in the co-curricular activities program. Coaches and sponsors should also teach the specific skills necessary for improvement in activities 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.

The ultimate goals of the co-curricular activities program should be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2) to develop and improve positive citizenship traits among the program's participants.

Mission

The mission of the RCSD1 Athletics Program is to provide safe, comprehensive, equitable, and high quality sports opportunities and experiences for all students through student-centered coaches, competitive sports programs, and diverse community partnerships, while functioning as an integral part of the total curriculum.

Vision

Students in RCSD1 will be given the opportunity to meet the requirements for athletic participation which will promote good citizenship, teamwork, sportsmanship, character development, maximum individual achievement, and practices for healthy living.

Objectives

1. To provide opportunities for participation in a wide variety of sports and life-long recreational activities.
2. To provide opportunities for high levels of skill development and competitive success.
3. To provide facilities and equipment that meets the health and safety codes and standards for all participants.
4. To provide quality coaches who are excellent role models and who have positive influence on students.
5. To foster a spirit of sportsmanship, teamwork, and fair play among all participants and spectators.
6. To operate an athletic program that is based on sound educational principles and is an integral part of the total curriculum.
7. To develop collaborative efforts which are mutually beneficial to the school and the community.

Richland County School District One District Athletic Administrative Reporting Structure

LINE OF AUTHORITY:

Board of School Commissioners

The Board of School Commissioners is the governing body of Richland County School District One.

District Superintendent:

The Board of School Commissioners hires the Superintendent to run the day-to-day operations of the district and to administer the policies established by the Board.

Chief of Staff

Reports directly to the Superintendent.

Chief Operations Officer:

Reports directly to the Superintendent.

Chief Human Resources Officer

Reports directly to the Superintendent.

Chief Financial Officer

Reports directly to the Superintendent.

District General Counsel

Reports directly to the Superintendent.

Director of Communications

Reports directly to the Superintendent.

District Athletics Director

Reports to the Chief Operations Officer.

Executive Directors of Schools

Report to the Chief of Teaching and Learning; supervise assigned principals and schools.

Principals

Report to the Executive Directors of Schools- Principals are the instructional leaders of their schools and they are responsible for day-to-day operations, including the athletics operations administered by the athletics directors, coordinators, and coaches.

Athletics Directors and Athletics Coordinators

Report directly to the principal – The primary responsibilities of athletics directors and athletics coordinators are the administration and supervision of the athletics program of each high school or middle school.

Head Coaches

All head coaches' report directly to the athletics directors or athletics coordinators.

Assistant Coaches, JV Coaches, "B" Team Coaches, and Middle School Coaches

All assistant coaches, JV, and "B" team head coaches' report directly to the head coach. The assistant coaches, JV, and "B" team coaches are to execute assignments and duties as directed by the head coach.

School Board Policy and General Guidelines

A. Board Policy Statement

It is the policy of the Board of School Commissioners to provide secondary students interscholastic athletic competition in a variety of sports (see Policy JJIB at www.richlandone.org). Qualified personnel will be provided for coaching and supervising individual sports.

B. General Guidelines

Because of its educational potential, interscholastic athletic competition is recognized as an important part of the total school program. Interscholastic activities afford opportunities for the emotional, social and physical growth of students and the development of wholesome school-community relations.

The program will be conducted in such a manner as to further the educational goals of the district, to provide opportunities for positive learning experiences for students, and to be responsive to the interests and abilities of the participants.

The following guidelines and principles will govern school interscholastic athletic programs.

1. Coaches who have the prerequisite qualifications necessary to carry out the programs' mission and objectives will supervise athletic programs.
2. The safety and welfare of participants will be of paramount importance.
3. The school district will provide a comparable basic athletic program in each of its secondary schools within the limitations of the number of interested participants and available resources.
4. Participation is a privilege and not a right. Whereas participation will be encouraged and maximized to the extent resources and safety will allow, the interscholastic athletic program is designed to provide opportunities for high levels of skill development and competitive success.
5. The general objective of interscholastic athletics is to win within the spirit of the rules. Although great pride is taken in winning, "winning at any or all costs" will not be condoned. Coaches must assume a major role in developing desirable social and emotional skills and attitudes in their players. Coaches must insist upon teamwork, ethical behavior, good sportsmanship, and citizenship. Additionally, coaches should instill in the participants the need to display moderation, dignity, respect and self-control in winning and losing.
6. The programs will be conducted in accordance with the letter and intent of the rules and regulations of RCSD1, the South Carolina High School League (SCHSL) and the National Federation of High Schools (NFHS).
7. Under the direction of the Superintendent, the district's athletic director is responsible for the overall development, implementation, and coordination of the athletic program and related services. At the school level, middle and high school principals along with middle school athletic coordinators and high school athletic directors are responsible for athletic programs.

Legal Duties for Coaches and Athletic Administrators

The need for an understanding of the legal implication in athletics is more evident each day. Current legal issues which the athletic administrator and coaches should be familiar with include, but are not limited to:

- Responsibility for spectators
- Responsibility to warn athletes/parents of the inherent risks in participation
- Assumption of risks for negligent supervision
- Requirements to inspect all facilities for safety concerns
- Title IX concerns
- Responsibilities concerning the Americans with Disabilities Act (ADA)

A summary of the legal duties of athletic administrators and coaches as identified by our court system is as follows:

1. Duty to properly plan
2. Duty to provide qualified supervision
3. Duty to provide a safe environment
4. Duty to provide safe equipment
5. Duty to provide proper teaching
6. Duty to provide proper conditioning
7. Duty to give sport specific warnings
8. Duty to provide proper emergency care
9. Duty to develop an emergency response plan

All interscholastic experiences, interactions, and decisions (meetings, practices, contests, staff development, purchasing, facility management, etc.) should target the legal duties.

Coaches Area of Liability

1. Failure to properly supervise an activity.
2. Failure to teach fundamental and protective skills.
3. Negligently entrusting duty to an unqualified individual.
4. Failure to provide and maintain a safe coaching environment.
5. Failure to inspect, repair, or recondition equipment properly.
6. Failure to provide proper effective equipment.
7. Failure to know, document, post, and follow school policies.
8. Failure to properly administer first aid.
9. Failure to warn athletes and parents of inherent dangers.
10. Failure to assess an injury of an athlete.
11. Failure to keep adequate and accurate records.

Coaching Expectations and Responsibilities

All coaches are expected to:

1. Conduct themselves in a manner that displays professionalism.
2. Serve as role models to the young men and women in their care, both on and off of the field.
3. Refrain from the use of crude or abusive language with players, opponents, officials, or spectators.
4. Avoid behavior that will incite players, opponents, or spectators.
5. Avoid the use and/or misuse of drugs, including alcohol and tobacco, in the presence of players and spectators.
6. Instruct their players in the elements of good sportsmanship and remove players from practice or competition who demonstrate unsportsmanlike behavior.
7. Follow the appropriate purchasing procedures to procure goods and services for their program.
8. Conduct themselves in an ethical manner.
9. Respect the integrity and judgment of sports officials.
10. Approach competition as healthy and constructive activity; not winning at all costs activity.
11. Attend all teacher in-service training, professional meetings, and staff development workshops.
12. Refrain from conducting practice sessions or scheduling games/matches on Sundays. Varsity level exceptions to this requirement would be permitted for special or extenuating circumstances and must be coordinated with the school principal. **Mandatory Sunday participation by all athletes will not be required.**
13. Develop good rapport and lines of communication with individuals and groups to include, but is not limited to, players, parents, school personnel, officials, media representatives, etc.
14. Constantly take advantage of opportunities for self-improvement by attending district and state meetings, rules clinics, and workshops and by joining professional organizations, coach's associations, etc. Coaches should also keep abreast of current literature in professional journals, newspapers, magazines, and other resources.

Coaching Competencies

Appropriate Competencies for Making Specific Coaching Assignments Should Include:

- 1) **Physical Aspects** – The program should be conducted so as to insure the health, physical well-being and safety of the student participant. Appropriate competencies here would be:
 - A) Has knowledge and understanding of physical fitness and its relationship to the overall health of the student.
 - B) Prepares students for activities by developing optimal fitness levels.
 - C) Follows physician's recommendations concerning physical activity for the student.
 - D) Has knowledge of safety and injury prevention.
 - E) Identifies and interprets the effect of nutrition upon health and performance.
 - F) Identifies and relates basic safety information pertaining to their sport(s) and;
 - G) Can administer appropriate first aid.

- 2) **Sociological-Psychological Aspects** – The program should be conducted with appropriate consideration for the impact of sport upon the behavior of the student athlete and his/her relationship with society. Appropriate competencies here would be:
 - A) Understands the psychological, sociological, and physical characteristics of adolescence.
 - B) Plans a school program consistent with the philosophy of the school district, needs of the community, and growth and development of the students.
 - C) Identifies principles and techniques of officiating the sport being coached.
 - D) Motivates athletes toward immediate and long-range goals.
 - E) Identifies and interprets the values developed from participating in athletics of a specified sport.
 - F) Demonstrates knowledge of legal responsibilities and liabilities pertinent to field of coaching.
 - G) Motivates a student to develop positive self-concepts.
 - H) Helps students to develop positive self-concepts.
 - I) Helps students to accept self-responsibility.
 - J) Helps students to accept and fulfill responsibility to others.
 - K) Recognizes and initiates procedures to resolve behavioral and emotional problems.
 - L) Helps students to understand liability of participation in a particular sport.

- 3) **Professionalism** – The program should be conducted by individuals with positive attitudes towards students, faculty and management, and for the total competitive athletic program. Appropriate competencies here would be:
 - A) Accepts the basic general philosophy of interscholastic athletics and coaching consistent with the role of the school and the policies of the district.
 - B) Assumes professional responsibility within the school.
 - C) Is active in pertinent professional organizations.
 - D) Maintains normal ranges of self-control and emotional stability under stress.

- E) Understands the place of interscholastic competition in the educational program.
- F) Understands and applies ethical procedures in the sport.
- G) Maintains rapport with school staff.
- H) Relates and interprets the program to co-workers, athletes, parents, and public.
- I) Displays sincere enthusiasm for sport being coached.
- J) Is knowledgeable of and conforms with league, state, and national rules and regulations pertaining to athletics.
- K) Has knowledge in regard to purchase, care, use, and storage of equipment and supplies.
- L) Can prepare a budget and maintain records and inventories.
- M) Has understanding of and/or demonstrates efficient procedures of team management (facility scheduling, travel arrangements, home event, etc.).
- N) Has knowledge of evaluation and selection of personnel involved in athletic program or sport.
- O) Utilizes findings and interpretations from evaluations for revision of program; and
- P) Has knowledge of evaluation and selection of personnel involved in athletic program or sport.

4) **Theory and Techniques of Coaching** – The program should be conducted by qualified individuals with full respect for accepted educational principles, philosophies and practices of each competitive athletic activity. Appropriate competencies here would be:

- A) Selects appropriate strategies and tactics of teaching to facilitate learning.
- B) Analyzes skills, rules, theory, and strategy of specified sport.
- C) Identifies and plans specific game strategies and tactics.
- D) Demonstrates ability to analyze following the contest.
- E) Demonstrates ability to formulate practice plans.
- F) Demonstrates ability to design drills to challenge individuals and team to reach their potential.
- G) Keeps current in sports techniques and theory.
- H) Has understanding of organizational techniques for practice in specified sport.
- I) Has knowledge of teaching aids.
- J) Has knowledge of strengths and weaknesses of various offensive and defensive systems in a specified sport; and
- K) Has knowledge of various scouting techniques suitable for specific sport.

Employment of Coaches

Board Policy GCBE “Athletic Assignments and Supplementary Pay” establishes rules for making coaching assignments and supplements, www.richlandone.org. RCSD1 believes that each athletic coaching assignment should be under the supervision of a qualified, duly appointed, and certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-certified individual may be employed.

Coaching Qualifications:

Head Coach

To qualify for and/or to maintain employment as a head coach at all levels in RCSD1, the applicant/coach is expected to:

1. Must be 21 years of age.
2. Establish and/or maintain a certificate of completion of a class in C .P. R. and AED.
3. Establish and maintain evidence of annual attendance at clinics, workshops, conferences and/or courses in specific sports.
4. Complete a SLED background check, reference checks, DSS Child Abuse and Neglect Registry and the S.C. Attorney General’s Sex Offender Registry.
5. Complete the NFHS Coaching Principles course, when applicable.
6. Have a completed application on file in the Human Resource Services Office to include a W-4 form and tuberculosis test.

All policies and procedures of the RCSD1 Human Resource Services Office are applicable.

Assistant Coaches

Applicants for assistant coach positions must be 21 years of age and are required to meet the same qualification standards for head coaches **including the completion and maintenance of certification** in CPR/AED.

Strength and Conditioning Coaches

Minimum Qualifications:

A Bachelor's degree is required in a related field (Physical Education, Exercise Science) AND at least one year of Strength and Conditioning coaching experience; OR any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved. Must hold a nationally recognized strength coaching certification (CSCS), (CSCCA) or (USAW). CSCS or CSCCA is PREFERRED. Must be able to demonstrate a knowledge of the principles and practices of sport performance training (i.e. Olympic movements, program design and periodization, etc.). Be able to show evidence of effective verbal and written communication skills. A Master's degree and collegiate playing or coaching experience is preferred. After initial certification the coach must keep his/her certification valid throughout. **The Strength Coach must be certified in AED/CPR and keep the certification current.**

Coaching Assignment Procedures

The following requirements will be in force when coaching vacancies arise:

Each year by May 15, recommendations for coaching assignments will be made and agreements signed by the end of the school year by coaches of Fall and Winter sports. Agreements for spring sports will be made June-December, but for returning coaches, immediately following the completion and evaluation of the current season.

When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:

- a. The athletics director/coordinator shall post the position at the school level to determine whether currently assigned staff members have interest in the positions.
- b. Human Resource Services (HR) shall post the position at the District level.
- c. Once interested candidates are identified, HR, in consultation with the principal, school athletics director, head coach (if applicable) and/or district athletics director will determine whether the interested persons possess the minimum qualifications necessary to perform the responsibilities of the positions.
- d. The principal or his/her designee, after consultation with the school athletics director/coordinator, head coach (if applicable) and/or districts athletic director will then notify HR of interested candidates the school wishes to consider further. HR will notify all candidates of his/her status.
- e. The interview team for head coaches of major varsity sports (football, basketball, etc.) will consist of, but not be limited to, the principal, the school athletics director, a representative from HR, the district athletics director, a parent and/or a community representative.

Upon completion of interviews, the principal will recommend to HR the best-qualified candidate(s) after considering:

- a. Certified faculty assigned to the building in which the coaching vacancy exists.
- b. Certified faculty assigned to a building other than where the vacancy exists.
- c. Non-certified school staff (at least half-time-must presently be in a coaching position and the sport in which the vacancy exists must not overlap).
- d. Substitute teachers.
- e. Individuals who are not employed by the school district in any capacity such as college students, residents of the community, etc.

Positions will be offered by HR, not the school's administration.

Terms of Coaching Agreements

All coaching assignments will be for one school year and are made at the discretion of the principal, and there is no expectation that this assignment will be renewed for future school years. A supplemental agreement will be executed according to the adopted salary schedule and established pay dates. Each head coach will schedule a conference with his/her principal and athletic administrator at a mid-point of the season and no later than one month after the final contest of the season to evaluate the program.

The coach will evaluate assistant coaches in using the district adopted Coaches Evaluator website. The address is www.coachevaluator.com. The head coach will submit the evaluation to the principal and to the athletics director or athletics coordinator.

If the performance is evaluated less than satisfactory, the principal has the option of recommending non-renewal of the coaching agreement for the next year.

The principal has the authority and discretion to recommend non-renewal of coaching assignments due to other factors such as staffing or as the principal deems appropriate within the established timeline (one month after the season ends - the season ends on the day of the last state championship decided in each particular sport).

Copies of completed Coaching Agreements will be kept on file at the school and with the district athletic director. The original agreement will be forwarded to HR.

Guidelines for Non-District Coaches

The non-district coach will adhere to the philosophy, goals, and objectives of the department of athletics by:

- a. Working to meet the coaching qualifications required of all coaches.
- b. Must be 21 years of age.
- c. Successfully complete the class, **“Coaching Education Program”** sponsored by the SCHSL (www.schsl.org) or RCSD1, if applicable (non-district head coaches).
- d. Meeting with the athletic director prior to the start of the season for orientation in the athletic policies and regulations contained in the athletic handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season.)
- e. Attending all program staff meetings or holding periodic conferences with the head coach or athletics director/coordinator.
- f. Following all procedures specified in the coach’s job description.
- g. Setting aside time before or after practices to meet individually with team members.
- h. Conferring with the athletics director/coordinator well in advance of the last week of the season to discuss the awards banquet, end of season reports, returning keys, and the collection, cleaning, repair/storage of equipment and equipment needs for next season
- i. Being loyal to the school, its traditions, and by supporting all of the programs by attending as many athletic contests as possible.
- j. Establishing and maintaining positive communication with parents and athletes.

Employment Information Related to the Employment of Classified or Non-District Employees as Coaches

The majority of coaching positions with Richland County School District One are filled from among the ranks of teachers in the district. Effective with the 2006-07 school year, District One discontinued the practice of hiring classified employees to coach. **In 2014, School Board Policy GCBE has been modified to allow a special exception for consideration to coach for classified employees.** In order to meet this exception, there must be a need within the school that cannot be filled. All steps and processes must be followed prior to completing an application for exception. Classified employees and the school principal must complete the application for exception to coach (see Forms). Classified employees who were already working as coaches as of the 2006 – 2007 school year are allowed to continue on a year-to-year basis provided that they and their schools agree to adhere to the guidelines established by the district in order to comply with federal wage and hour laws. Coaching assignments are made annually at the discretion of the principal and there should be no expectation that this assignment will be renewed for subsequent years.

In addition, the district continues to employ persons not otherwise associated with the district on an as-needed basis. Procedures for the hiring of non-district employees as coaches are as follows:

- Athletics directors at the high schools and athletic coordinators at the middle schools who identify non-district employees as potential coaches will refer them to the district's application website (richlandone.org) to complete an application under the posting for "Coaching Positions" under Human Resource Services. The applicant will also distribute three reference forms to former employers or people who can speak to their experience and character related to working with young people.
- Athletics directors/coordinators will notify the Director of Classified Employment Services and the District Athletics Director that they wish to employ an hourly coach and provide the name of the candidate.
- The Director of Classified Employment Services or his/her designee will review the application and complete the necessary background check, including a SLED report, a review of the Department of Social Services Child Abuse and Neglect Registry and the Sex Offenders Registry.
- The Director of Classified Employment Services or his/her designee will notify the athletics director/coordinator that the candidate is/is not eligible for employment. The athletics director/coordinator will then notify the Office of Human Resources and the District Athletics Director of his/her intention to recommend the candidate, provide the coaching assignment and the amount of the supplement (per the district-approved athletics supplement list).
- Human Resources will extend the offer and provide the candidate with the terms and conditions of employment in writing. At this point, the applicant will complete the required personnel and payroll forms for part-time employees.
- **Under no circumstances should an applicant begin working until cleared and notified by Human Resource Services.**

Classified employees who were already employed as coaches prior to the 2006-07 school year may be continued on a year-to-year basis. At the beginning of the appropriate sports season, the school's athletics director/coordinator will submit the names of classified employees who will be serving as coaches, along with a signed statement of the terms and conditions of employment for classified

coaches (see Forms). Classified employees will be provided with an hourly rate for hours worked under forty hours in a week and an overtime rate for coaching hours worked in excess of forty hours per week when combined with the working hours from their full-time employment with the district. Because they are being paid on an hourly basis, their payment over the season may not equal the exact amount of the supplement that is set for non-classified coaches. However, under no circumstances should the coach be paid more than the stated amount of the total supplement without prior approval from the District Athletic Director.

Effective with the 2008-09 school year, the practice of splitting supplements is discontinued. Athletic directors/coordinators will be expected to offer and pay the supplements as outlined on the district's approved supplemental listing.

Nothing in these guidelines prevents unpaid volunteers from working with District One athletic teams. However, volunteers need to be cleared through procedures outlined by the Coordinator of Volunteer and Mentoring Programs in the district's Office of Communications.

Athletic directors/coordinators or principals having questions regarding these procedures may contact either the district's Director of Athletics or the Director of Classified Employment Services.

Procedures for Using Non-Paid/Volunteer Coaches

Applicants desiring to coach on a non-paid or volunteer basis will follow the procedures for hiring paid coaches except they will not have to complete a W-4.

How Coaches Are Paid

On the appropriate form ("Athletic Coaching Assignment(s)" for certified and non-district coaches; "Classified Coaches Terms and Conditions of Employment" for classified employees) athletics directors/coordinators turn in all coach's names, positions, and supplements to the district athletics director and Human Resources. The district athletics director and/or HR verify for accuracy and submit the names to payroll for payment.

District Certified Employees – With the exception of high school athletic directors and head football coaches (whose pay begins in July and is equally divided through June of the following year), coaching supplements will be paid according to the District Sports Payroll Calendar for each sports season and continuing for the remainder of the school year.

District Classified Employees – Will be paid an hourly rate for time worked until 40 hours have been worked in the combined employments with the district. Classified coaches will then be paid 1 ½ the hourly rate set for the coaching assignment for any hours worked in excess of 40 in any given work week in the performance of coaching duties. The number of hours that classified employees who coach has been pre-established and the schedule must be followed.

Non-District Employees – Will be paid according to the District Sports Calendar and continuing through the specific sport season.

Evaluation of Coaches and Athletic Administrators

Evaluation tools for coaches and athletic administrators (athletic directors and coordinators) Will be completed using www.coachevaluator.com each Athletic Director/School Principal and Head Coach will have a license to use the evaluator tool. This instrument should be used by athletic administrators, school administrators, and head coaches to improve the quality of coaching and the interscholastic program and provide coaches the information necessary for growth as Richland One Coaches. Coaches and athletic administrators will be evaluated a minimum of once every year.

Staff Development for Athletic Personnel

Athletic personnel should constantly strive to improve their skills in order to reduce the risk of injury to athletes; to effectively teach sports and game skills; to teach sportsmanship; to effectively manage and supervise the athletic program; and to become better coaches and athletic administrators. Athletic personnel are encouraged to become active members of their associations and to attend classes, clinics, conferences and other staff development sessions. The National Federation of High Schools (www.nfhs.org.) and the SCHSL (www.schsl.org.) have numerous resources available to coaches and athletic administrators.

