

**ATHLETIC GUIDELINES
FOR
HAMPTON COUNTY HIGH SCHOOL**



Cassandra Williams, Principal

Rob Hanna, Athletic Director

HAMPTON COUNTY ATHLETIC STAFF

FALL SPORTS

Football

Rob Hanna (Head Coach)
Marshal Paul
Taylor Malphrus
Josh James
Mark Tyler
Nathan Davis
Wendell Johnson
Addison Jarrell
Nelson Foster

Cross Country

Myrriah Hanna (Head Coach)
TBD

Cheerleading

Camille Coker (Head Coach)
Shirlette Brown
Tyria Orr

Volleyball

Anthony Elam (Head Coach)
Sophia Thompson

Tennis

Steve Crosby (Head Coach)
Roxanne Edgecomb

WINTER SPORTS

Boys Basketball

Josh James (Head Coach)
Joel Gittings
Quan Solomon
Quan Padgett

Girls Basketball

Anthony Elam (Head Coach)
Beverly Aiken
Sophia Thompson
TBD

SPRING SPORTS

Boys Soccer

Jesse Rooker (Head Coach)
TBD
Chase Peebles

Softball

Dobie Hiers (Head Coach)
Mary Beth Hiers

Baseball

Nicholas Hain
Nathan Davis
TBD
TBD

Track & Field

Rob Hanna (Boys Head Coach)
Myrriah Hanna (Girls Head Coach)
Marshal Paul
Wendell Johnson
TBD
TBD

Girls Soccer

Barry Whittington (Head Coach)
Mike Gittings
TBD

Athletic Trainer

Mike Still

PURPOSE

The purpose of this set of guidelines is to provide students, parents, coaches/advisors and the community with a resource for answering questions about the Athletic programs of Hampton County High School.

PHILOSOPHY

It is the philosophy of Hampton County High School that, a well-administered and comprehensive program of athletics is essential to the overall development of young people. A well-designed program features a wide variety of opportunities to meet the needs of a diverse student population, well-prepared and student-oriented coaches and advisors and clearly articulated expectations and regulations regarding participation. Well-defined roles for coaches, students and parents are essential to assuring that programs are operated for the benefit of students and serve as a source of pride for the schools and community.

HOW TO USE THIS MANUAL

This manual is divided into sections according to roles. Sections are provided for students, coaches, parents and school. In some cases, policies and procedures may be presented in more than one section.

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Student Roles and Responsibilities

Requirements for Participation

Academics

Student-athletes participating in interscholastic sports are guided by the academic regulations of the South Carolina High School League (SCHSL). These academic requirements must be met and verified prior to participation in tryouts, practices or events. Students or teams that violate these regulations are subject to disciplinary actions both by the SCHSL and the school administration.

It is strongly recommended that other extra-curricular programs of the school adopt clear and rigorous academic requirements that match those of the SCHSL. Individual schools are responsible for sharing these standards with students, parents and advisory groups. It is the individual school's responsibility to enforce all policies.

*Middle school students are subject to the SCHSL rules for eligibility.

General Conduct

Students who represent the school through athletics do so as a privilege. Hampton County Athletics seeks to have our student athletes, representing high values of integrity, citizenship and positive role modeling, at all times when serving as a constituent of our school and the community. All students representing the school, through athletics are subject to the policies and guidelines of the **Respective Sports Contract for Athletic Participation**. This contract between the school and students is completed each year and is applied to all programs as outlined by the District or school. Students and their parents will commit to the contract as will the student's coach.

Classroom Conduct

A student's leadership in athletics should be demonstrated in the classroom as well. When a student plans his/her involvement in any of the school's activities, a priority must be in doing the best he/she can in his/her study and in classroom preparation. In addition to good scholarship, the expectation for students who represent the school is that they give respect at all times to staff and to classmates and that they are attentive to classroom activities. Good attendance is a primary aspect of this expectation.

While Representing the School

Whether on the field, or in the community, student-athletes are expected to represent their school, their team and themselves in the best way possible; student-athletes are under the strict supervision and direction of their coach. Student-athletes will always address these individuals with respect, using the titles, Dr., Mr., Miss, Mrs., Ms. or Coach when speaking to them. Sportsmanship and respectful language to officials, judges and other participants is expected at all times, NO MATTER THE CIRCUMSTANCE. Fighting and the use of profanity or obscenities will be grounds for immediate suspension from the activity as determined by the Coach or school administration.