RCSD1 offers the annual Coaches Convocation and school-based staff development for athletic personnel. All staff development experiences are planned and implemented to align with the district's Strategic Plan and the mission, vision and objectives of the district's athletic department.

Athletic Resources and Media Library

Coaches and athletic administrators can access a wide array of current athletic resources and media by contacting the Director of Athletics.

Athletic personnel are limited to checkout no more than two (2) selections at one time. Resources may be checked-out for no more than 15 days (to include weekends and holidays). The responsibility for the cost of lost or damaged resource materials will be the responsibility of the staff member who checked-out the materials.

Awards

The Middle School and High School Coach of the Year awards are presented to those coaches whose teams have excelled athletically and academically. The award is given each fall at the Annual Coaches Convocation.

Job Description

District Director of Athletics

Under occasional supervision, plans, coordinates and supervises the District's interscholastic athletic program. Supervises assigned personnel and reviews the work of subordinates for completeness and accuracy. Reports to the Superintendent.

Qualifications:

Requires a Master's degree supplemented by five years' experience in coaching and/or physical education instruction and physical education/athletics administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess valid certification to meet state and Southern Association standards.

Assigned Responsibilities:

1. Plans, coordinates, schedules, and supervises the District's interscholastic athletic program. Plans, evaluates, and recommends policies, goals, and objectives in athletics.
2. Coordinates supportive personnel and facilities for schools' athletic programs; assists principals in training, supervising and evaluating athletic personnel. Ensures the selection of quality coaching staff members.
3. Authorizes athletic trips and assists in providing transportation for participants.
4. Coordinates, with the Director of Communications, the release of sports news items.
5. Arranges for facilities for interscholastic athletic events. Assists in planning for capital improvements or construction of new athletic facilities.
6. Responds to inquiries and complaints from the public regarding District athletic programming.
7. Assists in the compiling and analyzing of data to evaluate District programs and makes decisions and recommendations for improvements or modifications as necessary.
8. Prepares and recommends annual program budget; monitors program expenditures and ensures compliance with allocated budget. Prepares specification and assists purchasing personnel in acquiring athletic equipment and supplies.
9. Serves as a liaison between the District, State Athletic Regions, and the South Carolina High School League (SCHSL).
10. Supervises assigned personnel; assists in supervising and evaluating athletic personnel. Supervisory duties include instructing, assigning, reviewing and planning the work of others; maintaining standards; coordinating activities; selecting new employees and making recommendations for employee discipline and discharge as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as necessary; offers advice and assistance as needed.
11. Oversees the maintenance of records and inventories of athletic equipment.
12. Keeps abreast of developments and innovations in the profession.

Job Description

High School Athletics Director

FUNCTIONS: To plan, organize, coordinate and supervise programs in intramurals and interscholastic sports at the high school.

QUALIFICATIONS: Fully certified teacher with a minimum of 5 years' experience in athletic coaching, preferably as a head coach. This person should have knowledge and experience in handling financial matters such as budgeting and purchasing. Proven decision making skills and a track record of initiative, effort, and commitment to young people. The athletic director should be a "people person" and indicate, through his/her actions, a personality that is conducive to positive interaction with students, staff and parents.

DIRECTLY RESPONSIBLE TO: Principal

The High School Athletics Director will serve under the direction of the Principal and the District Director of Athletics.

SUPERVISION:

In conjunction with the principal, the athletics director advises, coordinates and supports a staff of high school coaches and assists in program objectives with the middle school athletic coordinator.

ASSIGNED RESPONSIBILITIES:

1. Assists the principal in the selection and evaluation of the coaching staff.
2. Coordinates the total athletic program, assist and advise the coaches And participants of the various sports, and make certain that all coaches fully understand the school and district's mission, objectives, and policies.
3. Represents the school at athletic conference meetings.
4. Manages athletic events
 - a. Schedule facilities for all interscholastic teams (practice and play).
 - b. Schedule teams for interscholastic competition.
 - c. Assume responsibility for site preparation, housing the opposing team, ticket sales, police protection, passes officials, concessions, programs, half-time activities, parking, and publicity.
 - d. Coordinate all athletic banquets.
 - e. Assist coaches in making travel arrangements for teams.
5. Assists the principal or designee in developing and administering the athletic budget.
6. Assumes the responsibility for inventorying the athletic equipment and supplies.
7. Makes sure that all playing surfaces are safe and hazard free.
8. Recommends approval of athletic purchases to the principal.
9. Prepares eligibility of all athletes.
10. Assumes responsibility for insurance coverage of all athletes.
11. Develops a positive public relations program in the school and community.
12. Serves as the liaison between the school and the Athletic Booster Club.
13. Keeps the principal informed of athletic problems and progress.

14. Assumes the responsibility along with the district's athletic director, for obtaining a team physician and coordinating the services of the athletic trainer.
15. Knows the rules and regulations required by Title IX, the SCHSL rules and regulations of Richland School District One policies regarding interscholastic athletics.
16. Suggests resources to coaches in developing other revenue sources (fund raising).
17. Attends all home athletic events. Principal may designate attendance at other games.

Job Description

Middle School Athletics Coordinator

FUNCTIONS: To plan, organize coordinate and supervise programs in intramurals and interscholastic sports at the middle school

QUALIFICATIONS: Fully certified teacher with a minimum of 2 years' experience in athletic coaching. This person should have knowledge and experience in handling financial matters such as budgeting and purchasing. Proven decision making skills and a track record of initiative, effort, and commitment to young people. The athletic director should be a "people person" and indicate, through his/her actions, a personality that is conducive to positive interaction with students, staff and parents.

DIRECTLY RESPONSIBLE TO: Principal

The Middle School Athletics Coordinator will serve under the direction of the Principal and the District Athletics Director.

SUPERVISION:

In conjunction with the principal, the athletics coordinator advises, coordinates and supports a staff of coaches in the middle school.

ASSIGNED RESPONSIBILITIES:

1. The athletics coordinator's first responsibility is the welfare and safety of the students who are participating in the intramural and athletic programs.
2. Represents the school at district meetings.
3. Coordinates the total athletic program, assist and advise the coaches and participants of the various sports offered at the school.
4. Assures that all coaches understand the school and district's mission, objectives and policies and rules.
5. Plans, organizes, coordinates and supervises the intramural program.
6. Manages athletic events:
 - a. Schedule facilities for all interscholastic teams (practice and play).
 - b. Schedule teams for interscholastic competition.
 - c. Assume responsibility for site preparation, ticket sales, police, officials and concessions.
 - d. Coordinate all athletic awards and banquets.
 - e. Assist coaches in making travel arrangements.
7. Assumes the responsibility for the inventory of athletic equipment and supplies.
8. Be responsible for monitoring grades of students participating in athletic co-curricular activities with the assistance from the coaches or sponsors of each team or organization, teachers, counselors, school and district staff, and the school's data base specialist.
9. Assists the principal or designee in developing and administering the athletic budget.

10. Makes sure that all playing surfaces are safe and hazard-free.
11. Recommends approval of athletic purchases to the principal.
12. Prepares eligibility & assumes responsibility for insurance coverage for all athletes.
14. Develops a positive public relations program in the school and community.
15. Serves as liaison between the school and the athletic booster club.
16. Keeps the principal informed of problems encountered and progress made in the athletic program.
17. Knows the policies, rules and regulations required by Title IX, the SCHSL and of RCSD1 regarding interscholastic activities.
18. Attends all home athletic events and other designated games.

Job Description

High School Head Coach

1. Teach and develop the fundamental skills necessary for excellent achievement in his/her area of coaching responsibility.
2. Must be 21 years of age.
3. Plan and schedule a regular program of practice in season.
4. Schedule, with the approval of the athletic director, inter-scholastic contests.
5. Enforce discipline and sportsmanlike behaviors at all times and with the athletic director establish penalties for breach of such standards by individual students.
6. Ensure that assigned office space is kept clean and orderly.
7. Select or supervise the selection of participants to receive awards and/or letters in accordance with criteria approved by the athletic director.
8. Supervise the care, maintenance and storage of all equipment/supplies throughout the sport season and forward an inventory to the athletic director or designee annually.
9. Assist the athletic director in selection and evaluation of assistant coaches and make recommendations to the athletic director for assistant coaches.
10. Assume responsibility for checking all practice areas each day and remove hazardous objects from the practice area.
11. Handle postponement of practice sessions.
12. Develop a positive public relations program in the school and the community.
13. Make recommendations to the athletic director for purchasing all equipment.
14. Provide supervision in all athletic areas as well as locker rooms before and after practice and games.
15. Provide supervision for all athletes in the weight room at all times.
16. Assume responsibility for turning out all lights and locking all doors before leaving the athletic area (turning on security where applicable).
17. Assist the athletic director with eligibility of participants and insurance coverage of team members. **Note – no athlete will be permitted to try out or practice in any athletic program in Richland County School District One until the physical examination form and parent’s permission form are on file in the athletic director’s office.**
18. Be knowledgeable of the latest rules, South Carolina High School League rules and regulations and School District one policies regarding interscholastic sports.
19. Perform other duties as assigned by the athletic director and principal.

Director of Strength and Conditioning Coach

*Responsible for organizing and supervising all daily aspects of the strength and conditioning program

- developing customized strength and speed programs for all varsity and JV sports
- instructing student-athletes in proper conditioning and lifting techniques
- developing and coordinating programs in conjunction with the Sports Medicine Staff for reducing injuries
- be able to implement pre-participation movement screens
- purchasing supplies, equipment, processing orders and tracking inventory
- remaining current in the knowledge and advances in cardiovascular conditioning, weight training, speed training and nutrition
- developing a battery of physical tests for continual monitoring of student-athlete development
- Be a lifelong learner and preferably remain current with a strength and conditioning association membership
- Should remain current with new training techniques and technology.

The ideal candidate will be able to motivate athletes of all gender, race and age and have an inherent ability to build and sustain positive relationships with student-athletes, coaches, and staff. The candidate will also be able to work within the framework of the South Carolina High School league's rules and regulations.

Job Description

Middle School Head Coach

Qualifications:

Valid teacher certification or eligibility to attend Coaches Education Program
Employed as a teacher, district or non-district employee
Has the ability to organize and supervise a total sports program
Must be 21 years of age

Reports to:

The athletics coordinator, who provides overall direction/oversight, and the final evaluation, in conjunction with middle school principal

Supervises:

In several instances the head coach must advise, coordinate and support a staff of middle school assistant coaches in conjunction with the athletics coordinator and middle school principal.

Job Goals:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Job Description

Assistant Coach

Qualifications:

- Valid teacher certification
- Employed as a teacher in school district
- Has knowledge and background in the assigned sport
- Must be 21 years of age

Report to:

The head coach, in conjunction with the athletic director and principal

Supervises:

Athletes and team assigned to him/her assumes supervising control over all athletes in program when such control is needed

Job Goal:

To carry out the aims and objectives of the sports program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success. All coaches in Richland County School District One are to be on contract. Part-time contracts are to be secured for coaches who work at schools other than where they coach or for coaches who are not otherwise employed by the school district. Volunteer coaches who receive no monetary compensation are to be on a part-time contract as well.

Policy on Sex Discrimination

Richland County School District One does not discriminate on the basis of sex in its educational programs and activities. Any complaint of an alleged violation of Title IX of the Education Amendments of 1972 will be investigated. Title IX states:

No person the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial Assistance.

Students, parents, or school employees who believe they have been discriminated against on the basis of sex may file a complaint in accordance with all applicable federal and state laws and the Richland County School District Ones Policies and Regulations ('5-54 and '7-68).

Policy on Sexual Harassment

All employees and students are allowed to work and learn free from unwanted sexual advances. RCSQ1's Policy GBAA is equally applicable to sexual harassment between supervisor and employees, between co-workers/employees, and/or between employees/non-employees on District property or as a result of contact by virtue of employment. The School Board considers sexual harassment to be a major offense, which may result in disciplinary action or dismissal of the offending employee. For the complete policy and administrative rule, go to www.richlandone.org, click on "Board Policies," and type-in "GBAA"

Procedures for Filing Title IX Complaints

Informal Procedure

Discuss your problem/complaint informally with the person against whom the problem /complaint is directed. You may seek advice or the services of other parties within the school in attempting to resolve the problem/complaint informally.

Formal Procedure

Submit your complaint in writing to the principal. He/she should make every effort to resolve the matter as quickly as possible, utilizing all available resources within the school system. Should the complaint involve the principal, you may decide to file your complaint with the Title IX Coordinator (Assistant to the Superintendent).

Appeal Procedure

If the complaint is not resolved according to the formal procedure, you may file an appeal to the Title IX Coordinator. Such appeal must be submitted in writing within five days of the principal's decision.

Measuring Athletic Program Equity with Title IX

The following is a basic framework for evaluating a school's level of compliance with the requirements of Title IX. The U.S. Office for Civil Rights, the agency charged with oversight and enforcement of Title IX, requires compliance with the two broad components below.

Component 1: Effective Accommodation of Athletic Interests and Abilities

A. Participation Opportunities: The three-prong test

Substantial Proportionality: ratios of male athletic participation and female participation must be “substantially proportional” to ratios of male enrollment and female enrollment.

Or

History and Continuing Practice: the school must show a continuing practice, in the very recent past (2-3 years), of expanding its women's sports offerings.

Or

Full and Effective Accommodation: the school must show that the athletic interests and athletic abilities of the school's female enrollment have been fully and effectively accommodated.

B. Levels of Competition: The two-prong test

Equivalently Advanced Competitive Opportunities: the school must provide similar numbers of male and female athletes equally advanced competitive opportunities.

Or

History and Continuing Practice: the school must show a continuing practice, in the very recent past (2-3 years), of upgrading women's competitive opportunities.

Component 2: Equivalence in Other Athletic Benefits and Opportunities

P – Protective athletic equipment, athletic clothing, and other athletic supplies

L – Locker rooms, practice facilities, competition facilities and other athletic environments

A – Allocation of travel benefits, transportation benefits, and meal/lodging benefits

Y – Years of experience, quality, compensation, and assignment of coaching

I – Institutional housing and dining facilities and related services for student-athletes*

N – Nature of publicity, marketing, and media services provided for athletic programs

G – Game and practice times and scheduling

F – Facilities for and access to athletic training benefits and medical services

A – Academic tutoring services for student-athletes*

I – Institutional support service for athletic programs*

R – Recruiting resources provided to athletic programs*

L) Indicates this requirement is generally for colleges only.

Athletic Eligibility Rules (SCHSL and RCSD1)

In order to participate in interscholastic activities, a student must meet both SCHSL and RCSD1 requirements. SCHSL requirements include:

1. Age limitations
2. Birth certification
3. Academic requirements
4. Residency rule
5. Guardianship
6. Amateur status

Each of these requirements is listed in the *High School League Handbook*. All middle and high schools in the District are full members of the SCHSL (www.schsl.org). The League establishes the rules and regulations governing athletic contests for member schools. The League is governed by the rules and regulation published in its “Handbook”. This handbook contains the League’s Constitution and all other rules and regulations of governance. All coaches must be thoroughly familiar with these rules and regulations. The coach is responsible for properly administering all rules governing his or her particular sport. The school athletic director is responsible for making sure all coaches under his/her supervision properly adhere to all League rules. These regulations include age of contestants, eligibility, official dates for start of practices, game standards, officials, etc.

In addition to the above eligibility requirements, a student may participate in a school-sponsored co-curricular activity only if (1) the student is currently enrolled in at least one-half of the minimum academic course load, and (2) the student was in attendance at school that day for at least one-half of the instructional day.

RCSD1’s “C” Average Policy and Rule (IDE, IDE-R)

The “C” Average Policy (adopted January, 2000 and revised June, 2000) requires that as a condition for participation in competitive co-curricular activities, students in grades 6-12 have a 2.0 Grade Point Average (GPA) in all courses in which the student was enrolled in the preceding semester. School personnel should become familiar with the complete policy and administrative rule at www.richlandone.org. Another resource is the “C” Average Policy *Frequently Asked Questions (FAQ’s)* brochure that answers policy and rule questions pertaining to transfer students, special education students, academic assistance programs, appeals, summer school grades, etc. Eligibility of students in the programs for special education students will be in accordance with local, state and federal guidelines.

Certificates of Eligibility and Other Forms

According to SCHSL rules, each school will keep on file, a duplicate copy of all submitted eligibility forms, a parent's permission/Concussion record (See Forms) properly filled out and a physical form properly completed by a licensed doctor of medicine or a nurse practitioner in a written collaboration with a licensed medical doctor or a certified physician's assistant in a written collaboration with a licensed medical doctor.

Special Form A must be sent to the League Office on each transfer who has not been enrolled in his or her school or feeder school for at least one calendar year. The League Office must approve all transfer forms before the student is submitted on a Certificate of Eligibility.

Physical Examinations

In accordance with the regulations of the SCHSL, prior to participation in interscholastic practice/competition, a student will undergo a physical examination and be approved for interscholastic practice/competition by a medical authority licensed to perform a physical examination. Prior to each subsequent year of participation, a student will furnish a physical form signed by a medical authority licensed to perform a physical examination, which provides clearance for continued participation. **Physicals for the current school year must be dated April 1st of the current year in order to meet the yearly requirement.**

The school in which the student is enrolled must have on file a physical form signed by a medical authority licensed to give a physical examination, certifying that his/her physical condition is adequate for the activity or activities in which s/he participates.

To resume participation following an illness and/or injury serious enough to require medical care by a doctor, a participating student must present to school officials, a physician's written release.

Required forms:

1. A pre-participation physical (see Athletic Forms section) is required before participation, including practice time.
2. Parent Permission and Acknowledgement of Risk for Son or Daughter to Participate in Athletics section /Concussion information. These forms must be signed by student and parent.
3. Students must purchase the district's athletics insurance prior to trying-out for a team. If a student is cut from the team, the insurance premium will be refunded to the parents/guardians. If a student makes the team and name is submitted on the SCHSL's Certificate of Eligibility, the insurance premium will not be refunded if the student quits, or is dismissed from the team, or transfers to another district.
4. Concussion Information Form
5. Parent Release for Treatment form/Part of the Physical Form
6. Form are available Electronically at your school's Athletic Website and through Big Teams.

Athletic Participation Insurance

Each year millions of students benefit from participation in interscholastic sports nationwide. Richland County School District One (RCSD1) is no exception and has developed a proud tradition of offering its students the opportunity to compete in most major sports.

Although extremely infrequent, serious injuries and death can occur, especially in the contact sports. This threat necessitates that the school system provides a reasonable level of accident insurance for all participants. Today, however, no available policy fully covers every contingency. Therefore, it is of the utmost importance that each parent or guardian understands the scope of RCSD1's insurance protection and weighs the risks prior to releasing their child(ren) to participate.

Each student participating in interscholastic sports is required by school district policy to purchase the district's accident insurance, which is presently \$30 for each high school student and \$20 for each middle school student. Each coach should observe the following guidelines:

1. A meeting will be held by the head coach of each sport to give an explanation of insurance requirements.
2. Before being included on the eligibility form, the student will pay the insurance premium as established RCSD1.
3. A student will pay the insurance premium once a year and the premium will cover all sports.
4. Insurance premiums collected will be turned in to the athletic director/coordinator so that a record of payment will be kept. An accurate record must be kept of students who pay for their insurance. You are encouraged to develop a system that will work for you.
5. All insurance premiums will be receipted as they are received.
6. Monies must be turned-in and receipted to the school's bookkeeper daily.
7. One school staff person will be responsible for all claim forms. All students should know where to pick up claim forms.
8. Upon payment of the premium, the student will be provided with a copy of an explanation of benefits.
9. The school is not responsible for filing claims or payment for medical reasons.
10. During the spring semester, RCSD1 will send a bill to each middle and high school for payment of the schools' athletic insurance premium.

Coverage under the RCSD1's program is characterized as "full excess coverage" Richland One is covered by Team Assure effective as of August 1, 2023 through July 31, 2024. Any injured athlete should file their Insurance form (found on District Website) with Team Assure. The coverage is 80% coinsurance of Usual and Customary of most medical charges. It is Excess to any primary coverage, is 0 deductible, with a 52 week benefit period and with a \$25,000 maximum per injury

If a student's primary medical coverage is an HMO or similar plan, parents must follow the HMO's rules for obtaining benefits. If the HMO is not utilized benefits otherwise payable under Guarantee Trust Life Insurance Company's policy shall be reduced by 50%.

Following is an example of how a "full excess" is handled: A student incurs medical expenses of \$100.00 for treatment of an injury sustained during football. The student's parents have private group insurance through Blue Cross/Blue Shield (BC/BS). The medical bills must first be submitted to BC/BS, being the primary carrier. They pay \$65.00 and send an explanation of benefits (EOB) to the parents. The parents then submit a copy of the original bills and the BC/BS EOB's to the

school's insurance carrier who will then pay 80% of the \$35.00 (the amount of covered expense that is "in excess of medical expense paid by another plan providing medical expense benefits").

Claims Instructions:

In case of accident, notify school immediately. Secure claim form from school's Athletic Trainer or Athletic Director/Athletic Coordinator.

1. The claim form should be submitted within **90 days** from the date of injury.
2. Treatment must commence within **90 days** from the date of injury.
3. Please attach **itemized** bills from the doctor showing treatment, dates of treatment and charges to the claim form.
5. Please note the name of school district on all bills and correspondence. **NO ADDITIONAL CLAIM FORM IS NECESSARY.**
6. Do **NOT** leave claim form at the hospital.
7. All benefits will be made payable to Doctors and Hospitals involved, unless accompanied by paid receipts.
8. If you have any questions, call the claims department toll-free at 866-267-0092.

Sports Safety Guidelines

When conducting practices outdoors coaches and athletic trainers must be aware of weather conditions and act appropriately if these conditions change. Severe weather conditions such as lightning, very intense rainstorms and high winds pose a threat to the safety and well-being of our athletes. Anytime extreme weather conditions exist, athletes should be removed from the field and into a safe structure.

SAFETY PRECAUTIONS DURING A THUNDERSTORM

1. Take no chances, move inside a safe structure at the first sign of a storm. If you can hear thunder or see lightning, you are at risk! **MOVE INSIDE.**
2. Do not seek refuge under a tree or beside any tall object in an open area.
3. Avoid contact with metal.
4. If caught in an open area, be a small target, crouch down.
5. Avoid high terrain and bodies of water.
6. Avoid electrical appliances and using telephones.
7. Do not shower or take a bath during a thunderstorm.

SAFEGUARDING THE HEALTH OF THE ATHLETE

Participation in high school athletics is a privilege involving both responsibilities and rights. The athlete's responsibilities are to play fair, give his/her best, to keep in training, and to conduct himself/herself responsibly in his/her sport and his/her school. In turn, he/she has the right to optimal protection against injury by implementing programs that include conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision.

Periodic evaluation of each of these factors will help to assure a safe and healthful experience for players. The checklist below contains the kind of questions to be answered in such an appraisal.

PROPER CONDITIONING helps to prevent injuries by hardening the body and increasing resistance to fatigue.

- (1) Are prospective players given directions and activities for pre-season conditioning?
- (2) Is there a minimum of two weeks of practice before the first game or contest?
- (3) Is each player required to warm-up thoroughly prior to participation?
- (4) Are substitutions made without hesitation when players evidence disability?

CAREFUL COACHING leads to skillful performance, which lowers the incidence of injuries.

- (1) Is emphasis given to safety in teaching techniques and elements of play?
- (2) Are injuries carefully analyzed to determine causes and to suggest preventive programs?
- (3) Are tactics discouraged that may increase the hazards and thus the incidence of injuries?
- (4) Are practice periods carefully planned and of responsible duration?

GOOD OFFICIATING promotes enjoyment of the game as well as the protection of players.

- (1) Are players as well as coaches thoroughly schooled in the rules of the game?
- (2) Are rules and regulations strictly enforced in practice periods as well as in games?
- (3) Are officials employed who are qualified both emotionally and technically for their responsibilities?

RIGHT EQUIPMENT AND FACILITIES serve a unique purpose in protection of players.

- (1) Is the best protective equipment provided for contact sports?
- (2) Is careful attention given to proper fitting and adjustment of equipment?
- (3) Is equipment properly maintained and worn and outmoded items discarded?
- (4) Are proper areas for play provided and carefully maintained?

ADEQUATE MEDICAL CARE is a necessity in the prevention and control of athletic injuries.

- (1) Is there a thorough pre-season health history and medical exam?
- (2) Is a trainer present at contests and readily available during practice sessions?
- (3) Does the trainer make the decision as to whether an athlete should return to play following injury during games?
- (4) Is authority from a physician required before an athlete can return to practice after being out of play due to injury?
- (5) Is the care given an athlete by coach or trainer limited to first aid and medically prescribed services?

Injury Reports

In dealing with sports related injuries, the following guidelines will be observed:

1. Each coach will use responsible guidelines concerning practice, training and competitions involving student athletes. Responsible guidelines are those recommended by the SCHSL and RCSD1.
2. Each coach will report injuries to the athletic trainer and the athletics director/coordinator.
3. Head injuries must be reported as soon as possible.
4. Parents must be notified of the injury as soon as possible, and the notification will be documented.
5. The medical history of each athlete will be kept on file by the athletic trainer for at least five (5) years.
6. A training room report form shall be completed for injuries not requiring medical attention.
7. This form shall be placed in a central location designated by the athletic director to allow the trainer to obtain for evaluation.
8. The trainer will report to the coach the status of the player before allowing the player to return to participation.
9. If further medical attention is needed after evaluation by the trainer, the player must present a written release from the doctor before being allowed to return to participation.
10. If the player sees a doctor without the coach having prior knowledge then the student must present a written release by the doctor before being allowed to return to participation.

Sports Medicine Services: Prisma Health

Richland School District One operates under an agreement wherein district athletes have increased access to medical care. The agreement is with Prisma Health. Prisma Health will provide 1 Athletic Trainer to each of the 7 Richland One High Schools and 5 Athletic Trainers to rotate through our Middle School athletic programs. Prisma Health provides affiliated physicians and staff, and works alongside the AT's as a part of the sports medicine team to prevent, treat and rehabilitate athletic injuries. Among other services, physicians affiliated with Prisma Health provide on-the-field care in support of the schools' athletic trainers at high school/Middle School football games.

AT's from Prisma Health also provide care for the Richland one middle school athletes. AT's provide regular injury checks and are "on call" to evaluate any injury that may need additional care. Additionally, an AT is present at all of the Middle School Football contests to provide athletic training services.

Prisma Health provide clinical education sites for Athletic Training students (ATS) from the University of South Carolina's Athletic Training program. Each of the Richland one AT's act as preceptors for the ATS's that are assigned to the school. Students are provided hands on learning experiences and assist the AT with daily duties to care for the athletes.

All Richland One Athletes must purchase District Athletic Insurance. Effective August 29th, 2023, Richland One will contract with Team Assure. The coverage is 80% coinsurance of Usual and Customary of most medical charges. It is Excess to any primary coverage, is 0 deductible, with a 52 week benefit period and with a \$25,000 maximum per injury. **(See Athletic Participation Insurance on page 31.)**

Parents must submit their claim to their insurance company first. The school will provide the parent with a Notification of Injury form. The parent(s) must mail/file the Notification of Injury form with the district's athletic insurance carrier after the treating physician completes it.

Payment for medical services for injured athletes is the responsibility of the parent(s). The parents may choose USC or Prisma Health Richland affiliated physicians, or any health care provider of their choice to treat and/or rehabilitate the student's injury.

Certified Athletic Trainers

Each high school is budgeted funds for a certified athletic trainer (ATC). Certified athletic trainers must be Board certified by the National Athletic Trainers Board of Certification as well as certified to practice in the State of SC by DHEC.

Certified Athletic Trainers (AT's) are healthcare professionals in the area sports medicine and are to be regarded as highly knowledgeable and skilled in their field. School personnel are professionally obligated to rely on the decisions made by these sports medicine specialists. **The decisions of the AT's are considered legally binding and have higher authority over the opinion of any coach or school employee when determining whether or not an athlete may or may not be allowed to play or return to play after an injury.** This is also true with regard to preventive measures and activity and rehabilitation prescriptions for athletes.

Preventing Injuries

Perhaps the first step in preventing injuries is knowing which activities are most apt to result in physical education and athletic accidents. Dr. Stanley Pechar, New York University School of Education, in a recent survey of physical education (New York high schools), found that over ten-month period there were 1,408 accidents reported and that:

- (1) The greatest number of accidents occurred in September and October.
- (2) The activities that produced the most injuries are Football, Basketball, Wrestling, Soccer, and Track & Field.
- (3) The highest number of accidents occurred during practice for interscholastic competition.
- (4) The second highest number of accidents occurred during actual interscholastic athletic competition.
- (5) Among strictly physical education activities, apparatus, and tumbling caused the most injuries.
- (6) Sprains were the most frequent type of injury, followed by fracture and wounds.
- (7) The leg and foot were the most frequently injured part of the body, followed by the arm, hand, and head.

Dr. Pechar's study revealed that students with inadequate skills were more liable to injury. Other important factors were fatigue and inadequate conditioning.

The second step in preventing injuries is to make sure that all your athletes have had recent physical examinations. Then adopt these rules as your personal code for preventing injuries:

- (1) Never send in an injured player back into a game unless you clear it with your school or team physician.
- (2) Never let an athlete attempt a stunt or any other activity unless he/she has been properly taught to execute the maneuver.
- (3) Teach proper skills and make sure your students and players have mastered techniques before you require them to use these techniques in games or class situations.
- (4) Remove overly fatigued players from all athletic contests.
- (5) Introduce activities to develop physical fitness.

The third step in preventing injuries is to make sure that all your equipment is in good condition. A most frequent cause of injuries is defective equipment. We suggest that you make a periodic inspection of your facilities. Here's what to look for:

- (1) Defective equipment.
- (2) Lockers not secure to the floor.
- (3) Play areas not equipped with mats and other protective equipment.
- (4) Defective and obsolete athletic equipment.
- (5) Bleachers and grandstands too flimsy to withstand the weight of the crowd.

After each inspection, notify your building athletic coordinator who in turn will notify the appropriate parties to eliminate the situation.

Head and Neck Injuries

Educate athletes and coaches on the importance of not touching or moving an athlete that has a potential head or neck injury until cleared by a healthcare professional.

In the event an athlete is unresponsive (Unconscious) or complaining of neck pain:

1. Assume a cervical spine injury is present
2. Stabilize the head
3. Assess Airway, Breathing and Circulation
4. Activate the Emergency action plan (EAP)
EAP's are posted at each venue

Any suspicion of intracranial bleeding must be followed by immediate medical attention. Beyond the complaints of the athlete such as headache or dizziness, the following simple observations can be conducted to determine if there is an expanding intracranial lesion:

- a. State of consciousness – How impaired are movements
- b. Pupils – Inequality of size.
- c. Heart – Unusual slowing.
- d. Eye Movements – Nystagmus (dancing eyes).
- e. Outstretched arms – Drift unilaterally.
- f. Finger to nose test (eyes closed) – Asymmetry.
- g. Heel to knee test (eyes closed) – Asymmetry.
- h. Romberg test (standing with eyes closed) – Falling.
- i. Tandem walk (heel to toe walking in a straight line) – Inability to perform.

Concussions

- (1) If concussion is suspected the athlete must be removed from the game and refer to a health care professional trained in the recognition and treatment of concussion.
- (2) Athletes may not return to the game unless it is determined by the AT or physician that a concussion is not present.
- (3) When in Doubt Sit them Out!
- (4) Athlete must be cleared by a physician then complete a graduated return to play prior to returning to competition
- (5) In accordance with SC Bill H3601: South Carolina State Law requires all SCHSL athletes and their parents/legal guardians to be given an information sheet on concussions which informs of the nature and risk of concussion and brain injury and the risks of returning to play after sustaining a head injury. Parents and athletes must sign this sheet stating that they understand the risks.
- (6) Richland School District One has developed a specific Concussion Education sheet and Policy in accordance with the state law. These forms must be completed by athletes and guardians prior to any participation.

Moving the Injured Athlete

STOP (stop play immediately at the indication of an injury). LOOK (look for obvious deformity

or other deviation from normal. LISTEN (listen to the athlete's complaint).

ACT (move the athlete only after serious injury is ruled out).

The First Aid Chart for Athletic Injuries thus places "action" last among the four final steps of first aid to protect the athlete at the time of injury.

Serious injuries occur in sports as in other activities of life. The advantage of participating in supervised sports is that those injuries can be anticipated and appropriate safeguarding measures taken. First aid procedures and equipment can be pre-arranged. Student managers, as well as coaches, trainers, and other faculty members connected with sports, should be well grounded in correct first aid procedures, especially proper methods of moving the injured player. Improper or careless methods can increase the severity of the injury and may even cause disability or death.

A physician hopefully is present at athletic contests such as football where the risk of injury is obvious. One of the responsibilities of the attending physician is to supervise the transportation of an injured athlete when this is necessary. However, such a provision is no assurance against problems, because serious injuries can occur: (1) in practice when a physician may not be immediately at hand, and (2) in sports that are not so hazardous as to require the regular attendance of a physician. In such instances it may be necessary to move the injured player in accordance with sound principles, although it would be preferable to do so only on a physician's instructions.

Principle One – Avoid being hurried into moving an athlete who has been hurt. Meriting re-emphasis is the admonition that to protect the athlete at the time of the injury, move him only after serious injury is ruled out. Few injuries in sports require breakneck speed in removal of the players; the game officials will respect the judgment and caution of responsible personnel.

Principle Two – Obtain medical supervision before moving an athlete with a suspected neck or spinal injury. An athlete's inability to move or feel an extremity, even if momentary, is sufficient cause for the first aid provider to be determined in his conservatism. Moving a player with such an injury can cause further damage and result in permanent disability, if not death. The game can wait.

Principle Three – Have near at hand for ready use at the site of participation: (1) a stretcher, (2) a telephone and (3) safe means of transportation to the nearest hospital. The stretcher may be in conflict with the heroic stoicism an injured player mistakenly wants to display. But with any serious injury, attempting to walk or run off the field may be sufficiently aggravating to delay unnecessarily the effective return of that athlete to competition. In the case of a concussive head injury, the recumbent position is a wise precaution against aggravation of possible internal bleeding before medical care can be reached. The immediate availability of a vehicle for rapid transit can be a lifesaver. Rapid communication with an assigned physician is frequently necessary.

Principle Four – If the player can be moved, support the injured joint or limb. If in the lower extremity, avoid weight bearing. An assistant of 140 pounds is little help in this regard when helping a limping 220-pound player away from the zone of action. If the upper extremity is involved, giving support against gravity will bring the player to medical care with the least pain and risk.

Principle Five – If the player is to be moved, move him away from the proximity of the crowd. An emergency medical station near but not at the site of action will minimize the natural tendencies of the athlete to attempt unauthorized return to play. Equally important, it will give the physician the opportunity to make a quiet, unrushed initial evaluation of the severity of the injury.

Principle Six – Post conspicuously and have understood by all supervisory personnel, the step- by- step directions for emergency first aid procedures. The physician closest to the school's sports program can help develop the best practical plan for fitting the community's resources to the supervisory coverage of games and practices.

Diet Hints for the High School Athlete

There does not exist, unfortunately, any “magic formula” of foods or vitamins that will produce a “super athlete.” However, a well-balanced diet of carbohydrates, proteins, fats, minerals, roughage and vitamins is essential to attaining and maintaining peak athlete performance.

Types of Foods

- A. Bread-Cereal Group – 4 or more daily servings.
- B. Dairy Foods – 4 or more glasses of milk or equivalent in dairy products.
- C. Meat Group – 3 or more servings daily – meat, poultry, fish, eggs, cheese.
- D. Vegetable-Fruit Group – 5 or more servings daily, including green leafy yellow vegetables, citrus fruits, juices or tomatoes.

Recent studies in nutrition have proven without a doubt that a fair number of our high school students do not eat an adequate diet. Likewise, I am sure that a fair number of high school athletes are deficient in one or more aspects of the well-balanced diet. The popularity of the “drive-in” has taken nutrition out of the home and put it in the hamburger and milkshake stand – a woefully deplorable situation. Coaches and team physicians would do well to spend a session early in the season instructing the squad in the fundamentals of an adequate diet.

Caloric Requirement for the High School Athlete

Varies with age, rate of growth, size plus physical activity. A 15-18 year old male student requires 25 cal. /pound, plus 10% more for his physical output. The 150-pound boy requires about 4,000 to 5,000 calories.

- (a) Assign a reliable coach / volunteer to keep an accurate weight chart for every member of the squad. This type of record is very important and will give the coach and team physician many clues regarding body weight, fluid balance and physical performance.

Pre-Game Meals

- (a) On Thursday and especially on Friday preceding a Friday or Saturday game, instruct the squad to eat a diet higher in carbohydrates and lower in protein. Protein is not the best fuel for working cells – carbohydrates are – consumption of a carbohydrate-rich diet will improve capacity for prolonged exercise.
- (b) A meal before game time should be given three or more hours before the event, and feed mainly carbohydrates, i.e., toast with honey or jelly, cereals, fruits in heavy syrup, Jell-O with fruit. Avoid steak, bacon, eggs, etc.

Half-Time Liquids

Plenty of cold water is usually sufficient. In real hot weather, special formula liquids may be helpful.

Drugs and the High School Athlete

This discussion related only to drugs that have been used by athletes to enhance their performance. The use of such drugs should neither be tolerated nor encouraged by coaches, trainers or physicians. All national and international organizations associated with athletics have taken a definite and firm stand against the use of any such drug.

1. Amphetamines or “Pep Pills”
They impair the individual’s ability to think clearly. There is a real hazard of addiction and habituation, plus toxicity in excessive doses.
2. Androgenic – Anabolic Steroids
Contrary to the beliefs of some athletes, they do not help in building super muscles and are of no value to the healthy athlete. On the contrary, their use may produce serious but subtle side effects that can be harmful to the health and body – growth – sexual development – liver function.
3. Oral Enzymes
Hasten healing and absorption of bloods. Equivocal results – their use is not particularly harmful and, if used, should be under the guidance of a physician.
4. Tranquilizers and Sedatives
Their use may result in ineffective performance and slowing up of both physical and mental activity. The occasional exception is the highly keyed-up player the night preceding the game.
5. Analgesics (pain killers)
Their use to “get the star back into the game” is strongly condemned. If the injury is severe enough to require a strong analgesic, the player should not be returned to the game until full evaluation of injury is made. They dull reflexes and the mind, and make the player vulnerable to further injury.
6. Novocain Injections
Never allow it for your high school athletes. Local anesthetic will dull and/or relieve pain, but it also can easily mask serious injuries, including fractures. You had better let the team physician evaluate the injury and forget the Novocain injection.

Heat Surveillance

BEAT THE HEAT

Summer's high temperatures put student athletes at increased risk of heat illness. There are several types of heat illness. They range in severity, from heat cramps and heat exhaustion, which are common but not severe, to heat stroke, which can be deadly. Although heat illnesses can be fatal, death is preventable if they're quickly recognized and properly treated.

DEHYDRATION AND HEAT ILLNESSES



As a rule-of-thumb, most athletes should consume 200 to 300 milliliters of fluid every

15 MINUTES
OF EXERCISE.

It takes only **30 MINUTES** for cell damage to occur with a core body temperature of 105 degrees.



Currently, 13 states have heat-acclimatization policies, for secondary school athletics with New Jersey being the first.



Exertional heat stroke is one of the top three killers of athletes and soldiers in training.

- From 2010-15, 20 athletic heat stroke fatalities were reported.
- It takes seven to 14 days for a body to adapt to exercising in the heat.
- Dehydration at levels of 3 to 4 percent body mass loss can reduce muscle strength by an estimated 2 percent.

SAFETY TIPS

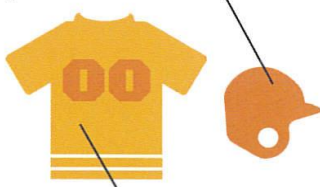


Have sports drinks on hand for workout sessions lasting longer than an hour.

Keep beverages cold – cold beverages are consumed 50 percent more than warm beverages.

Hydrate before, during and after activity.

Remove unnecessary equipment, such as helmets and padding, when environmental conditions become extreme.



Clothing worn by athletes should be light colored, lightweight and protect against the sun.

- For the first week or so, hold shorter practices with lighter equipment so players can acclimate to the heat.
- Follow a work-to-rest ratio, such as 10-minute breaks after 40 minutes of exercise.
- Get an accurate measurement of heat stress using a wet-bulb globe temperature, which accounts for ambient temperature, relative humidity and radiation from the sun.
- If someone is suffering from exertional heat stroke, remember to cool first and transport second.
- Have large cold tubs ready before all practices and games in case cold water immersion is needed to treat exertional heat stroke.

SIGNS OF MINOR HEAT ILLNESS



Dizziness

Cramps, muscular tightening and spasms



Lightheadedness, when not associated with other symptoms

EARLY WARNING SIGNS OF EXERTIONAL HEAT STROKE

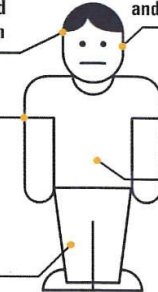
Headache, dizziness, confusion and disorientation

Excessive sweating and/or flushing

Fatigue

Nausea and/or vomiting

Chills and/or goose bumps



SIGNS OF EXERTIONAL HEAT STROKE



Core body temperature of more than 105 degrees



Signs of nervous system dysfunction, such as confusion, aggression and loss of consciousness

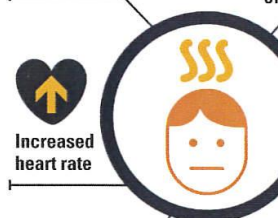


Increased heart rate

Rapid breathing



Low blood pressure



Seizures

Sources: Korey Stringer Institute, American Medical Society for Sports Medicine, NATA

Infographic courtesy of the National Athletic Trainers' Association, www.nata.org

WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES

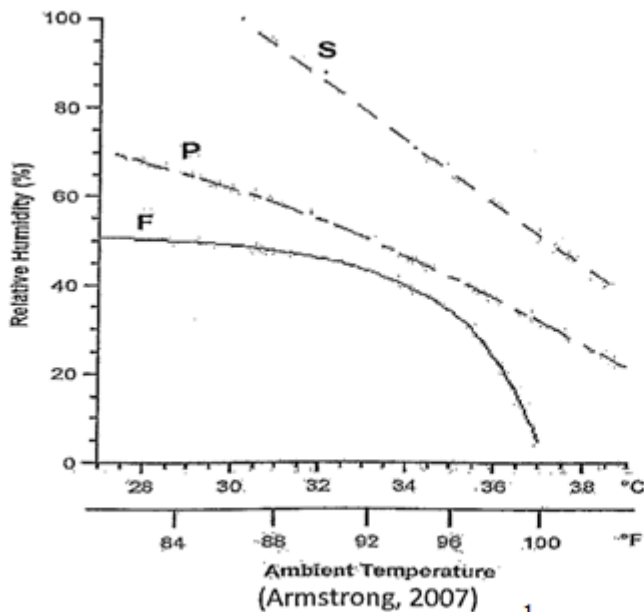
Under 82.0..... Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.

82.0 - 86.9..... Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.

87.0 - 89.9..... Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.

90.0 - 92.0..... Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

Over 92.1..... No outdoor workouts. Delay practice until a cooler WBGT level is reached.



- S=Shorts, Socks, Sneakers
- P (Practice Uniform)=Helmet, Undershirt, Shoulder pads, Jersey, Shorts, Socks, Sneakers
- F (Full Game Uniform)=Helmet, Undershirt, Shoulder pads, Jersey, Shorts, Socks, Sneakers, Game pants, Thigh pads, Knee pads
- The zone above and to the right of each clothing ensemble (F,P,S) represents uncompensable heat stress and rising core temperatures with exercise.
- The zone below and to the left of the lines F, P, and S represent compensable heat stress with heat balance possible.

HEAT INJURY IDENTIFICATION CHART

SYMPTOM

HEAT CRAMPS

FIRST AID

- X Muscle Cramps (arms, legs, abdomen)
- X Excessive sweating and thirst

- X Move the injured athlete to a cool, shady area/improvise shade
- X Loosen injured athlete's clothing.
- X Have the athlete drink at least one canteen of water.
- X Monitor the injured athlete/give more water as tolerated.
- X Seek medical aid if cramps continue.

SYMPTOM

HEAT EXHAUSTION

FIRST AID

- X Heavy sweating, pale, moist, cool skin
- X Headache, weakness, dizziness
- X Loss of appetite, heat cramps
- X Nausea, with/without vomiting
- X Chills
- X Rapid breathing
- X Tingling of the hands/feet
- X Irritability

- X Move the athlete to a cool, shady area/improvise shade.
- X Loosen the athlete's clothing.
- X Pour water on and fan the athlete.
- X Have the athlete drink cool water.

SYMPTOM

HEAT STROKE

FIRST AID

- X Red, Hot, Sweaty skin
- X Headache, dizziness
- X Nausea (stomach pains)
- X Confusion, weakness
- X Loss of consciousness
- X Seizures
- X Weak, rapid pulse and breathing

- X Move athlete to cool, shady area/improvise shade
- X Immerse in cool water or continuously pour cool water on the athlete and fan.
- X Elevate the athlete's legs

X

X Heat stroke = Medical Emergency; must evacuate immediately. Start cooling measures immediately.

EVACUATION: Call 911 to evacuate the athlete. Continue required First Aid until relieved by emergency personnel.

In all Levels of Risk, provide constant supervision, plenty of water/fluids and encourage water/fluids consumption without restriction.

Exertional Heat Illness Protocol

Prevention of Exertional Heat Illness (Modified from KSI 5 Pillars of Exertional Heat Stroke Prevention)

Hydration

1. Maintaining appropriate levels of hydration prior to, during, and post exercise will assist in attenuating large increases in core body temperature during intense exercise in the heat.
2. To decrease the risk of exertional heat stroke, athletes are encouraged to minimize fluid losses during exercise. Fluid needs are individualistic depending on an athlete's sweat rate and a specific rehydration plan should be in place for every athlete

Work to Rest Ratios

3. Having appropriate work-to-rest ratios (the amount of time spent involved in exercise versus the amount of time spent in recovery) should be modified as environmental conditions become extreme.
4. Environmental extremes should be measured using wet bulb globe temperature (WBGT). WBGT takes into account ambient temperature, relative humidity and the radiation from the sun to give an accurate measure of the heat stress that the athlete will be experiencing during exercise in the heat.
5. Modifications of work-to-rest ratios in extreme environmental conditions include increasing the number of rest breaks, the duration of rest breaks, and having unlimited access to hydration.

Acclimatization

6. Having athletes go through a heat acclimatization protocol at the start of exercise in the heat is one of the best ways to help in preventing exertional heat stroke.
7. Heat Acclimatization is a series of physiological adaptations the body uses to tolerate exercise in the heat and occurs over a period of 10-14 days.
8. To have the full effects of the adaptations that heat acclimatization allows, it is imperative that athletes maintain an appropriate level of hydration.

Recognition and Treatment

Heat Stroke

Recognition of:

The most critical criteria for determination of heat stroke are:

1) Hyperthermia (rectal temperature > 104F) immediately post-incident and 2) CNS dysfunction (altered consciousness, coma, convulsions, disorientation, irrational behavior, decreased mental acuity, irritability, emotional instability, confusion, hysteria, apathy).

Other possible salient findings include nausea, vomiting, diarrhea, headache, dizziness, weakness, hot and sweaty skin, increased heart rate, decreased blood pressure, increased respiratory rate, dehydration, and combativeness.

If rectal temperatures cannot be secured, no other temperature devices will be used to diagnose heat stroke due to their lack of validity. Diagnosis of heat stroke at this institution will involve

the presentation of CNS dysfunction (listed above) during or after the youth has been exercising in warm to hot conditions. The absence of a direct contact hit also will be used in the differential diagnosis.

Emergency Treatment of:

Aggressive and immediate whole-body cooling is the key to optimizing treatment of exertional heat stroke. The duration and degree of hyperthermia may determine adverse outcomes. If untreated, hyperthermia-induced physiologic changes resulting in fatal consequences may occur within vital organ systems (e.g., muscle, heart, brain, etc.).

This institution will use immediate whole-body cooling with the diagnosis of exertional heat stroke and will be initiated within minutes post-incident. It is recommended to cool first and transport second if onsite rapid cooling is possible. If onsite cooling is not an option, the athlete should be immediately transferred to the nearest medical facility.

The following procedures are recommended if exertional heat stroke is suspected:

- Remove clothing and equipment
- Move athlete immediately to air-conditioned facility or shaded area
- Cool athlete immediately by:
 1. Immerse the athlete in a tub of cold water. As much of the body will be immersed as possible. Water will be circulated.
 2. Or if not possible: Cool by any means until EMS arrives. Such as hose water dousing, place ice bags or ice over as much of body as possible, cover body with cold towels (replace towels frequently), fan body or spray with cold water.
- Monitor ABCs, and CNS (cognitive, convulsions, orientation, consciousness, etc.)
- Cease aggressive cooling when athlete begins to shiver
- Transport athlete to nearest emergency medical facility

*** Ice/cold water immersion has proven to have superior cooling rates to other modes. However, oftentimes with heat stroke the athlete is unresponsive. This may complicate airway management and other emergency interventions if the athlete is immersed in water. If athlete is unresponsive and breathing cold tub immersion should continue as normal. If athlete is not breathing or stops breathing, athlete should be removed and CPR should begin. The medical staff should make the decision on the most feasible mode of cooling based upon athlete's physical presentation. Choice of cooling modes may also be dependent on other factors, such as size limitations, availability of cooling options and maintaining safety of athlete.**

Return to Participation after:

If a youth at this institution was treated and/or diagnosed with heat stroke, they may not return to activity the same day. They should be held out for 5-7 days. Return to activity will not be allowed until cleared by a sports medicine or family physician. Functional testing in warm to hot conditions will be conducted by certified athletic trainers to deem if the youth is symptom free.

If symptom free, the youth may return to participation. If symptoms return, the youth may need to allow some time to pass prior to returning.

Heat Exhaustion and Heat Syncope

Recognition of:

Most critical criteria for determination are 1) athlete has obvious difficulty continuing intense exercise in heat, 2) lack of severe hyperthermia (usually < 104F) and 3) lack of severe CNS dysfunction. If any CNS dysfunction is present, it will be mild and symptoms will subside quickly with treatment and as activity is discontinued.

Other possible salient findings include physical fatigue/dizziness, dehydration and/or electrolyte depletion, ataxia and coordination problems, syncope, profuse sweating, pallor, headache, nausea, vomiting, diarrhea, stomach/intestinal cramps, persistent muscle cramps, and rapid recovery with treatment.

Emergency Treatment of:

The following procedures are recommended if heat exhaustion is suspected:

- Remove athlete from play and immediately move to an air-conditioned or shaded area
- Remove excess clothing and equipment
- Cool athlete by convenient means (i.e. fans, cold towels)
- Have athlete lie comfortably
- If athlete is not nauseated, vomiting, or experiencing any CNS dysfunction, rehydrate orally with chilled electrolyte drink or water.
- Monitor heart rate, blood pressure, respiratory, core temperature, and CNS status
- Transport to nearest emergency medical facility if rapid improvement is not noted with prescribed treatment.

Return to Participation after:

If a youth at this institution was treated and/or diagnosed with heat exhaustion or heat syncope, they may not return to activity the same day. Return to activity will not be allowed until cleared by a sports medicine or family physician. Functional testing in warm to hot conditions will be conducted by certified athletic trainers to deem if the youth is symptom free. If symptom free, the youth may return to participation. If symptoms return, the youth may need to allow some time to pass prior to returning.

Heat Cramps

Recognition of:

Heat cramps compose 80% of all heat illnesses in the first weeks of football practice. They most commonly occur in the calf and abdomen, but any muscle can be involved. Heat cramps are probably caused by dehydration, sodium loss and fatigue. However there are still unknown factors that may cause heat cramps. Criteria for diagnosis include: painful, involuntary, brief and

intermittent muscle spasms that are usually self-limiting.

Treatment of:

The athlete should be removed from play and immediately moved to an air-conditioned or shaded area. They should be placed in a comfortable position and begin rehydration and electrolyte replacement with an oral sport beverage or water. Mild prolonged stretching with ice massage is also beneficial. If the cramps start to impact the entire body (full body cramps) and oral fluids can no longer be tolerated (vomiting), EMS should be activated.

Return to Participation After:

If a youth at this institution was treated and/or diagnosed with heat cramps, they may return to activity the same day after rehydrating and the cramps stop. The athlete may have difficulty returning to participation for the day, because with physical exertion cramping is likely to reoccur.

Blood-Borne Pathogens Procedures

There is always the risk that blood borne infectious diseases can be transmitted during competition, subsequently; the following procedures should be used to reduce the potential for transmitting diseases.

1. The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform, it must be changed before the athlete can participate.
2. Gloves should always be used to prevent skin and mucous membrane exposure, when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before practice or competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Use mouthpieces, resuscitation bags, or other ventilation devices when emergency mouth-to-mouth resuscitation must be used.
7. Athletic trainers or coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition clears.
8. Contaminated towels should be properly disposed of, or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

Athlete's Conduct/Discipline Policies

1. Participation in interscholastic athletics is a privilege, not a right. The behavior of student athletes participating in interscholastic activities is governed by policies outlined by the policies and procedures of RCSD1 and the SCHSL.
2. Individual school and/or team rules will also govern the behavior of student athletes.
3. **Each school will have an athletic student/parent handbook that will communicate to parents and athletes the expectations, responsibilities, rules, regulations and policies governing athletic participation.** These handbooks will be reviewed annually by the coaching staff, athletics director/coordinator and principal for revisions if necessary.
4. A student suspended for conduct that constitutes a violation of Board policy and/or school rules will not be allowed to participate in co-curricular activities during the length of the suspension.
5. A student athlete returning from suspension is subject to further discipline by the coach and the athletic director.
6. Any student subject to the SCHSL's eight-semester rule who (a) is convicted of a crime classified as a felony under South Carolina or federal law, or (b) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the RCSD1's athletic program for one (1) calendar year from the date of the conviction or adjudication of delinquency.
7. Student athletes, who have been charged with a non-school related misdemeanor or a felony involving alcohol, drugs, weapons, larceny, violence, etc. and are released on bail pending trial, are ineligible to participate pending the disposition of the case.
8. The disposition of student athletes charged with infractions off campus will be determined by the rulings of the proper authorities. The principal, athletics director/coordinator, coach and Executive Director will review the infractions and disposition, and will then determine the student athletes' eligibility.

Note: "Convicted" and "conviction" for the purposes of this policy includes the entry of (a) a plea of guilty; or (b) a plea of no contest, nolo contendere, or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate or duly constituted, established, and recognized adjudicating body, tribunal, or official, either civilian or military. A person is "convicted" or "adjudicated delinquent" for the purposes of this policy, in South Carolina state courts, the courts of the United States, another state, the armed services of the United States, or another country.

Resolution of Athletic Complaints

A complaint is defined as a disagreement involving an athletics issue in which an individual or group of individuals believe that an injustice has been done. The perceived injustice is the result of a lack of an athletics policy, the perceived unfairness of a policy, the deviation from, or ignoring of a policy, or the misapplication or misinterpretation of an athletics policy.

The purpose of this procedure is to settle athletic complaints at the level as close as possible to the point of origin, with the intent of resolving the matter at the lowest administrative level.

LEVEL ONE:

Step 1

Any student and/or parent with an athletics complaint will discuss the issue with the coach involved.

Step 2

If the discussion at Step 1 does not resolve the matter to the satisfaction of the complaining party, that party will discuss the issue with the school's athletics director/coordinator. This must be done in a timely manner (within 10 days of the alleged incident).

Step 3

If the intervention of the athletics director/coordinator does not resolve the complaint, the issue will be presented to the school's principal. The principal will respond in writing within five (5) days to the complaining party with the decision. A copy of the decision will be sent to the involved coach, the school's athletics director or coordinator and the appropriate Executive Director.

LEVEL TWO:

Step 1

If the decision of the principal does not resolve the complaint, the complaining party may appeal to the appropriate Executive Director. The Executive Director will convene a hearing if requested. The Executive Director will respond in writing within five (5) workdays to the complaining party with the decision. A copy of the decision will also be sent to the coach, the school's athletic director and principal, and the Deputy Superintendent.

Step 2

If the decision of the Executive Director does not resolve the complaint, the complaining party may appeal to the Deputy Superintendent. The Deputy Superintendent will hold a hearing if requested. The Deputy Superintendent will respond in writing with the final decision within five (5) workdays.

Defined Sports Season

The following terms will be used and will apply to all sports:

In-Season

Begins first day of legal practice and ends with elimination from state play-off competition. Organized practice is left to the discretion of each school.

Out-of-Season

Strength and conditioning programs will not be affected by the limitation on practice seasons. Conditioning programs are not to include agility drills that enhance specific skills for a given sport, nor may equipment for any sport be used. Agility drills appropriate for all sports will be acceptable.

Practice and weight training must be open to all students. These sessions cannot be mandatory for any student.

Any student participating in an illegal practice will be declared ineligible for that sport season. Any school allowing an illegal practice will be subject to League discipline to include the placing of the sport on probation.

Open-Season / Open Facility

School facilities will be open to all students and coaches who may be involved with the planning and monitoring of activities, including organized practice, during these time periods.

Participation cannot be mandatory for any student.

Closed Season

Any time except In-Season and the Open Season / Open Facility dates listed above. During closed seasons, school facilities cannot be used for anything except conditioning and weight training.

Sports Offered

1. Football
2. Girls' Volleyball
3. Boys' Volleyball
4. Cross Country
5. Swimming
6. Basketball
7. Girls' Tennis
8. Boys' Tennis
9. Boys' Golf
10. Girls' Golf
11. Competitive Cheer
12. Wrestling
13. Soccer
14. Baseball
15. Softball
16. Track and Field
17. Lacrosse

Requirements for New Sports

In order for a new sport to be offered in a school the following guidelines must be met.

1. A School Official will submit a written request to the district athletics director for the new sport.
2. There must be enough interest in starting such a team as evidenced by a satisfactory number of participants and parents who are willing to support the athletic program.
3. The addition of any team must be accomplished by a reasonable availability of adequate facilities. On campus facilities are the highest priority.
4. Priority order of coaching requirements:
 - a. The ideal option is to have a qualified staff member to coach the team.
 - b. If no one is available the next best option would be to hire an employee of Richland County School District One
 - c. If no coach is available from within the school district, then hiring one from outside the school district (non-district employee) would be the next alternative. This option would be pursued if there is no other reasonable option because it presents problems of supervision, routine authority, and communication.
 - d. If parts of the above criteria are not met then this may justify not adding a new sport.
5. There must be a schedule of games/contest that includes a minimum number of contests to justify payment of a supplement.
6. All district policies and procedures (e.g. "C" Average Policy; insurance; pre- participation physicals, etc.) are in effect.

Dual Participation/Multiple Sports Participation

1. All athletes should be allowed to participate in as many sports as possible at the high school level.
2. Athletes may participate in two sports at a school during the same season with the permission and cooperation of the coaches involved with those sports.
3. Outside participation of athletes in sports not under the jurisdiction of the school (e.g. club soccer) will be regulated by the rules and regulations of the SCHSL, www.schsl.org.
4. Athletes, who participate in interscholastic sports and club sports at the same time, must meet or exceed the expectations of the interscholastic coach.

Tournaments, Invitational Meets and Jamborees

All tournaments, invitational meets and jamborees will be conducted by the rules and regulations of the SCHSL, www.schsl.org.

Cut Policy/Quitting a Team

All athletes are encouraged to participate in as many sports as possible. Once athletes begin the in-season period of a sport, they should not quit that sport.

1. Each school is responsible for establishing policies governing team selection. Criteria for selection will be communicated to the potential athlete and his/her parents prior to the selection of a team.
2. If a student-athlete quits a sport in season, s/he will not be allowed to participate in another sport until the season of the sport they quit has ended. If extenuating circumstances exist, the coach of the in-season sport will have the prerogative to release an athlete to another sport.

Lettering Policy

Athletic letters from individual schools are an honor and award for participating on an athletic team in RCSD1. Each school and coaches will be responsible for the letter requirements and the awarding of the letters to the athletes.

It is recommended that schools follow one of the two nationally recognized methods of awarding letters:

1. Any athlete who starts and finishes an athletic season in good standing will receive a letter.
2. Letters are awarded according to quarters played, time played, or points scored.
During pre-season orientation sessions, coaches should communicate the criteria for receiving honors and awards to athletes and parents.

Booster Clubs

Booster clubs exist as organizations of parents and interested community persons for the purpose of supporting, encouraging, and advancing the athletics program through financial and team support. These organizations should be non-profit and the principal and the athletic director should be active members. It is important for booster clubs to follow district protocol. Booster clubs should not unilaterally operate and the principal and athletic director should endorse recommendations for district action. See policy DIBA-R Foundations/Booster Clubs and Other Organizations)

Booster Clubs should operate under the structure of the following guidelines:

1. Clubs should operate according to a written set of by-laws.
2. Clubs should exist to enrich students' involvement in athletics without endangering their eligibility.
3. Clubs should promote projects to improve facilities and equipment necessary to provide adequate athletic programs.
4. All athletic events and personnel are under the jurisdiction of the principal. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.
5. Booster clubs do not have the authority to direct the duties of a school district employee. Clubs should not seek to influence or direct the technical activities of the school administration or of the school officials who are charged with the responsibility of conducting the district activities. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with interscholastic programs are under the jurisdiction of the local school administrator.
6. Clubs must do nothing that violates the rules of the SCHSL or in any way jeopardizes the membership of the school or district, or the eligibility of any participant, in the SCHSL.
7. Each booster club will have its own financial accounting records and the records will not be maintained by school personnel, nor be included in school bookkeeping accounts.
8. Booster club funds and school funds should never be co-mingled.

Equipment Inventory

1. Each school will devise a system for the inventory of all equipment and uniforms.
2. The head coaches of each sport will submit inventories to the athletic director/coordinator at the conclusion of their coaching season.

Athletic Activity and Crowd Control

Any school having an interscholastic athletic program, before the start of the school year should have a well-planned crowd control program. Personnel who should be included in developing the plan are administrators, athletic directors, coaches, supervisor of cheerleaders, band director, security personnel and the game announcer. Printed copies of the final statement of the crowd control procedures should be distributed to all personnel involved in any way with the conduct of the game. The program should be developed to regulate three stages:

1. Before the contest
2. During the contest
3. After the contest

Before the Contest

If the athletic program is to be successfully administered, the athletic director must be concerned with the welfare of the fans and the student body. Since most high schools are in need of the additional revenue from gate receipts for financing the athletic program, all efforts must be put forth to make attendance an enjoyable experience, thus ensuring a return to other contests.

Important pre-planning steps are:

1. Make sure that all facilities are clean and comfortable.
2. Staff adequate concession stands; if possible, provide one for home and one for visitors.
3. Provide separate entrances and ticket booths for home and visitors with admission prices, game time, directions for reaching the site.
4. Make available to visiting schools necessary game information: include directions for game parking, location of ticket booths, seating arrangement chart, ticket prices, game time, and directions for reaching the site.
5. Provide supervised parking.
6. Designate specific seating areas for students, bands, adults, and visitors. If possible, opposing student bodies should be separated. If a reserved seating section is used, make sure that seats are clearly designated and that an usher is present.
7. Discuss with the student body the need for showing good sportsmanship to visitors. An informative presentation of game rules and their interpretations might be helpful.
8. Inform cheerleaders of the importance of proper timing of yells, display of good sportsmanship to visitors and cooperation with team, band and other activities.
9. Arrange for adequate police supervision.
10. Post in plain sight at the entrance to the stadium or gym a copy of the reasons for expulsion from the contest, e. g., use of alcohol, drugs, throwing objects, unruly behavior. Assign officials to dressing facilities separated from both teams. Provide escorts for the officials when it appears that disturbances may develop.

During the Contest

1. Provide for adequate supervision of students and facilities by the home school.
2. Be sure that visiting schools assume responsibility for supervising their students.
3. Plan an interesting half-time program.

4. To prevent long lines, obtain extra help at concession stands during half time and at breaks.
5. Arrange for security facilities to prevent fans from getting on the field, around the players bench area or directly into areas of competition.
6. Have the P. A. announcer give the location of rest rooms, concession stands and lost and found station.
7. Provide a first-aid room for emergencies. Have a doctor in attendance at home football games. Assure access to a telephone from any contest area.

After the Contest

Planning for after the contest is probably the most important of the three stages in crowd control. Most incidents and encounters occur after the game when the fans are on their way home. Some of the most important considerations are:

1. Develop a procedural plan for exit of teams, officials and fans.
2. Direct the route for movement of all visiting school buses and all home team buses. (Include band, pep club buses, etc.)
3. Use the P. A. system to: caution spectators about not walking on the floor or give directions for leaving the area.
4. To facilitate orderly movement of traffic lines, provide directive (local police) supervision for cars leaving the parking area.

Contest Responsibilities

Administrators:

1. Assign and delegate to the proper school official the authority for crowd control responsibility, e.g., the Athletics Director/Coordinator.
2. Convey to the delegated authority the seriousness of crowd control.
3. Review with the Athletic Director the responsibilities of the police before, during and after game.
4. Stress good sportsmanship. Work with the student body to better their attitude through assemblies and the school public address system.
5. Insist that coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics.

Athletics Director/Athletics Coordinator:

1. Prepare a plan for the safety of guest school athletes and fans.
 - a. Inform visiting school as to where they are to park their buses and see that the guests are greeted and escorted to the game site. As the fans leave the game site, have security visible to ensure traffic flow is organized and moving quickly.
 - b. Provide separate, clearly marked seating areas for the adults, students and visiting bands. It is strongly recommended that the fans from the two schools remain in the area designated as their stands. Problems occur whenever there is a crossover of fans and dialogue takes place, e.g., name calling, teasing and derogatory cheering.
 - c. Visiting cheerleaders should be greeted and escorted to their accommodations by the host school cheerleaders. Conversation can include a greeting, telling where dressing or

- restroom facilities are located, which group will cheer first and the procedure for half time.
2. Courtesy and protection of game officials.
 - a. Provide for parking and have a host greet the officials and escort them to their dressing facilities. These facilities should be private and include a shower. The official's dressing room is off limits to players, coaches, and fans and news media personnel.
 - b. Acknowledge payment of officials prior to the game. As a courtesy to the official provide soap, towel and refreshments.
 - c. After the game is over, see that security personnel go on to the playing area and escort the officials directly to their dressing rooms.
 3. Both the Athletics Director and the building principal must insist that coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics. The coach is the leader. His actions play a big part in maintaining good crowd control. The coach must insist that players are courteous and respectful to officials. In doing so, his or her own conduct should reflect the same courtesy and respect.
 4. Provide for basic crowd control.
 - a. Remember, it takes very little to incite an already Up tight crowd.
 - b. Provide visible police protection. This security force should have radio equipment that permits communications at all times. Security personnel need to know what you expect of them before, during and after the contest. They should have the philosophy of being there to provide a service – not just to look for a problem. A gentle but firm attitude is very helpful.
 - c. Use booster and service club members (with arm bands) to act as ushers, program sellers, etc.
 5. Make arrangements to prohibit fans from going on to the playing area after a contest.

Cheerleader Coach:

1. Cheerleaders, coaches, advisors and band directors should set an example by being cooperative and helpful to each other.
2. Instruct the cheerleaders to:
 - a. Have positive – non-antagonistic – cheers at all times.
 - b. Divert the crowd's attention from booing by starting a positive cheer.
 - c. Lead the crowd in a round of applause when an injured player leaves the Playing area.
 - d. Be on hand when the visiting team arrives and escort them to their section.
 - e. Remain at the game site after the contest and only go to the busses with an escort.
 - f. Travel in pairs or small groups when going to the restroom, drinking fountain or concession stands.
3. Each school should set up a policy for entering and leaving an athletic event – possibly going as a unit with the band – especially in game situations of high rivalry.
4. During basketball games, instruct cheerleaders to:
 - a. Set up a scheduled rotation of floor cheers
 - b. Remain silent when the opponent's squad is on the floor for a cheer
 - c. Remain silent when the opponent is shooting a free throw

Band Director:

1. Help in crowd control with music at the appropriate times.

2. Encourage band members to stay in small groups of at least 3 to 5 when they are not performing at football games.
3. During the football season, the guest band director should make a courtesy call to the host band director and exchange information consisting of:
 - a. Whether or not the guests are planning to attend
 - b. The length of the half-time performances
 - c. Number and location of seating required. Number of band parents or helpers attending
 - d. Whether or not there are any special events planned.
4. Host band officers seek out and meet with the guest band officers sometime during the contest for the purpose of promoting goodwill.
5. Provide faculty supervision for all pep or marching bands at all athletic contests.

Coaches:

1. Coaches influence not only the conduct of the players under their direction, but also that of the student spectators, parents of squad members and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he must visibly show that he values self-restraint, fair play and sportsmanlike behavior.
2. Dignity and self-control must at all times mark the behavior of the coach. He should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly conduct.
3. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the diverse combinations of spectators in the stands.
4. The coach will immediately discipline a player who intimidates an official.
5. Deliberate attempts to humiliate an opponent should not be tolerated.
6. Coaches must control their emotions by eliminating any show of outraged discontent over an official's call.
7. Never seek out an official during half time or at the conclusion of a contest.

Security Personnel:

1. Must have adequate, uniformed police officers visible at the site.
2. Must have written instructions for security personnel. (Have plan, number of officers needed, and locations to be stationed. Etc.)

Transportation/Athletic Travel

Transportation is provided by School Transportation Services (STS). To obtain transportation support, a Transportation Request form must be submitted to the supporting Transportation Office. The site office will determine support capability. State owned school buses may be utilized for field trips and co-curricular activities when such a request does not interfere with the regular schedule of transportation for students to and from school. Request forms must be completed in Trip Tracker, Richland One's online transportation request program.

Acknowledgement - Upon receipt of the Transportation Request, STS sites will forward a written response to the requestor/school acknowledging receipt. This acknowledgement does not represent a confirmation.

Coordination - STS staff will review the requirements and available assists. The approval of the trip is determined at this point. The requestor/school will be notified of any conflicting issues or the inability to fulfill the request.

Confirmation - When approved, STS staff will forward a "Confirmation" to the requestor/school before the trip. The confirmation provides an "estimated" cost based on the information furnished in the initial "Transportation Request" document. Confirmations are provided to the requestor and bookkeeper.

Guidelines for Athletic Travel – See Athletic Forms section of handbook.

Middle School Sports Program

Philosophy:

The philosophy of the RCSD#1 middle school athletic program is to provide students with opportunities to explore and experience various sports with highest emphasis placed on promoting skill development with less emphasis placed on the competitive aspect of sports. All aspects of the middle school program should be developmentally appropriate with the highest importance being placed on the physical and psychological readiness of the participants.

Articulation between Middle and High Schools:

The school district encourages cooperation between middle and high schools. The middle school's primary athletic purpose is not the training of athletes for high school, but the teaching of sports skills to interested adolescents and the formation of a strong partnership between the two levels. This cooperation of the two levels will result in the success of the district-wide athletic program, and will help individual athletes reach their athletic potential.

All middle and high schools within a cluster should work cooperatively to facilitate more effective use of funding, facilities and personnel. In order for maximum participation to occur, it is necessary to establish and maintain lines of communication. Coaches at both levels must promote their programs to middle school students. One way this can take place is by having assemblies or meetings with prospective athletes at various times during the year. The middle schools should designate an appropriate time for coaches and athletes from the middle school and cluster high schools to meet and explain their programs, disseminate information, and meet with potential athletes and their parents. These meetings will serve to inform students about the activity choices available to them

Personnel

Teaching positions are filled based on the academic needs of the schools. It is imperative that a concerted effort is made to fill available teaching positions with persons with coaching credentials, athletic experience and a strong interest in coaching and in working with students. Coaching vacancies should be made known to principals within a cluster. This will assist the cluster principals to cooperatively work to find competent coaches from the applicant pool within the cluster.

Middle school sports programs include:

Boys Basketball	Track (Intramurals)
Girls Basketball	Football
Volleyball	Soccer (Intramurals)
Cheer Squad (Cheerleaders)	Tennis (Intramurals)
Wrestling	Flag Football(Intramurals) 6 th grade

Other sports (golf, softball, etc.) may be offered through individual school as intramural activities (no sport should be included without notification to principals).

Middle school athletes should remain on the middle school level unless that program is not offered (until the middle school season is over). Middle school players may participate on high school teams where the sport is not offered at the middle school level provided SCHSL guidelines are met.

Responsibilities:

“C” Team football programs should be the shared responsibility of the middle school and the high school. Middle and high school athletic personnel should regularly communicate. Logistical details about “C” team football (practice, games, equipment storage, etc) should be worked out by personnel at the middle and high school.

Requirements:

Insurance is required for all athletes who try out for a school sport. Insurance should be purchased at the start of the school year at a cost of \$20.

Students must have physicals before tryouts. Athletic directors/coordinators are encouraged to arrange physicals with high school physical dates (USC/S.M.A.R.T.)

Admissions:

- Middle schools will not charge for Volleyball games (regular scheduled games)
- Middle School Volleyball Tournament - \$3.00 for students and adults.
- Six (6) years of age and under are free with an adult/parent
- Middle schools will charge for Football and Basketball games - \$2.00 for students and \$3.00 for adults during regular season.
- Middle School Football/Basketball Championship games - \$3.00 for students and adults.
- Six (6) years and under are free with an adult/parent

Cheerleaders are free, Pep squads, step teams, etc. are to pay for admission. Pep squads should not travel with teams, but arrange their own transportation. All home and visiting team employees should be admitted free with School ID's

Dismissals:

- Early dismissal for high school sports. Students should be dismissed no more than thirty (30) minutes from middle school classes

Safety:

A minimum of 1 SRO, appropriate administrative supervision and 1 CPD or RCSD should be on duty at any middle school athletic contest. SRO's or school administrators should escort visiting teams to and from buses.

Athletic Events Emergency Procedures

The District Athletics Director, in conjunction with the Director of Safety and Emergency Services, are responsible for the production and periodic reviews of emergency procedures for RCSD1 athletic events.

The principal of the home team is the responsible party for ensuring that published procedures are followed related to emergencies at athletic events. The principal's designated representative will be the athletic director at the high school level and the athletic coordinator at the middle school level.

For the purposes of RCSD1 athletics, an emergency is defined as follows:

1. Any injury requiring medical evacuation
2. Any altercation involving a police report
3. Sudden changes in weather patterns that may affect the event
4. Utility emergencies
5. The inability to secure the facilities after the athletic event
6. Transportation issues

Responsibilities

1. The principal or their designated representative will establish communications with District Security (231-7085). The principal or designee will provide security with the location of the event, type of event, schools involved, the name of the responsible party (principal's designee), the nature of the emergency, and a call back number.
2. In the event District Security is notified of an emergency, security personnel will perform the following duties:
 - a. Initiate the emergency call list (Principal, District Athletics Director, Communications, Deputy Superintendent, Executive Directors of Schools and Administration and Transportation).
 - b. Dispatch a patrol car to initiate documentation of the incident.
 - c. Provide a follow-up report within one (1) business day of the incident to the Principal (s), District Athletics Director, Risk Management, Communications, Deputy Superintendent, Executive Directors of Schools and Administration.

Out of District Events

In the event of an emergency out of the district, the following procedures will be followed:

1. The coach/sponsor will contact the school principal or their designee.
2. If the school principal or their designee cannot be contacted, the coach/sponsor will notify District Security (929-3895), which will be responsible for initiating the emergency notification list.
3. As soon as contact has been confirmed with schools' responsible party, the school will begin parent notification procedures.
4. After parent notification has been completed, the schools will contact District Security.

Cheer Section

Purpose: The primary purpose of the cheerleading squad is to support the interscholastic athletic program within the school. Competition cheer squads are also encouraged. Each squad will strive to promote good sportsmanship, develop positive crowd involvement, and help student participants and spectators to achieve the most worthwhile educational objective of the district's interscholastic program.

Membership: The members of a cheer squad will be determined by a tryout process designed by the coach and approved by the principal and athletics director based on the needs of the individual schools. Tryouts will be open to all students who meet district academic requirements and administrative approval.

Responsibilities of the Coach:

The primary responsibility of the cheer coach is to promote good sportsmanship and encourage positive attitude involving honest rivalry with courteous relations with his/her squad as well as others, in an environment that meets health and safety regulations.

The coach will provide a safe environment for practices and games.

All coaches must have a first aid kit on hand at practices and events. Coaches must have easy access to a telephone and have a plan for handling emergencies.

The coach will be knowledgeable and remain up to date with all new techniques, progressions, and safety regulations, and will abide by the rules and regulations of the SCHSL and the district for a cheer squad.

Coaches will attend annual rules meetings and/or district level staff development meetings. Coaches are encouraged to become members of the South Carolina Cheer Coaches Association and attend state and region conferences/clinics.

The cheer coach or school approved adult will supervise cheer squads during all practices and performances.

The coach will be responsible for the appropriate behavior for the squad before, during, and after practices, games, and other school approved cheer events.

Coaches will conduct at least one parent meeting prior to the cheer season.

The coach will establish lines of communication with school administrators, athletic director, coaches, and band director.

The coach will obtain and maintain AACCA (American Association of Cheerleading Coaches and Administrators) certification.

The cheer coach or school approved adult must ride the bus to and from cheerleading events.

The coach will monitor all aspects of fund-raising activities according to district policy.

The coach will maintain an inventory of all uniforms and equipment.

The coach will approve all cheers, chants, posters, signs, music, and other spirit activities of the squad.

The coach or school approved adult will attend coaches' meetings with the district's athletic coordinator.

The coach may schedule the squad in competitions each year according to the guidelines of SCHSL Competition Cheer Manual.

Guidelines and Responsibilities of Cheerleaders:

Students must be enrolled in grades 6-12 to be eligible for membership on a noncompetitive cheer squad.

Cheerleaders must meet district academic requirements for eligibility and have school level administrative approval.

Cheerleaders must have athletic insurance.

Cheerleaders must have an annual physical prior to tryout, practice, and participation. Cheerleaders must abide by all rules and regulations of the SCHSL and the district.

Cheerleaders will travel together and use district transportation when participating in school or district events.

Cheerleaders will accept the decisions of the officials and influence positive conduct of spectators by initiating positive chants and cheers.

Tryout Procedures:

Each individual school will be responsible for its own official tryouts each year.

Tryouts should be held during the spring prior to the fall cheer season. Competitive cheer squads must hold tryouts according to the SCHSL guidelines for Competitive Cheer Squads.

The cheer coach will organize the tryout and make final selections of members. It is recommended that independent judges be a part of the tryout process. (Coaches are responsible for assuming that each person trying out has a physical and the required immune coverage).

Tryouts must be announced at least one week in advance of the first day of the clinic. It is recommended that at least a one-day clinic be held prior to the tryout.

Prior to the tryout date the coach is responsible for insuring that all candidates meet SCHSL and district eligibility requirements.

After the clinic and tryouts, the coach will select the team based on a skill evaluation and grades, and publicize names.

Sportsmanship:

Good sportsmanship is conduct that imposes a type of self-control involving honest rivalry, courteous relations and graceful acceptance of results. School spirit is a reflection of these attitudes and behavior. If a school is to succeed in one of its prime functions that of developing good citizenship, it is necessary that student groups radiate proper sportsmanlike conduct. Sportsmanship is good citizenship in action. The promotion of sportsmanship is a primary responsibility of spirit groups.

Spirit squads should always cheer in a positive manner. It is inappropriate to cheer against the other team or to cheer in response to an opposing player's mistake.

Cheers and chants with suggestive words and/or motions will not be used because in many situations they bring about an inappropriate response.

Placement of spirit squads at basketball contests:

Spirit coaches should coordinate the placement of the spirit squad with the school administrator in charge.

Whenever possible, spirit squads should be at least 3-4 feet from any boundary line. When squads cheer:

- At a wrestling match, they will be ten feet from the edge of the wrestling mat unless the facility does not permit.
- At a volleyball match, they will not stand in any playable area unless the facility does not permit.
- Along the end line at a basketball game, they will not stand within the area of the free throw lane extended.

Spirit squads should be aware of actions occurring within the contest and be prepared to move as play advances. They should be aware of the movement of game officials and not interfere with their game responsibilities.

No actions by the spirit leaders should be made to purposely distract the players.

Spirit leaders should call attention to the importance of sportsmanship at all pep rallies. When permitted, placing sportsmanship posters on the wall of the gym is helpful.

Spirit leaders should discourage their followers from yelling or cheering while an opponent is shooting free throws. Intimidation of opponents has no place in high school athletics.

Spirit leaders are in a position to preview spirit signs that will be posted for their school's contests (when permitted). Discouraging inappropriate signs from ever being posted can greatly assist the administration and helps create and maintain a positive crowd atmosphere.

Obnoxious behavior should not be encouraged nor permitted under the guise of school spirit. Opposing players, officials and fans should be treated with respect and dignity. If inappropriate crowd behavior exists, assistance should be obtained from a school administrator or game management.

Guidelines for Participants:

When to Cheer:

- As your team comes on the floor or field
- When your team or a player makes an exceptionally fine play. When a substitution is made on your team.
- When appropriate, cheer outgoing player and incoming players.
- As encouragement and tribute to an injured player of either team. When an opponent, who has played spectacularly, leaves the game. As encouragement to own team in its drive for a score.
- As encouragement to own team in defense of its goal.
- When a player is attempting a free throw, the quarterback is calling signals at the line of scrimmage, a server is about to serve in volleyball, a diver is ready to perform, etc.

When to Perform:

- Spirit squads should be aware of the time available to perform (i.e., only 60 seconds for a time-out). Appropriate situations for routines are: pre game, between quarters, at half time, during non-injury time-outs and post-game.
- Competitive Cheer Squads should refer to the SCHSL Rules Manual and follow. Rules and regulations are outlined.

Financial Management

The administration of a middle or high school athletic department has become a very demanding and complicated process. Due to the substantial sums of money required and the increased number of sports teams and athletes, effective athletic administration requires planning, documentation and self-discipline. The athletic director or athletic coordinator is responsible for an athletic budget that is financially productive. The budget is a statement of athletic priorities. The budget must be balanced, defensible and fair to all concerned. Full knowledge of the implications of Title IX is a must in the budgeting process.

A sequential procedure must be established and followed. Long-range rotation of large purchases (such as uniforms) for individual sports should be planned so those major requests from various sports may be staggered over several years. Compliance, continuity and flexibility to handle emergencies and capital expenditures and/or improvements are all important.

Budget Responsibilities

Athletic Directors and Athletic Coordinators: The athletic director and athletic coordinator will prepare an annual budget during the month of April and submit it to his/her building principal by May 1 of each school year. The responsibilities of the athletic director/coordinator in formulating the budget are:

1. **Projected Revenues:** Project the total gate receipts and other athletic department revenues in order to determine the amount of money that will be available for the next school year. Obtain a balance sheet from the school's bookkeeper and add all revenues. Insurance revenues should not be counted because they must be repaid to the district.
2. **Non-Coaching Facets:** Analyze and project the non-coaching facets of the athletic department operation ("fixed unavoids"). These would include items such as:
 - Officials
 - Security/Police
 - Gate workers and game personnel
 - Transportation
 - Awards
 - First-Aid supplies
 - Field maintenance supplies
 - Laundry supplies
 - Clinics and conferences
 - Major equipment repair
3. **Sports Operating Budget Requests:** Analyze/total the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget.
4. Subtract the total of "Non-Coaching Facets ("fixed unavoids") from "Projected Revenues."

The result of #4 will give you the amount of “operating” funds you will have for each team’s allocation or “Operating Budget Request”. The school’s athletic director or athletic coordinator, working in concert with the principal, will then determine the allocation of funds to each team.

Head Coaches: Responsible for making the “sport operating budget requests” to the athletic director or athletic coordinator for their entire program in the areas of uniforms, equipment, transportation, awards, entry fees, books, clinics, booster club and fund raisers. Assistant coaches will make their budget requests through each head coach. Head coaches will submit the budget requests for the next year three weeks after the end of their season or at post-season evaluation conferences with the athletic administrator. Budget requests will be on the appropriate form (s) and be accompanied by the end of season inventories for their sport. The following criteria/steps will be used for developing budgets:

- Present inventory of uniforms and equipment
- Condition and age of existing equipment
- Uniform rotation plan*
- Number of teams and athletes in the program
- Equipment rule changes (that impact requests/equipment)
- Projected long-range needs of the program
- Projected gate revenues
- Projected assistance from the booster club and/or fundraisers.

*NOTE: A uniform rotation plan for each team is a must. Such a plan ensures that no one- budget year will need to be unusually higher than others. This plan should be a collaborative effort of the athletic administrator and the coaches. Because some uniforms are made from more durable materials than others, and some sports require varying degrees of “wear and tear”, this uniform rotation plan should be formulated to fit the needs of the individual sport based upon these factors. Some uniforms may require replacement every two years, where others can be extended to every five years.

Purchasing and Requisitions

All procurement, purchasing and requisitions will conform to the District Procurement Code. Athletic administrators and coaches should become familiar with the procurement code. Each principal and bookkeeper has a copy of the code and the student activity manual.

Fines and Violations

Guidelines for discipline and sanctions issued by the League for violation of rules and regulations are also listed in the handbook. Coaches are to be familiar with these violations and the fines that accompany them. In the event that a violation occurs and a monetary fine is placed upon your school, the coach in charge of the sport in which the violation occurred will have the responsibility of paying that fine. If the violation involves the negligence of duty of any other members of the athletic department, he/she will also be responsible for paying an equal share of the fine.

Athletic Gate Receipts

The following procedures will be utilized for the deposit of gate receipts after each athletic event that charge admission:

1. A deposit slip, disposable night deposit bag(s), and the night depository key shall be obtained from the bookkeeper the day of each athletic event. Deposit slips and the night depository key must remain in the possession of the bookkeeper until needed.
2. The bookkeeper shall maintain a log listing the deposit slip number, date given, individual given to, signature of receipt of deposit slip and key. This log should also include the date the completed deposit slip is returned, amount and date of deposit, and final signature.
3. The original and one copy of the deposit slip must be included in the disposable deposit bag along with gate receipts. A copy of the deposit slip must be faxed to the Non-Appropriated Clerk in Financial Services the next morning so the night deposit may be verified in the District's banking system.
4. One copy of the deposit slip, the completed receipt and the night depository key must be turned in to the bookkeeper by 10:00 AM the following workday after the game, along with a signed game receipt form verifying receipts from each game.
5. The bookkeeper shall sign the completed receipt based on the match of the deposit slip and the completed and signed game receipt form from the athletic director or athletic coordinator. THIS IS AN EXCEPTION TO THE NORMAL RECEIPTING PROCEDURES MANUAL. THIS EXCEPTION CAN ONLY BE USED FOR THE RECEIPT OF ATHLETIC GATE RECEIPTS. The bookkeeper shall attach a copy of the completed game receipt form to the bookkeeper's summary receipt.
6. The principal's designee (preferably the Athletic Director or Athletic Coordinator), who must take the game receipts to the nearest designated bank branch to the school the night of the athletic event, must be escorted by one of the following: Richland County Sheriff, Columbia Police Officer, or School Resource Officer (SRO).
7. Game tickets and game receipts must be counted, verified, and reconciled utilizing the current procedures for Athletic Events located in the Non-Appropriated Procedures Manual. Two persons should be used to count and verify funds. Both persons must sign the TICKET STATEMENT FOR NON-APPROPRIATED FUNDS FORM (Form 800-14) and no substitutes will be allowed.
8. All other forms (Form 800-13 and Form 800-15) for athletic events, as indicated in the Non-Appropriated Procedures Manual, must be completed as noted in the procedure manual.

Contract Procedures/Admission Prices

1. Contract procedures will be followed according to the rules and regulations of the SCHSL, www.schsl.org.
2. The SCHSL, RCSD1 and/or each high school's conference or region will determine admission prices for athletic contests.

District Support to Schools

The Board and Administration of RCSD1 provide support to school athletics programs by:

1. Providing each secondary school with a monetary allocation based on the school's enrollment.
2. Paying the SCHSL due and catastrophic insurance premium.
3. Designing, constructing and maintaining athletic facilities.
4. Providing direction (Of the total District athletics program), guidance and support (collaborative agreements, problem-solving, etc.)
5. Funding an athletic tutoring program at each middle and high school.

Varsity and Junior Varsity Ticket Pricing

The Board and Administration have set the following ticket prices for all athletic events in Richland One Schools. They are as follows:

Varsity Football	\$8.00
Sub Varsity Football	\$6.00
Varsity Basketball	\$7.00
Sub Varsity Basketball	\$6.00
Non-Revenue Varsity Sports	\$6.00
Non-Revenue Sub Varsity Sports	\$5.00
Middle School Football	\$5.00
Middle School Volleyball	\$5.00
Middle School Basketball	\$5.00
Middle School Track and Field	\$5.00

Intramurals

Intramurals refer to that phase of the school physical education program that is geared to the skills and abilities of the entire student body and consists of voluntary participation in games, sports and other activities. It is a laboratory period for sports and other activities whose fundamentals have been taught in the basic instructional program. It offers competition for all types of students, the strong and the weak, the skilled and the unskilled, the largest student and the smallest student.

Objectives:

1. To provide students with opportunities for fun, enjoyment and fellowship through participation in sports, games and other activities.
2. To provide students with opportunities that will be beneficial to their physical, mental, social and emotional health.

Elementary School Intramurals:

The elementary intramural program should consist of a broad variety of activities including movement and rhythmic activities, relays and ball/implement activities. The activities should be developmentally appropriate and supervised very carefully. Younger students in the primary grades will benefit from free play. In the upper elementary grades, recess periods and after-school activities can take place on both an intra-grade and inter-grade basis. The programs should be broad, varied, and progressive in nature, with participants similar in maturity and ability.

Middle School Intramurals:

The middle school provides a setting for giving students fundamental skills in many sports and activities. It is a time of limitless energy when physiological changes and rapid growth are taking place. At this level, students are taking a special interest in sports, but most of them haven't reached the skill level to compete in the middle school interscholastic program. Participation in intramurals can help some students develop the confidence and skills to participate in the interscholastic program. The program should provide for both boys and girls, appeal to the entire student body, have good supervision by an experienced staff member, and be adapted to the needs and interests of the students.

High School Intramurals:

Intramurals should receive significant emphasis at the high school level. High school students want and need to experience the joy and satisfaction that are a part of playing on a team, excelling in an activity with their own peers, and developing skills. Intramurals are the settings where the skills learned and developed in the instructional program can be put to use in a practical situation, with all the fun that comes from such competition. They should form a basis for the utilization of skills that will be used during leisure time, both in the present and in the future.

Increasing Student Interest to Participate in Intramurals

1. Schedule some co-educational activities in both team and individual sports and activities. Co-educational softball and volleyball could be scheduled as team sports and relays in track and field as co-ed activities. For other events, boys and girls activities could be alternated and then counted as one team total.
2. Offer some one-time intramural tournaments for physical education class teams and individual champions in various sports and games.
3. Set up an awards system so that a student who displays particular talent in an individual sport or activity receives a certificate indicating that s/he has performed well.
4. Publicize the results and outstanding performance of teams and individuals. Use announcements, bulletin boards, the school's closed circuit video system and the school paper to publicize results of intramurals.
5. Schedule and occasional game between a faculty team and intramural champions or an all-star intramural team.

Be sure that:

1. The program is governed by written rules and regulations.
2. The program is governed by an intramural committee.
3. The program is evaluated regularly in terms of its objective.
4. Activities are selected according to age, grade level, interests, and needs of students.
5. Activities are offered within financial and personnel limitations.
6. The administration and faculty recognize and appreciate the value of intramurals as part of the total school program.
7. Records are kept
8. Activities are scheduled to make maximum use of facilities.
9. Activities are supervised by competent personnel.
10. The health and safety of participants is of paramount importance.
11. Competent, trained officials are used to officiate the activities.
12. Every student who wishes to participate is able to do so.
13. Equipment and facilities are inspected regularly.
14. The program does not discriminate in its offerings or participation between boys and girls

Athletic Forms



Richland School District One
1616 Richland Street, Columbia, South Carolina 29204
Office (803) 231-6889
2024-2025 Athletic Coaching Assignment for Certified Employees

TO: Robert Matz, District Athletic Director Certified Employee ☐

FROM: _____ Non-District Employee ☐

START DATE: _____ (First day of coaching)

Coach's Name: _____

Employee ID: _____

Social Security Number (if New Employee): _____

Your coaching assignment(s) for the **2024-2025** school year is (are) listed below along with approved salary supplement(s). **Coaching assignments in Richland County School District One are made annually upon the recommendation of the principal and upon final approval of the Superintendent or the Superintendent's designee. There is no expectation that this assignment will be renewed for future school years.** Attached is a job description for the assigned duties. To indicate your understanding of this assignment and your coaching responsibilities, please return a signed copy to your Athletics Director/Coordinator.

For District Employees, coaching supplement(s) will be paid according to the District Sports Payroll Calendar for each sports season (specified by SCHSL) and continuing for the remainder of the school year (See attached schedule.). Coaches who are non-district employees will be paid according the District Sports Payroll Calendar and continuing through the specific sport season. **Should your employment start date begin after the start date of the specific sports season, your coaching supplement(s) will be prorated according to your start date.** Should your employment (coaching and/or non –coaching duties) with RCSD1 end before you fulfill your coaching responsibilities, the pay for the supplement(s) will be prorated according to the effective date of severance.

Should the Board approve any changes to the salary supplement schedule, this agreement will be reissued. **In addition, this agreement for payment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction in the number of days you work and/or in your supplement. Coaching supplements will be pro-rated if the sport's season is delayed, canceled or ended early due to school closures or adjustments in school's sporting schedule.**

Assignment	Base Supplement	Experience Bonus	Total Supplement
1.			
2.			
3.			

Coaching assignment(s) must adhere to the payroll as to due dates to District Athletics Director, Human Resources and Payroll Department's deadlines, or the coach will be paid the next payday.

Signatures:		Principal
Coach		District Athletic Director
Athletic Director/Coordinator		Human Resources

Please complete this form no later than ten (10) working days before your start date. Original form should be filed by the school Athletic Director or Coordinator. PLEASE DO NOT FAX OR SEND THROUGH DISTRICT MAIL. Email Signed agreements to jane.vaughn@richlandone.org or robert.matz@richlandone.org



Richland School District One
1616 Richland Street, Columbia, South Carolina
29204 Office (803) 231-6889

2024-2025 Athletic Coaching Assignment for Classified Employees

TO: Robert Matz, District Athletic Director FROM: _____

SCHOOL: _____

START DATE: _____
(First day of coaching)

COACH'S NAME: _____

EMPLOYEE ID: _____

Your coaching assignment(s) for the **2024-2025** school year appear below along with the approved hourly rates and overtime rates. As you know, the district has agreed to continue the practice of allowing classified to work as coaches under specific conditions outlined by the Fair Labor Standards Act and the federal Wage and Hour Division. These conditions include:

- You will be paid an hourly rate for time worked until you have worked forty hours in our combined employments with the district.
- You will be paid one and one-half the hourly rate set for your coaching assignment for any hours worked in excess of forty in any given work week in the performance of your coaching duties.
- The number of hours that you will be allowed to work as a coach has been pre-established and you must adhere to the schedule.
- Time must be submitted every two weeks according to the district's payroll calendar on a supplemental pay form signed by your athletic director in order for you to receive compensation.
- **Should your employment start date being after the start date of the specific sports season, your coaching supplement(s) will be prorated according to your start date.**
- **You will be paid according to the sport season for which you are coaching. Your supplemental should be exhausted by the end of the sport season.**
- **Coaching supplements will be pro-rated if the sport's season is delayed, canceled or ended early due to school closures or adjustments in the school's sporting schedule.**
- Should your full time employment with the district end, your principal will determine whether you will be allowed to continue as a coach. However, if this occurs during a sports season, this salary agreement and your method of payment may be affected.

Coaching assignments are made annually upon the recommendation of the principal and upon final approval of the Superintendent or the Superintendent's designee. There is no expectation that this assignment will be renewed for future school years.

To indicate your understanding of your assignment(s) and your coaching responsibilities, please return a signed copy of this document to your athletic director/coordinator. Should the Board approve any changes to the coaching payment schedule, this agreement will be reissued.

Coaching assignment(s) must adhere to the payroll as to due dates to District Athletics Director, Human Resources and Payroll Department's deadlines, or the coach will be paid the next payday.

Assignments	Hourly Rate	Overtime Rate	Base Supplement	Experience Bonus	Maximum Payment
1.					
2.					
3.					
4.					

Signatures:

Coach

Athletic Director/Coordinator

Principal

District Athletic Director

Human Resources

Please complete this form no later than ten (30) working days before your start date. Please do not fax or send through District Mail. Original form should be filed by the school Athletic Director or Coordinator. Please email signed agreement to jane.vaughn@richlandone.org or robert.matz@richlandone.org.

RICHLAND DISTRICT ONE BOARD POLICIES

G - PERSONNEL

Policy GCSE Athletic Assignments Arri Supplementary Pay

Policy GCBE Athletic Assignments And Supplementary Pay

Issued 11/14

Purpose: The purpose of this policy is to establish rules for making coaching assignments and supplements.

All athletic directors, athletic coordinators and coaching assignments are made annually by the principal with the review and approval of the superintendent and are in addition to regular duties. Head coaching assignments for varsity football and varsity basketball will be made only to certificated personnel employed by the district. All other coaching assignments are governed in accordance with the district's athletics handbook and based on the following prioritized criteria.

- certified faculty assigned to the building in which the coaching vacancy exists
- certified faculty assigned to a building other than where the vacancy exists
- certified retirees
- non-certified school staff (at least half-time; must presently be in a coaching position and the sport in which the vacancy exists must not overlap)
- substitute teachers
- individuals who are not employed by the school district in any capacity

All assistant coaching positions may be filled with school staff, non-district personnel or classified employees who were coaching prior to the 2006-07 school year and who have been "grandfathered" as coaches.

The board reserves the right to approve exceptions to this policy. The administration will develop an application and review process, the results of which must be presented by the administration for review in accordance with the established processes of board review.

All non-district personnel must be recommended by the superintendent or his/her designee and must be employed through the office of human resource services. Administrators and athletics directors cannot serve as an athletics coach. Coaching assignments may be terminated without affecting continuance as an employee. Athletics coaching assignments will not exceed a period of one school year.

Adopted 6/13/00; Revised 2/14/11, **11/11/14**

Legal references:

Other:

Constitution of the South Carolina High School League.

Richland School District One Athletics Handbook.

Richland County School District One

APPLICATION FOR COACHING EXCEPTION CONSIDERATION
(Internal classified coach applicants only)
School year: _____

Professional and coaching information

Name of coaching applicant' _____

Current address _____

City _____ State _____ Zip _____

Cell number _____ Home or Other Number _____

Coaching experience (Please include dates and sports coached. Attach additional sheets if necessary.)

In-district _____

Out of district' _____

Current work information

Current work site/school _____

Position _____ Grade or subject _____

Principal _____ Number of hours worked weekly _____

Supervising teacher (if applicable) _____

Duty schedule or extracurricular activities _____

Date of submission to principal/site supervisor _____

Desired coaching information

Desired coaching assignment _____

School _____ Principal _____

Name and contact information of person at school desiring coaching services (athletic director, coach, etc.) _____

Typical practice days and times for week(s) during coaching season (example: Monday- Thursday 4:00 - 6:00) _____

Approximate mileage between work and coaching site _____ Approximate travel time in minutes _____

(Note: If selected for coaching assignment, please note that the district **will not** pay mileage for practice or games. This information is used to determine impact of travel on current work assignment.)

CURRENT SCHOOL/SITE INFORMATION FORM FOR COACHING EXCEPTION-
(To be submitted by employee to principal or site supervisor where employed full-time)
School year:

Name of employee _____

Date Information Form Received by Principal _____

Dear Principal/Site Supervisor:

The employee named above has expressed interest in coaching _____(sport)
at _____(school) within the district during this school year.
Please complete this form and return to the employee. This form will be reviewed and submitted to
HRS as part of a packet required for coaching consideration of current classified district
employees. After review and processing by HRS, the packet will be submitted to the board of school
commissioners for review and action based on administrative recommendation.

Current work information

Current position. _____

Grade or subject _____

Teacher (if applicable) _____

Reporting to work time _____ Leaving work time _____

Duty schedule or extracurricular activities _____

Earliest possible time employee could leave job assignments and/or duties _____

Please explain coverage arrangements and impact if employee is approved and has to leave current site
early to report to coaching assignment. _____

Principal or site supervisor recommendation

Please check the appropriate recommendation:

____ Approved - I have reviewed the coaching schedule, the coaching application from the employee
and the coaching information form from the school. Coverage can/will be arranged to allow the employee
to leave current work site by _____(time) if necessary. Misuse or violations of guidelines
will result in revocation of approval.

____ Not approved - I have reviewed the coaching schedule, the coaching application from the
employee and the coaching information form from the school. I cannot accommodate the request to leave
the school/site in time to assume coaching duties as indicated on the information reviewed.

Signature of principal or site supervisor

Date

**REQUEST FOR COACHING SERVICES INFORMATION FORM FOR COACHING
EXCEPTION**

(To be submitted by employee to athletic director and principal of coaching school)

School year: _____

Name of employee _____

Desired coaching sport _____

Date form received _____

Typical day(s) and time(s) for practice _____

Time coach would be expected to report to practice _____

Time coach would be expected to report for games/competition _____

Frequency or time(s) coach would be expected to coach/work on weekends, during holidays or off season
(for instance, in reviewing game film, etc.) _____

Please explain any accommodations/adjustments needed to allow employee to serve as a coach.

Athletic director's signature

Date

Principal's signature

Date

I, _____, hereby certify that all information contained in this application is true and accurate. I understand that any misrepresentation could result in denial of consideration. I understand that a complete packet must be submitted to HRS for consideration. I further understand that I am prohibited from coaching until approved by HRS, all mandatory forms have been acknowledged as received, and a coaching assignment letter from HRS has been received.

Signature of coaching applicant

Date

Mandatory attachments:

1. Coaching Information Form (Signed by athletic director and principal)
2. School or Site Information Form (Signed by principal or site supervisor)
3. Game or Participation Schedule for sport

Keep copies for your records prior to submission

Richland One County School District One

Athletic Supplements

Revised 6/12/2024

2024-2025

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA AAAA Schools	Experience Incentive (District Employees Only)		
					1-5 Yrs.	6-10 Yrs.	11+Yrs.
Athletic Director	Tiered	20,430	21,430	23,430	1,000	2,000	3,000
Assistant Athletic Director	Tiered/4,000			4A only			
Football Head Coach	Tiered	15,430	16,930	18,430	1,000	2,000	3,000
Football-O/D Coordinators	8,899				300	600	900
Football-Varsity Assistant	8,013				300	600	900
Football-Junior Varsity	5,863				300	600	900
Football "B" Squad	2,381				300	600	900
Strength & Condition Coach	Tiered	6,996	6,996	8,569	300	600	900
Athletic Coordinator-Middle School	3,207						
Football Head Coach 7 th & 8 th Grade	1,771						
Football Assistant Coach 7 th & 8 th Grade	1,265						
Basketball Head Coach, High School	Tiered	9,420	10,920	12,420	1,000	2,000	3,000
Basketball Junior Varsity	5,010				300	600	900
Basketball Assistant Coach	4,279				300	600	900
Basketball 9 th Grade	2,585				300	600	900
Basketball Head Coach 7 th & 8 th Grade	1,518						
Basketball Asst. Coach 7 th & 8 th Grade	1,012						
Soccer Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Soccer Varsity Assistant	2,843				300	600	900
Soccer Junior Varsity	2,843				300	600	900
Soccer B Team	1,800				300	600	900
Wrestling Head Coach	4,548				500	1,000	1,500
Wrestling Junior Varsity	3,545				300	600	900
Wrestling-Head Coach 7 th and 8 th Grade	627						
Wrestling-Asst. Coach 7 th and 8 th Grade	500						
Baseball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Baseball Varsity Assistant	2,843				300	600	900
Baseball Junior Varsity	2,843				300	600	900
9 th Grade Baseball	1,800						
Softball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Softball Varsity Assistant	2,843				300	600	900
Softball Junior Varsity	2,843				300	600	900
Girls/Boys Volleyball Head Coach	4,202				500	1,000	1,500
Girls/Boys Volleyball Varsity Assistant	2,843				300	600	900
Girls/Boys Volleyball Junior Varsity	2,843				300	600	900
Volleyball 7 th & 8 th Grade Head Coach	1,518						
Volleyball 7 th & 8 th Grade Assistant	1,012						
Track Head Coach	Tiered	4,135	5,635	7,735	1,000	2,000	3,000
Track Varsity Assistant	2,843				300	600	900
Track 7 th & 8 th Grade	627						
Track Assistant 7 th & 8 th Grade	500						

POSITION		A Schools	AA Schools	AAA AAAA Schools	Experience Incentive (District Employees Only)		
Golf Head Coach	2,585				500	1,000	1,500
Golf JV/B Team	1,100				300	600	900
Golf Varsity Assistant	800				300	600	900
Tennis Head Coach	3,476				300	600	900
Tennis Varsity Assistant	2,843				300	600	900
Tennis Junior Varsity	2,843				300	600	900
Cross Country Head Coach	3,663				500	1,000	1,500
Cross Country Varsity Assistant	2,843				300	600	900
Swimming Varsity Assistant	2,843				300	600	900
Cheerleading-Competitive	3,290				500	1,000	1,500
Cheerleading Head Football	4,042				500	1,000	1,500
Cheerleading Junior Varsity Football	2,843				300	600	900
Cheerleading Head Basketball	3,250				500	1,000	1,500
Cheerleading Junior Varsity Basketball	1,699				300	600	900
Cheerleading 7 th & 8 th Grade Football	1,012						
Cheerleading 7 th & 8 th Grade Basketball	1,012						
Lacrosse Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Lacrosse Varsity Assistant	2,843				300	600	900
Lacrosse Junior Varsity	2,843				300	600	900
Lacrosse B Team	1,800				300	600	900
Middle School Intramurals	570						
Boys and Girls Bowling	1,340				300	600	900
Esports Coordinator	8,000						
Esports Head Coach	4,202						
Esports Assistant Coach	2,843						

Richland School District One Sports Health Form

EMERGENCY CONTACT INFORMATION

(Please Print)

Athlete's Name _____ School _____

Sex _____ Age _____ Date of Birth _____ Grade _____ School Year _____

Mailing Address _____ City _____ Zip _____

Mother's Name _____ Phone # _____ Cell/Business # _____ Email _____

Father's Name _____ Phone # _____ Cell/Business # _____ Email _____

In an EMERGENCY, if parents cannot be contacted notify:

Name _____ Phone # _____ Cell/Business #: _____ Relationship _____

Family Doctor _____ Phone # _____ Family Dentist _____ Phone # _____

Preferred Hospital _____

HEALTH INSURANCE INFORMATION

*Do you have health insurance? Y / N _____ Do you have Medicaid? Y / N _____ Medicaid Number _____

Name of Company _____ Mailing Address _____

Insured's Name _____ Policy # _____

***Richland School District One School Board Policy JLA – Student Insurance Coverage requires that all students participating in athletics and/or auxiliary sports-support related activities purchase accident insurance provided through the school district. Richland School District 1 carries athletic accident insurance on all its athletes, intended to be an “excess” policy designed to pay secondarily to the athlete’s primary health insurance. In the event of injury, while participating as a part of a SCHSL sanctioned sports team representing Richland One, the athlete should seek the attention of the sports medicine staff as soon as possible. The athletic trainer (high school) or school official (middle school) will fill out the top portion of the insurance claim form (aka Notification of Injury Form). The parent/guardian should complete the claim form, follow the attached directions, and mail the completed form to the insurance company. *Please note the claim must be filed within 90 days of injury. ***

I understand this information and will notify the head athletic trainer prior to the doctor's appointment if I require a claim form for an injury that meets the above requirements.

Parent's Signature _____

Date _____

CONSENT FOR MEDICAL TREATMENT/RELEASE OF INFORMATION

I/We give consent for certified athletic trainers, coaches, and physicians to use their own judgment in securing medical aid and ambulance service in the case the parents/guardians cannot be reached. In the event of an accident requiring immediate medical attention, I hereby grant permission to physicians, certified athletic trainers, and/or appropriate healthcare professionals to attend to my son/daughter. It is understood that the school cannot be held responsible for any medical bills incurred because of illness or injury. Furthermore, I/We give permission for our son/ daughter to be evaluated and treated by the school's certified athletic training staff and/or team physicians if he/she becomes injured while participating as an athlete in Richland One during the school year. I/We also authorize the school's sports medicine staff to be given medical information concerning my son/daughter by a physician or their staff. Likewise, the school's sports medicine staff may release medical information to physician's offices, coaching staff, nurses, administrators and faculty within Richland One as they see appropriate. I also commit to reporting ALL injuries to the Sports Medicine Staff, including but not limited to any symptoms related to a concussion. I also understand that the sports medicine staff will follow a return to play protocol for all injuries.

CONSENT TO PARTICIPATE IN ATHLETICS AND RISK WAIVER

As the parent or legal guardian of the above named student-athlete, I give my permission for his/her participation in athletic events and the physical evaluation for that participation. I understand that this is simply a screening evaluation and not a substitute for regular healthcare. I grant permission to nurses, certified athletic trainers and coaches as well as physicians or those under their direction who are part of athletic injury prevention and treatment, to have access to necessary medical information. I know that the risk of injury to my child comes with participation in sports and during travel to and from play and practice. I have had the opportunity to understand the risk of injury during participation in sports through meetings, written information or by some other means.

Student's Signature _____ **Date** _____

Parent's Signature _____ **Date** _____

A photocopy of this document shall serve as good as original.

RICHLAND SCHOOL DISTRICT ONE

Student-Athlete & Parent/Legal Guardian Concussion Statement

**If there is anything on this sheet that you do not understand, please ask a school staff member to explain it to you.*

**This form must be completed for each student –athlete, even if there are multiple student-athletes in each household.*

Student-Athlete Name: _____

Parent/Legal Guardian Name(s): _____

- ☐ We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.
If true, please check box.

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), athletic trainer, or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be “seen.” Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, athletic trainer, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, athletic trainer or medical professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a physician to return to play or practice after a concussion.	
	Based on the latest data, most concussions take days or weeks to get better. A concussion may not go away right away. I realize that resolution from this injury is a process and may require more than one medical evaluation.	
	I realize that ER/Urgent Care physicians will not provide clearance for return to play from this injury on the day they are injured.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I understand that I will have to complete a graduated return to play and have written permission from a physician before I will be able to return to my sport per the school’s concussion management policy.	
	I have read and received the concussion symptoms on the Concussion Information Sheet.	

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL’S ATHLETIC DEPARTMENT

RICHLAND SCHOOL DISTRICT ONE

CONCUSSION INFORMATION SHEET FOR STUDENT-ATHLETES & PARENTS/LEGAL GUARDIANS

SC Bill H3601: South Carolina State Law requires all SCHSL athletes and their parents/legal guardians to be given an information sheet on concussions which informs of the nature and risk of concussion and brain injury and the risks of returning to play after sustaining a head injury. This document serves as an informational sheet to be kept by the parents or guardians for future referral.

What is a concussion? A concussion is an injury to the brain caused by a direct or indirect blow to the head. It results in your brain not working as it should. It may or may not cause you to black out or pass out. It can happen to you from a fall, a hit to the head, or a hit to the body that causes your head and your brain to move quickly back and forth.

How do I know if I have a concussion? There are many signs and symptoms that you may have following a concussion. A concussion can affect your thinking, the way your body feels, your mood, or your sleep. Here is what to look for:

Thinking /Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability-things bother you more easily	Sleeping more than usual
Taking longer to figure things out	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Feeling sick to your stomach/queasy	Being more moody	Trouble falling asleep
Difficulty remembering new information	Vomiting/throwing up	Feeling nervous or worried	Feeling tired
	Dizziness	Crying more	
	Balance problems		
	Sensitivity to noise or light		

Table is adapted from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think I have a concussion? If you are having any of the signs or symptoms listed above, you should tell your parents, coach, athletic trainer or school nurse so they can get you the help you need. If a parent notices these symptoms, they should inform the school nurse or athletic trainer.

When should I be particularly concerned? If you have a headache that gets worse over time, you are unable to control your body, you throw up repeatedly or feel more and more sick to your stomach, or your words are coming out funny/slurred, you should let an adult like your parent or coach or teacher know right away, so they can get you the help you need before things get any worse.

What are some of the problems that may affect me after a concussion? You may have trouble in some of your classes at school or even with activities at home. If you continue to play or return to play too early with a concussion, you may have long term trouble remembering things or paying attention, headaches may last a long time, or personality changes can occur once you have a concussion, you are more likely to have another concussion.

How do I know when it's ok to return to physical activity and my sport after a concussion? After telling your coach, your parents, and any medical personnel around that you think you have a concussion, you will probably be seen by a doctor trained in helping people with concussions. Your school and your parents can help you decide who is best to treat you and help to make the decision on when you should return to activity/play or practice. Your school will have a policy in place for how to treat concussions. You should not return to play or practice on the same day as your suspected concussion.

You should not have any symptoms at rest or during/after activity when you return to play, as this is a sign your brain has not recovered from the injury.

This sheet is for your records and personal use, please retain.

■ PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.

☐ Medicines

☐ Pollens

☐ Food

☐ Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

■ PREPARTICIPATION PHYSICAL EVALUATION

PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ (_____ / _____)	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) 		
Eyes/ears/nose/throat <ul style="list-style-type: none"> Pupils equal Hearing 		
Lymph nodes		
Heart ^a <ul style="list-style-type: none"> Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI) 		
Pulses <ul style="list-style-type: none"> Simultaneous femoral and radial pulses 		
Lungs		
Abdomen		
Genitourinary (males only) ^b		
Skin <ul style="list-style-type: none"> HSV, lesions suggestive of MRSA, tinea corporis 		
Neurologic ^c		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional <ul style="list-style-type: none"> Duck-walk, single leg hop 		

^aConsider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

^bConsider GU exam if in private setting. Having third party present is recommended.

^cConsider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- ☐ Cleared for all sports without restriction
- ☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____
- ☐ Not cleared
- ☐ Pending further evaluation
- ☐ For any sports
- ☐ For certain sports _____
- Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO



South Carolina High School League

Request for Waiver of Transfer Rule – Intra District

Within the district public

SCHSL By-Laws Article III, Section 10-M

A student transfers to another school in the same district, to include member charter and private schools located in the district; other than ninth grade, provided the affected superintendents and schools' principals approve the transfer. This type transfer is allowed once every (365 days) calendar year and only applicable to member schools located within the district. The student cannot have participated in the sport in which he/she wishes to be certified during the current school year

FROM PRINCIPAL OF FORMER SCHOOL:

To Whom It May Concern:

_____ has been a student at _____ School and has
(Name of Student) (Name of Former School)
withdrawn on _____ to attend _____ School.
(Date) (Name of New School)

This student has my approval to participate at his/her new school. The named student above is leaving in good standing with no disciplinary obligations and is not leaving our school due to disciplinary reasons.

Principal's Signature

Date

Please attach a letter if additional
comments are needed.

FROM PRINCIPAL OF NEW SCHOOL:

To Whom It May Concern:

_____ has enrolled at _____ School.
(Name of Student) (Name of New School)

We have communicated with the former school and I approve this student for immediate athletic eligibility at our school.

Principal's Signature

Date

Superintendent's Signature

Date

RICHLAND ONE

2024-2025

ACADEMIC CALENDAR

Year-Round Modified School Calendar

Independence Day Holiday	July 4
Teachers Return	August 1
Professional Development Days (No School for Students)	August 1-5
Teacher Workdays	August 6-7
First Day of School for Students	August 8
Labor Day Holiday	September 2
Early Dismissal for Students/Professional Development	September 20
End of First Quarter	October 10
Teacher Workday	October 11
Early Dismissal for Students/Parent-Teacher Conferences	October 25
Election Day Holiday	November 5
Thanksgiving Break	November 25-29
End of Second Quarter	December 20
Early Dismissal for Students/Teacher Workday	December 20
Winter Break	December 23 - January 3
Teacher Workday	January 6
Early Dismissal for Students/Professional Development	January 17
Dr. Martin Luther King, Jr. Holiday	January 20
Professional Development (No School for Students)	February 14
Student/Staff Holiday	February 17
End of Third Quarter	March 13
Teacher Workday	March 14
Early Dismissal for Students/Parent-Teacher Conferences	March 28
Spring Break	April 14-21
Memorial Day Holiday	May 26
Last Day of School for Students (Early Dismissal for Students)	May 28
End of Fourth Quarter	May 28
Last Day for Teachers (Workday)	May 29

CALENDAR NOTES








180-day employees do not work on 10/11, 1/6, 2/14, 3/14 and 5/29

184-day and 186-day employees do not work on 10/11, 1/6, 3/14

240-day employees work on 11/25-11/26, 12/23, 1/3, 2/17, and 4/21

Student and Staff Make-up Days: November 25, November 26, April 21

CALENDAR KEY

-  First/Last Day of School for Students
-  Professional Development Day (No school for students)
-  Student/Staff Holiday (Schools/Offices Closed)
-  Teacher Workday (No school for students)
-  Professional Development (Early Dismissal for Students)
-  End of Nine Weeks
-  Early Dismissal for Students-Parent Teacher Conferences

2024-2025 Work Schedule

	First Workday	Last Workday
180-day employees	8/8/24	5/28/25
184-day employees	8/6/24	5/29/25
186-day employees	8/5/24	5/30/25
190-day employees	8/1/24	5/29/25
200-day employees	7/25/24	6/5/25
220-day employees	7/11/24	6/19/25
240-day employees	7/1/2024	6/30/25

JULY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



2024-2025 PAYROLL CALENDAR

		The dates on your pay stub represent only the BASE SALARY portion of your check.	Hourly, Supplemental / Overtime, Kronos Approval Periods, Time Sheets, Subs, Docks & Summer School follow:	DUE DATE FOR PAYMASTERS	DUE DATE FOR HUMAN RESOURCES
9/10 MO	11 MO	12 MO	PERIOD COVERED	* Kronos Approval * Hourly & Sub Time Sheets * Absence Reports	* Pay Changes / Uploads * New Hires * Benefit Changes
1	2	4	08/30/2024 (1ST PAY 9/10 MO)	08/02/2024	08/09/2024
2	3	5	09/16/2024	08/16/2024	08/30/2024
3	4	6	10/01/2024	08/30/2024	09/13/2024
4	5	7	10/16/2024	09/13/2024	09/27/2024
5	6	8	11/01/2024	09/27/2024	10/11/2024
6	7	9	11/15/2024	10/11/2024	10/25/2024
7	8	10	11/29/2024	10/26/2024	11/08/2024
8	9	11	12/16/2024	11/09/2024	11/22/2024
9	10	12	12/31/2024	11/23/2024	12/03/2024
10	11	13	01/16/2025	12/14/2024	12/20/2024
11	12	14	01/31/2025	12/31/2024	01/16/2025
12	13	15	02/14/2025	01/17/2025	01/31/2025
13	14	16	02/28/2025	01/31/2025	02/14/2025
14	15	17	03/14/2025	02/16/2025	02/28/2025
15	16	18	04/01/2025	02/28/2025	03/14/2025
16	17	19	04/16/2025	03/16/2025	04/01/2025
17	18	20	05/01/2025	03/31/2025	04/16/2025
18	19	21	05/16/2025	04/18/2025 **	05/01/2025
19	20	22	05/30/2025	04/30/2025	05/16/2025
20	21	23	06/16/2025	05/16/2025	05/30/2025
21	22	24	07/01/2025 (LAST PAY 12 MO)	05/31/2025	06/16/2025
22	23	1	07/16/2025 (1ST PAY 12 MO)	06/16/2025	07/01/2025
23	24	2	08/01/2025 (LAST PAY 11 MO)	06/30/2025	07/16/2025
24	1	3	08/15/2025 (LAST PAY 9/10 MO) (1ST PAY 11 MO)	07/16/2025	08/01/2025

* Athletic Timesheets Due: 01/06/2025
** Athletic Timesheets Due: 04/22/2025

RICHLAND COUNTY SCHOOL DISTRICT ONE 2024-2025 SPORTS PAYROLL CALENDAR

Revised 5/8/2024	Period Covered From	Period Covered Thru	Information Due to Athletics Department	Information Due to Human Resources from Athletics Department	First Pay Date	Last Pay Date	Certified Pays	Non-District Pays
Fall Sports								
Athletic Director	7/1/2024	6/30/2025	6/15/2024	6/20/2024	7/16/2024	7/1/2025	24	24
Assistant Athletic Director	7/1/2024	6/30/2025	6/15/2024	6/20/2024	7/16/2024	7/1/2025	24	24
Head Football Coach	7/1/2024	6/30/2025	6/15/2024	6/20/2024	7/16/2024	7/1/2025	24	24
Strength and Conditioning	7/1/2024	6/30/2025	6/15/2024	6/20/2024	7/16/2024	7/1/2025	24	24
Football (High School)	8/2/2024	12/7/2024	7/1/2024	7/18/2024	8/30/2024	1/16/2025	24	10
Football (Middle School)	8/2/2024	11/7/2024	7/1/2024	7/18/2024	8/30/2024	12/16/2024	24	8
Swimming	8/2/2024	10/12/2024	7/1/2024	7/18/2024	8/30/2024	11/29/2024	24	7
Girls Golf	8/2/2024	10/29/2024	7/1/2024	7/18/2024	8/30/2024	12/16/2024	24	8
Volleyball (Middle School)	8/2/2024	10/22/2024	7/1/2024	7/18/2024	8/30/2024	11/29/2024	24	7
Volleyball (High School)	8/2/2024	11/9/2024	7/1/2024	7/18/2024	8/30/2024	12/16/2024	24	8
Girls Tennis	8/2/2024	11/9/2024	7/1/2024	7/18/2024	8/30/2024	12/16/2024	24	8
Cross Country	8/2/2024	11/16/2024	7/1/2024	7/18/2024	8/30/2024	12/31/2024	24	9
Competitive Cheer	8/2/2024	11/23/2024	7/1/2024	7/18/2024	8/30/2024	12/31/2024	24	9
Football Cheer (High School)	8/2/2024	12/7/2024	7/1/2024	7/18/2024	8/30/2024	1/16/2025	24	10
Football Cheer (Middle School)	8/2/2024	11/7/2024	7/1/2024	7/18/2024	8/30/2024	12/16/2024	24	8
Winter Sports								
Wrestling--Duals (High School)	11/4/2024	2/15/2025	10/4/2024	10/18/2024	12/16/2024	3/14/2025	17	7
Wrestling--Duals (Middle School)	11/4/2024	2/4/2025	10/4/2024	10/18/2024	12/16/2024	3/14/2025	17	7
Wrestling--Individual	11/4/2024	3/1/2025	10/4/2024	10/18/2024	12/16/2024	4/16/2025	17	9
Basketball (High School)	11/4/2024	3/8/2025	10/4/2024	10/18/2024	12/16/2024	4/16/2025	17	9
Basketball (Middle School)	11/4/2024	2/14/2025	10/4/2024	10/18/2024	12/16/2024	3/14/2025	17	7
Basketball Cheer (High School)	11/4/2024	3/8/2025	10/4/2024	10/18/2024	12/16/2024	4/16/2025	17	9
Basketball Cheer (Middle School)	11/4/2024	2/14/2025	10/4/2024	10/18/2024	12/16/2024	3/14/2025	17	7
Spring Sports								
Lacrosse	2/3/2025	5/3/2025	1/10/2025	1/24/2025	3/14/2025	6/16/2025	11	7
Boys Tennis	2/3/2025	5/10/2025	1/10/2025	1/24/2025	3/14/2025	6/16/2025	11	7
Track and Field (High School)	2/3/2025	5/24/2025	1/10/2025	1/24/2025	3/14/2025	7/1/2025	11	8
Track and Field (Middle School)	2/3/2025	5/3/2025	1/10/2025	1/24/2025	3/14/2025	6/16/2025	11	7
Baseball	2/3/2025	5/31/2025	1/10/2025	1/24/2025	3/14/2025	7/1/2025	11	8
Softball	2/3/2025	5/31/2025	1/10/2025	1/24/2025	3/14/2025	7/1/2025	11	8
Soccer	2/3/2025	5/17/2025	1/10/2025	1/24/2025	3/14/2025	7/1/2025	11	8
Boys Golf	2/3/2025	5/20/2025	1/10/2025	1/24/2025	3/14/2025	7/1/2025	11	8

2024-25 Sports Calendar

Dead Week	6/29/25 -7/5/25
Credit Recovery	8/12; 3/10
Fall Sports	
Closed Season	*7/22-7/24 & 7/31- 8/1 *
Fall Sports – 1st Practice	8/2
Football – 1st Scrimmage/Jamboree	8/8
Fall Sports – 1st Scrimmage/Jamboree	8/9
Week "0" – Varsity FB ONLY	8/23
Week 1 – Football	8/30
Swim/Girls Golf Pre-season	8/9
Fall Sports – Pre-season	8/16
Swim/Girls Golf – 1st Contest	8/19
Fall Sports – First Contest	8/26
Competitive Cheer -First Competition	9/2
Last Meet- Swim	10/5
Last Match – Girls Golf	10/19
Last Match – Volleyball	10/21
Last Match- Girls Tennis	10/21
Last Meet – Cross Country	11/2
Last Competition – Cheer	11/9

Winter Sports	2024-25
Winter Sports – 1st Practice	11/4
Winter Sports – 1st Scrimmage/Jamboree	11/11
Winter Sports – Pre-Season	11/22
Winter Sports – 1st Contest	12/2
Last Match – Wrestling	1/31
Last Game – Basketball	2/14
 Spring Sports	 2024-25
Spring Sports – 1st Practice	2/3
Spring Sports – 1st Scrimmage/Jamboree	2/10
LAX – Pre-season	2/14
LAX – 1st Contest	2/24
Track and Field/Soccer – Pre-Season	2/21
Track and Field/Soccer – 1st Contest	3/3
Other Spring Sports – Pre-Season	2/28
Other Spring Sports – 1st Contest	3/10
Last Match – Lacrosse	4/17
Last Game -Baseball	5/3
Last Game – Softball	5/3
Last Match – Boys Tennis	4/25

Last Match – Boys Golf	5/10
Last Match – Soccer	5/2
Last Meet – Track	4/26
State Finals	2024-25
Swimming	10/12, 10/15, 10/17
Girls Golf	10/28-10/29
Volleyball	11/5, 11/7, 11/9
Girls Tennis	11/9
Cross Country	11/21 -11/22
Competitive Cheer	11/23
Football	12/5-12/7
Wrestling – Duals	2/7 – 2/8
Wrestling – Individuals	2/21-2/22
Basketball	3/6-3/8
Lacrosse	5/2 , 5/3
Boys Tennis	5/10
Track	5/15-5/17
Boys Golf	5/19-5/20
Soccer	5/22- 5/24
Baseball	5/24-5/31
Softball	5/27-5/31

Long Day / Short Day
South Carolina High School Football Pre-Season Practice Plan
(Endorsed by SCATA, Ad Hoc SCHSL Preseason Acclimatization Committee)

BACKGROUND: In the summer of 2009 the Inter-association Task Force for Preseason Secondary School Athletics* recommended preseason heat-acclimatization guidelines for secondary school athletic programs to minimize the risk of heat illness during preseason football practice.

PURPOSE: The intent of the following “exposure-based proposal” is to promote an acclimatization and recovery model for SCHSL football consistent with the Inter-association Task Force guidelines that also allows coaches to appropriately prepare their teams and fits into the current SCHSL’s preseason football schedule.

PRACTICE TIMELINE:

- **Days 1-2:** 3 hours of Practice in Helmet and Shorts
 - Divide the time to best benefit your program
- **Days 3-4:** 3 hours of Practice in Helmet and Shoulder pads permitted
 - Contact with shields, dummies, and sleds permitted
 - Divide the time to best benefit your program
- **Day 5:** 3 hours of Full Contact Practice in Full Gear permitted
 - Divide the time to best benefit your program
- **Days 6-14:** Full Contact Practice in Full Gear permitted
 - Must alternate days *Long Practice Day* and *Short Practice Day*
 - Long Day: 5 hours of practice permitted
 - Divide the time to best benefit your program
 - **Practices must be separated by 2-hours of continuous rest**
 - *Long Day* can follow a *Rest Day* (even if the day before the *Rest Day* was *Long Day*)
 - Short Day: 3 hours of practice permitted
 - Divide the time to best benefit your program
- **Days 15+:** Full Contact Practice in Full Gear permitted
 - No restrictions on practice

NOTES:

- Practice is defined as a period of time a participant engages in a coach-supervised, school approved, sport or conditioning related physical activity.
- **First practice permitted: Friday, July 28, 2023.**
- Practice times (including warm-up, stretching, cool-down time, conditioning) shall not exceed 3 hours. • Three days between scrimmages 7 jamborees.
- All practices occurring Days 1-14 must be documented to show compliance.
- All athletes must complete Days 1-4 of the practice timelines before participation in full pads. • Weight room activities do not count as practice time, but must be separated from practice by at least 2 hours of continuous rest to allow for recovery.
 - **Exception:** No continuous rest period is required if weight room activities are counted as a part of the day’s allotted practice time. (*i.e. lift for 1 hour then practice for 2 hours; or practice for 2 hours and then lift for 1 hour*)
- A Walk-through is allowed and does not count against practice time. Walk-through is defined as a teaching opportunity with athletes:
 - not wearing protective equipment
 - not using sports-related equipment
 - participating in an indoor, climate-controlled environment.
- **Must have a Rest Day after 6 consecutive practice days.**
- Scrimmages permitted on either a Long Day or Short Day. **A scrimmage will count as 3 hours.** • All athletes must have a pre-participation physical exam before athletic participation.
- If weather/lightning postpones practice in progress, the practice may resume after a warm-up (20 minute maximum) and the remainder of allotted practice time may be completed.

Long Day / Short Day

South Carolina High School **Fall Sports** Pre-Season Practice Plan

(Endorsed by SCATA, Ad Hoc SCHSL Preseason Acclimatization Committee)

BACKGROUND: In the summer of 2009 the Inter-association Task Force for Preseason Secondary School Athletics¹ recommended preseason heat-acclimatization guidelines for secondary school athletic programs to minimize the risk of heat illness during preseason football practice.

PURPOSE: The intent of the following "exposure-based proposal" is to promote an acclimatization and recovery model for SCHSL Fall sports consistent with the Inter-association Task Force guidelines that also allows coaches to appropriately prepare their teams and fits into the current SCHSL's schedule.

PRACTICE TIMELINE:

- **Days 1-5:** 3 hours of Practice
- **Day 6-14:** Must alternate days Long Practice Day and Short Practice Day
 - Long Day: 5 hours of practice permitted
 - Divide the time to best benefit your program
 - Practices must be separated by 2-hours of continuous rest
 - *Long Day* can follow a *Rest Day* (even if the day before the Rest Day was Long Day)
 - Short Day: 3 hours of practice permitted
 - Divide the time to best benefit your program
- **Day 15+:** No Restrictions on Practice

NOTES:

- **First practice permitted: Friday, July 28, 2023.**
- Practice times (including warm-up, stretching, cool-down time, conditioning) shall not exceed 3 hours.
- All practices occurring Days 1-14 must be documented to show compliance.
- All athletes must complete Days 1 -5 of the practice timeline before being allowed to participate in more than 3 hours of practice in a day.
- Weight room activities do not count as practice time, but must be separated from practice by at least 2 hours of continuous rest to allow for recovery.
 - Exception: No continuous rest period is required if weight room activities are counted as a part of the day's allotted practice time.
- A Walk-through is allowed and does not count against practice time. Walk-through is defined as a teaching opportunity with athletes:
 - not wearing protective equipment
 - not using sports-related equipment
 - participating in an indoor, climate-controlled environment.
- Must have a *Rest Day* after 6 consecutive practice days.
- Scrimmages permitted on either a Long Day or Short Day. A scrimmage will count as 3 hours.
- All athletes must have a pre-participation physical exam before athletic participation.
- If weather/lightning postpones practice in progress, the practice may resume after a warm-up (20 minute maximum) and the remainder of allotted practice time may be completed.

¹Inter-association Task Force includes - Gatorade Sports Science, Amer. College of Sports Med., NATA, NSCA, US Army Research Institute, Amer. Orthopaedic Society for Sports Med., Amer. Medical Society for Sports Med., Amer. Academy of Pediatrics*

HEALTH & SAFETY

1. All schools must have a written Emergency Action Plans (EAP) on file for all teams/venues.
 - (a) The EAP must be posted at each athletic venue.
 - (b) The EAP should be reviewed by administration, athletic director and athletic trainer on an annual basis.
 - (c) The SCHSL recommends that gameday administrators, officials, athletic trainers and other pertinent school personnel meet prior to any contest to review the Emergency Action Plan (EAP).
2. All schools must use a Wet Bulb Globe Thermometer (WBGT) to determine safe conditions for practice and/or competition during periods of high heat and humidity.

Wet Bulb Globe Temperature (WBGT) considers the combined effects of air temperature, humidity, and solar radiation on the human body. WBGT should be measured (using a scientifically approved device) for all sports when student-athletes may be at risk for exertional heat illness (EHI).

- (a) WBGT should be accessed every hour beginning 30 minutes before the beginning of practice.
- (b) As WBGT increases, minimize clothing and equipment.
- (c) Provide unlimited drinking opportunities during hotter practices. NEVER withhold water from athletes.
- (d) Pre and post-practice weigh-ins are recommended for all sports participating during periods of high heat and humidity.
- (e) If WBGT is at 92.1 or above, suspend/postpone practice/competitions.
- (f) If WBGT at the beginning of practice is between 90.0-92.0, then drops during practice, you are allowed only 1 additional hour of practice.

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
Under 82.0	Normal activities--Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout
82.0 - 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each
87.0 - 89.9	Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each
90.0 - 92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice
Over 92.1	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

3. Recognition of Heat Illness:

(a) Heat Exhaustion

(1) The clinical criteria for heat exhaustion generally include the following:

- (i) Athlete has obvious difficulty continuing with exercise
- (ii) Body temperature is usually 101 to 104°F (38.3 to 40.0°C) at the time of collapse or need to drop out of activity.
- (iii) No significant dysfunction of the central nervous system is present (e.g., seizure, altered consciousness, persistent delirium)

(2) If any central nervous system dysfunction develops, such as mild confusion, it resolves quickly with rest and cooling.

(3) Patients with heat exhaustion may also manifest:

- (i) Tachycardia (very fast heart rate) and hypotension (low blood pressure)
- (ii) Extreme weakness
- (iii) Dehydration and electrolyte losses
- (iv) Ataxia (loss of muscle control) and coordination problems, syncope (passing out), light-headedness
- (v) Profuse sweating, pallor (paleness), “prickly heat” sensations
- (vi) Headache
- (vi) Abdominal cramps, nausea, vomiting, diarrhea
- (vii) Persistent muscle cramps

(b) Heat Stroke

(1) The two main criteria for diagnosing exertional heat stroke:

- (i) Rectal temperature above 104°F (40°C), measured immediately following collapse during strenuous activity.

(ii) Central Nervous System dysfunction with possible symptoms and signs: disorientation, headache, irrational behavior, irritability, emotional instability, confusion, altered consciousness, coma, or seizure.

(2) Most patients are tachycardic and hypotensive.

(3) Patients with heat stroke may also exhibit:

(i) Hyperventilation

(ii) Dizziness

(iii) Nausea

(iv) Vomiting

(v) Diarrhea 39 WBGT Index and Athletic Activity Chart WBGT Index

4. Management of Heat Illness:

Football and other sports that participate outdoors must have access to a cold immersion tub or other suitable devices (taco/burrito immersion technique, cold towels) when the temperatures begin to rise (WBGT is 82 or greater). Cold water immersion should typically be available from May through October.

(a) A primary goal of management of heat illness is to reduce core body temperature as quickly as possible. When exertional heat stroke is suspected, immediately initiate cooling, and then activate the emergency medical system. Remember “Cool First, Transport Second”.

(b) Remove all equipment and excess clothing

(c) If appropriate medical staff is present, assess the athlete's rectal temperature if available.

(d) Immerse the athlete in a tub of cold water. Water temperature should be between 35 to 60°F (2 to 15°C); ice water is ideal. Maintain an appropriately cool water temperature. Stir the water vigorously during cooling.

(e) Monitor vital signs (rectal temperature if available, heart rate, respiratory rate, blood pressure) and mental status continually. Maintain patient safety.

(f) Cease cooling when rectal temperature reaches 101 to 102°F (38.3 to 38.9°C) if trained personnel are on site and are able to administer.

(g) If an immersion pool is unavailable or in cases of heat exhaustion, use these cooling methods:

- (1) Place ice packs/ice towels at head, neck, axillae and groin.
- (2) Taco method/Tarp with ice water.
- (3) Continual dousing with cold water in a shower

Optimally, the best practices shall be carried out by a certified athletic trainer, designated healthcare provider. In the event one of these healthcare professionals is not available, the cooling technique should be implemented by the School Personnel until EMS arrives.

<https://schsl.org/archives/2294>

5. Concussion Management Plan

(a) Concussion: If a student-athlete exhibits signs and symptoms consistent with a concussion (even if not formally diagnosed), the student-athlete is to be removed from play and is not allowed to return to play (game, practice, or conditioning) on that day.

(b) Student-athletes are encouraged to report their own symptoms, or to report if peers may have concussion symptoms. Coaches, parents, volunteers, first responders, school nurses, certified athletic trainers (if available), are responsible for removing a student-athlete from play if they suspect a concussion.

(c) Following the injury, the student-athlete should be evaluated by a Licensed Health Care Provider. It is strongly recommended that each school seek qualified medical professionals in the surrounding community with training in concussion management to serve as resources in the area of concussion management. All SCHSL member school student-athletes diagnosed with a concussion are required to have written medical clearance by a physician. 'Physician' is defined in the same manner as provided in Section 40-47-20(35).

(d) A local school district shall develop guidelines and procedures based on the model guidelines and procedures referenced in subsection (A) regarding the identification and management of concussions.

https://www.scstatehouse.gov/sess120_2013-2014/bills/3061.htm

6. Guidelines on Handling Practices and Contests During Lightning or Thunder Disturbances:

These guidelines provide a default policy to those responsible for sharing duties for making decisions concerning the suspension and restarting of practices and contests

based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include the SCHSL and the nearest office of the National Weather Service.

(a) Assign staff to monitor local weather conditions before and during practices and contests.

(b) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:

A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.

(c) Develop criteria for suspension and resumption of practice/play:

(1) When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.

(2) 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.

(3) Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

(4) When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning detection device. * - At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

Note: For more detailed information, refer to the "Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

https://www.nfhs.org/media/1014153/guidelines_on_handling_practices_contests_during_lightning_thunder_disturbances_march_2018.pdf

7. Required CPR and NFHS Courses for Coaches

- (a) All coaches should complete the required coaches prior to working with student athletes.
- (b) All coaches both paid and volunteer must be certified by either the American Red Cross or American Heart Association with a hands-on component.
- (c) All coaches must complete the required NFHS courses:
 - (i) Concussion in Sports
 - (ii) COVID-19 for Coaches and Administrators
 - (iii) Heat Illness Prevention
 - (iv) Sudden Cardiac Arrest
 - (v) Protecting Students From Abuse

Inter-association Task Force includes – Gatorade Sports Science, Amer. College of Sports Med., NATA, NSCA, US Army Research institute, Amer. Orthopaedic Society for Sports Med., Amer. Medical Society for Sports Med., Amer. Academy of Pediatrics



SOUTH CAROLINA HIGH SCHOOL LEAGUE

Heat and Acclimatization Guidelines

Exertional Heatstroke (EHS) is the leading cause of preventable death in high school athletics. Student-athletes participating in high-intensity, long-duration, or repeated same-day sports practices and training activities during the summer months or other hot-weather days are at greatest risk.

All schools are **required** to use a 1) scientifically approved on-site Wet Bulb Globe Thermometer (WBGT), 2) cold immersion tub or other effective cooling devices, and 3) have a venue-specific Emergency Action Plan in place as primary prevention strategies for EHI. Schools must follow the SCHSL Pre-Season Acclimatization Plan.

1. Recognition of Heat Illness:

a. Heat Exhaustion

- i. Definition: The inability to continue exercise in the heat because of cardiovascular insufficiency
- ii. The clinical criteria for heat exhaustion generally include the following:
 1. The athlete has obvious difficulty continuing with exercise
 2. Body temperature is usually 101 to 104°F (38.3 to 40.0°C) at the time of collapse or need to drop out of activity.
 3. No significant dysfunction of the central nervous system is present (e.g., seizure, altered consciousness, persistent delirium)
 4. Has the absence of any other potentially life-threatening condition (i.e. cardiac arrest, diabetic emergency, head trauma etc.)
- iii. If any central nervous system dysfunction develops, such as mild confusion, it resolves quickly with rest and cooling.
- iv. Patients with heat exhaustion may also manifest:
 1. Tachycardia (very fast heart rate) and weak pulse
 2. Extreme weakness

3. Dehydration and electrolyte loss
4. Ataxia (loss of muscle control) and coordination problems, syncope (passing out), light-headedness
5. Profuse sweating, pallor (paleness), "prickly heat" sensation
6. Headache
7. Abdominal cramps, nausea, vomiting, diarrhea

b. Heat Syncope

- i. Definition: A sudden orthostatic hypotension experienced in the heat
- ii. Three primary causes of being in the heat
 1. A sudden cease in exercise
 2. A sudden standing up after sitting
 3. Prolonged standing with no muscle contractions
- iii. Signs and Symptoms
 1. Dizzy
 2. lightheaded
 3. Fainting
 4. Malaise

c. Exertional Heat Stroke

- i. Definition: EHS is a medical emergency involving life-threatening hyperthermia with concomitant central nervous system dysfunction that requires the immediate recognition and implementation of the EAP
- ii. The two main criteria for diagnosing exertional heat stroke
 1. Rectal temperature above 104.9°F (40.5°C), measured immediately following a collapse during strenuous activity.
 2. Central Nervous System (CNS) Dysfunction
- iii. CNS Signs and Symptoms (not all symptoms need to be present, just one can be an indication of EHS):
 1. Irritability
 2. Dizziness
 3. Headache
 4. Nausea
 5. Confusion
 6. Loss or altered consciousness
 7. Emotional instability
 8. Irrational behavior
 9. disorientation

2. Wet Bulb Globe Temperature (WBGT) considers the combined effects of air temperature, humidity, and solar radiation on the human body.

- a. A scientifically approved WBGT thermometer should be on site and utilized. Do not rely on local weather updates or weather apps as they do not provide an accurate reading for your specific venue.
- b. Readings should be taken directly on the playing surface 30 minutes before activity and taken every 30 minutes after. NOTE: Phone apps are not scientifically approved at this time.
- c. WBGT devices must be recalibrated every two years or earlier if recommended by the manufacturer.
- d. If WBGT is at 92.1 or above, suspend/postpone practice/competitions.
- e. **For Practice:**
 - i. WBGT should be accessed every 30 minutes beginning 30 minutes before the start of practice
 - ii. Once the WBGT reading has stayed in a range for 15 minutes, practice restrictions for that range are in place and cannot be lowered to a lower range.
 - iii. If the WBGT reading reaches a higher reading and stays in that reading for 15 minutes, practice restrictions are in place for the new range and cannot be lowered to a lower range. Time frames associated with the new category cannot be added cumulatively to have already occurred.
 - iv. There will be no outdoor activities when the WBGT is >92.1.
- f. **For competitions:**
 - i. During warmups, athletes must remove their helmets and shoulder pads when the WBGT >87.
 - ii. If WBGT is above 87.0 and below 92.1 at kick-off, there will be a mandatory hydration break at the 6-minute mark each quarter lasting three minutes. Players should remove their helmets and be given access to unlimited water.
 - iii. If the Wet bulb is over 92.1, postpone the competition until the wet bulb is below 92.1

3. Guidelines for the Modification of Athletic Competition in Hot or Humid Environments

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
Under 82.0	Normal activities - Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during the workout
82.0-86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of 4 minutes duration each
87.0-89.9	Maximum practice time is two hours. For Football: players restricted to helmets, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: provide at least four separate rest breaks each hour of a minimum of 4 minutes each
90.0-92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice. Competitions involving high intensity effort, in which breaks are not possible (e.g. Cross Country meets), should be delayed until WBGT reading is below 90 or canceled.
Over 92.1	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

For swimming: The air temperature and water temperature when added together should not be less than 118°F or greater than 177.4°F

**Supported by 2023 USA swimming and USA Triathlon rules.*

4. Management of Heat Illness:

a. Exertional Heat Stroke

- i. All sports that participate outdoors should have immediate access (i.e. all supplies ready to use) to a cold immersion tub or other method that uses water (taco immersion technique) when the WBGT is 82 or greater. Cold water immersion should typically be available from May through October.
- ii. The primary goal of the management of EHS is to reduce core body temperature as quickly as possible. When exertional heat stroke is suspected, immediately initiate cooling, and then activate the emergency medical system. Remember “Cool First, Transport Second”.
 1. Remove all equipment and excess clothing.

2. Cool the athlete as quickly as possible within 30 minutes via whole body ice water immersion (place them in a tub/stock tank with ice and water approximately 35–58°F); constantly stir water and add ice throughout the cooling process.
 3. If immersion is not available, use of another method that uses water should be the next priority. This can include water and inside a tarp (aka TACO method), a baby pool with water in which the torso and hip can fit, cold towels with constant shower or hose dousing occurring at the same time
 4. Maintain airway, breathing, and circulation.
 5. After cooling has been initiated, activate the emergency medical system by calling 911.
 6. Monitor vital signs such as rectal temperature, heart rate, respiratory rate, blood pressure, monitor CNS status.
 - a. If rectal temperature is not available, **DO NOT USE AN ALTERNATE METHOD** (oral, tympanic, axillary, forehead sticker, etc.). These devices are not accurate and should never be used to assess an athlete exercising in the heat.
 7. Cease cooling when rectal temperature reaches 101–102°F (38.3–38.9°C).
 8. Do not transport until rectal temperature is confirmed to be below 102°F.
 9. If rectal temperature is not available to guide treatment time, the clinician should use the body size of the athlete, how much of the body is covered by water, and how cold the water is to decide treatment time. The use of shivering, or return of CNS function, alone is not recommended.
- iii. Optimally, the best practices should be carried out by a certified athletic trainer or a designated healthcare professional. In the event one of these healthcare professionals is not available, the cooling technique should be implemented by the school personnel until EMS arrives.

Note: Exertional heat stroke has had a 100% survival rate when immediate cooling (via cold water immersion or aggressive whole-body cold water dousing) was initiated within 30 minutes of collapse.

b. Heat Exhaustion and Heat Syncope

- i. The athletes should be removed from activity and placed in shaded or air-conditioned environment while seated or laying down
- ii. If tolerated, the athletes should be given a fluid to drink as desired (chugging is not needed)
- iii. If available, a salty food should be given (i.e. pretzels)
- iv. Superficial cooling is recommended for comfort and to encourage blood return back to the heart. This can done with fans, ice bags, or cold towels

5. Prevention of Heat Illness:

- 1. Heat Acclimatization
 - a. Adhere to the SCHSL heat acclimatization plans
- 2. Guidelines for Hydration and Rest Breaks
 - i. Rest time must involve unrestricted access to fluids (cold water or electrolyte beverages)
 - ii. With sports requiring helmets, the helmets must be removed during rest time
 - iii. The site of the rest time should be in a shaded area
 - b. Provide unlimited drinking opportunities during hotter practices. NEVER withhold water from athletes.
 - c. Hydration Recommendations
 - i. To ensure hydration, athletes can observe the color of your urine, which should be a light yellow or the color of lemonade
 - ii. Measure the athletes' weight before and after each practice to ensure they do not lose more than 2% of their pre-workout weight, assuming they started in a hydrated state. Use the equation: $(\text{Pre-exercise weight} - \text{post-exercise weight}) \div \text{pre-exercise weight} \times 100$. By the time next practice begins, athletes should ingest fluids and weigh the original weight. This equation assumes that they do not eat, drink or go to the bathroom during practice.
 - iii. Encourage drinking throughout practice, in the shade if possible, and throughout the day, especially when having multiple practices.

- iv. As they become used to exercising in the heat they will sweat more and therefore need to replace a greater amount of fluids during the course of the workout.
- v. Encourage drinking both water and fluids containing sodium.

3. Additional Recommendations

- a. Coach and other key stakeholders should work together to ensure work to rest ratios are appropriate for all WBGT categories
- b. Exercise should never be used as punishment especially repetitive drills that encourage core body temperatures to increase significantly.
- c. Wear loose-fitting, absorbent or moisture-wicking clothing
 - i. During hot or humid conditions minimize the amount of equipment and clothing worn.
- d. Sleep at least 6–8 hours and eat a well-balanced diet.
- e. Practice and perform conditioning drills at appropriate times during the day, avoiding the hottest part of the day (10am–5pm).
- f. Work with coaches and administration to follow acclimatization guidelines.
- g. Slowly progress the amount of time and intensity of conditioning and practices throughout the season.
- h. Ensure that proper medical coverage is provided and familiar with exertional heat illness (EHI) policies.
- i. Be aware of the intrinsic factors (mostly in your control/items you can adjust) and extrinsic factors (mostly outside your control) that cause EHS

Long Day / Short Day

South Carolina High School Football Pre-Season Practice Plan

(Endorsed by SCATA, Ad Hoc SCHSL Preseason Acclimatization Committee)

BACKGROUND: In the summer of 2009 the Inter-association Task Force for Preseason Secondary School Athletics* recommended preseason heat-acclimatization guidelines for secondary school athletic programs to minimize the risk of heat illness during preseason football practice.

PURPOSE: The intent of the following "exposure-based proposal" is to promote an acclimatization and recovery model for SCHSL football consistent with the Inter-association Task Force guidelines that also allows coaches to appropriately prepare their teams and fits into the current SCHSL's preseason football schedule.

PRACTICE TIMELINE:

- **Days 1-2:** 3 hours of Practice in Helmet and Shorts
 - Divide the time to best benefit your program
- **Days 3-4:** 3 hours of Practice in Helmet and Shoulder pads permitted
 - Contact with shields, dummies, and sleds permitted
 - Divide the time to best benefit your program
- **Day 5:** 3 hours of Full Contact Practice in Full Gear permitted
 - Divide the time to best benefit your program
- **Days 6-14:** Full Contact Practice in Full Gear permitted
 - Must alternate days *Long Practice Day* and *Short Practice Day*
 - Long Day: 5 hours of practice permitted
 - Divide the time to best benefit your program
 - **Practices must be separated by 2-hours of continuous rest**
 - *Long Day* can follow a *Rest Day* (even if the day before the *Rest Day* was *Long Day*)
 - Short Day: 3 hours of practice permitted
 - Divide the time to best benefit your program
- **Days 15+:** Full Contact Practice in Full Gear permitted
 - No restrictions on practice

NOTES:

- Practice is defined as a period of time a participant engages in a coach-supervised, school-approved, sport or conditioning-related physical activity.
- **First practice permitted: Friday, August 2, 2024.**
- Practice times (including warm-up, stretching, cool-down time, conditioning) shall not exceed 3 hours. • Three days between scrimmages and jamborees.
- All practices occurring Days 1-14 must be documented to show compliance.
- All athletes must complete Days 1-4 of the practice timelines before participation in full pads. • Weight room activities do not count as practice time, but must be separated from practice by at least 2 hours of continuous rest to allow for recovery.
 - **Exception:** No continuous rest period is required if weight room activities are counted as a part of the day's allotted practice time. (*i.e. lift for 1 hour then practice for 2 hours; or practice for 2 hours and then lift for 1 hour*)
- A Walk-through is allowed and does not count against practice time. Walk-through is defined as a teaching opportunity with athletes:
 - not wearing protective equipment
 - not using sports-related equipment
 - participating in an indoor, climate-controlled environment.
- **Must have a Rest Day after 6 consecutive practice days.**
- Scrimmages are permitted on either a Long Day or Short Day. **A scrimmage will count as 3 hours.** • All athletes must have a pre-participation physical exam before athletic participation.
- If weather/lightning postpones practice in progress, the practice may resume after a warm-up (20 minute maximum) and the remainder of allotted practice time may be completed.

Inter-association Task Force includes – Gatorade Sports Science, Amer. College of Sports Med., NATA, NSCA, US Army Research institute, Amer.Orthopaedic Society for Sports Med., Amer. Medical Society for Sports Med., Amer. Academy of Pediatrics

Long Day / Short Day

South Carolina High School **Fall Sports** Pre-Season Practice Plan

(Endorsed by SCATA, Ad Hoc SCHSL Preseason Acclimatization Committee)

BACKGROUND: In the summer of 2009 the Inter-association Task Force for Preseason Secondary School Athletics¹ recommended preseason heat-acclimatization guidelines for secondary school athletic programs to minimize the risk of heat illness during preseason football practice.

PURPOSE: The intent of the following "exposure-based proposal" is to promote an acclimatization and recovery model for SCHSL Fall sports consistent with the Inter-association Task Force guidelines that also allows coaches to appropriately prepare their teams and fits into the current SCHSL's schedule.

PRACTICE TIMELINE:

- **Days 1-5:** 3 hours of Practice
- **Day 6-14:** Must alternate days Long Practice Day and Short Practice Day
 - Long Day: 5 hours of practice permitted
 - Divide the time to best benefit your program
 - Practices must be separated by 2-hours of continuous rest
 - Long Day can follow a Rest Day (even if the day before the Rest Day was Long Day)
 - Short Day: 3 hours of practice permitted
 - Divide the time to best benefit your program
- **Day 15+:** No Restrictions on Practice

NOTES:

- **First practice permitted: Friday, August 2, 2024.**
- Practice times (including warm-up, stretching, cool-down time, conditioning) shall not exceed 3 hours.
- All practices occurring Days 1-14 must be documented to show compliance.
- All athletes must complete Days 1 -5 of the practice timeline before being allowed to participate in more than 3 hours of practice in a day.
- Weight room activities do not count as practice time, but must be separated from practice by at least 2 hours of continuous rest to allow for recovery.
 - Exception: No continuous rest period is required if weight room activities are counted as a part of the day's allotted practice time.
- A Walk-through is allowed and does not count against practice time. Walk-through is defined as a teaching opportunity with athletes:
 - not wearing protective equipment
 - not using sports-related equipment
 - participating in an indoor, climate-controlled environment.
- Must have a Rest Day after 6 consecutive practice days.
- Scrimmages permitted on either a Long Day or Short Day. A scrimmage will count as 3 hours.
- All athletes must have a pre-participation physical exam before athletic participation.
- If weather/lightning postpones practice in progress, the practice may resume after a warm-up (20 minute maximum) and the remainder of allotted practice time may be completed.

¹Inter-association Task Force includes - Gatorade Sports Science, Amer. College of Sports Med., NATA, NSCA, US Army Research Institute, Amer. Orthopaedic Society for Sports Med., Amer. Medical Society for Sports Med., Amer. Academy of Pediatrics*