Training Rules

Attendance

Students who have been absent from school for health reasons are ineligible to participate in athletics the day of their school absence. If students are too ill to attend class, then they are not physically prepared, and it is not safe for them to be around other students for athletic participation. A student must attend at least 2 of the 4 periods a day, even though one of these periods may be a TA. If the health reasons are associated with a trip to the hospital or doctor's care, a note from the physician or team trainer may be required to participate in physical contact sports.

Practice

Students representing the school are required to attend all practices for their team; exceptions will only be made with the prior approval of the coach. Failure to attend practice will result in disciplinary action which could, if repeated, result in removal from the activity. Activities are of a group nature; failure to attend practice not only means that the absent student is unprepared, but in most instances, the absence has a negative impact on the performance of others.

Athletic/Extra-curricular Policies

Eligibility

It is the responsibility of the student and their family to ensure that the student meets all eligibility requirements of the school, Hampton County School District and the SCHSL. No student may participate in tryouts, practice/rehearsal or events until they have met all aspects of eligibility unless approved by school administration. ***It is the responsibility of the student and their family to understand eligibility rules of the District and the SCHSL; school officials can and will assist but issues of grade calculation, number of passed credits and the minimal number of credits required are primarily the responsibility of the family and student.***

Tryouts

Any student who is qualified under the rules of the school, the District and the SCHSL is eligible to try out for an athletic team. The length of the tryout period should be sufficient to give students adequate time and opportunity to demonstrate their skills. In the case of athletic teams, this should be a minimum of three (3) days, which may include practice time to learn routines for an activity such as cheerleading. No student should be coerced into participating in one sport or activity over another. Coaches and advisors shall not use their authority to influence or limit participation or to direct a student toward a certain sport or activity.

A student becomes a member of a team or activity on the first day of practice if no tryout is involved or when the team list is posted after tryouts are completed.

Transferring to Other Teams or Activities

Once students have been placed on a team roster or activity as a result of attending practice or successfully completing a tryout, they are expected to complete their involvement with that team.

Students seeking to leave the team or activity to participate in another sport or activity may only do so with the permission of both coaches and the Athletic Director or administration of the school. Students wishing to involve themselves in a conflicting sport or activity must either receive permission from their coach/advisor or completely fulfill their initial obligation before participating in the new activity. Appeals may be made to the Athletic Director of the school in the

case of an athletic activity or in other cases to the school administration.

Suspended Students

In School - If a student is assigned to In School Suspension (ISS) he/she is ineligible on the day of the assigned ISS for one half of a game or athletic contest; however, practice is permitted. Middle School students follow their own specific guidelines.

Out of School- If a student is assigned Out of School Suspension (OSS), he/she is ineligible for participation and practice from the date the suspension begins and will continue until the day the student returns to school. This means that if students are assigned out of school suspension Tuesday thru Friday, they may not practice until Monday.

****Any student-athlete suspended during season, must sit out next contest after the suspension is over****

Assignments to Alternative Program- Students assigned to the alternative program are not eligible for participation in school activities.

Equipment/Uniforms

Equipment is issued by the school to insure that it is safe and meets the requirements of the sport or activity. Equipment issued, is the responsibility of that student; it is not to be used without authorization and cannot be loaned to others. Students are responsible for keeping equipment in good repair so that it functions properly. Students have a responsibility to report unsafe equipment to their coach and may not use equipment which has not been approved by the SCHSL, coach or school.

Uniforms are only to be worn by those individuals to whom they have been issued. Students involved in athletics may only wear uniforms and accessories approved by the coach and the Athletic Director. For safety reasons, jewelry is not to be worn during athletic.

Travel

Students will only travel to contests away from school in vehicles provided by and operated under the supervision of the school or District unless prior approval has been obtained from the Coach and Athletic Director. Prior to contests it is important for the student to be focused, remain a part of the group and to be subject to the supervision of their coach/advisor. Following the completion of the contests, a student may travel home with a parent/guardian but only with the express approval of the coach or administrator of the school; this should be done in advance.

Dual Participation (two school sponsored activities)

When prior approval has been granted by both coaches, the Athletic Director, or school administration for participation in conflicting activities or on two or more athletic teams at the same time, a schedule of practice times and contests shall be agreed to by all parties. Failure to follow this regulation could result in removal from the school athletic team or activity.

Participation on External/Non-School Teams

It is not uncommon for students to participate or want to participate with an athletic activity outside the regular school program. The student and their parent/guardian should make this known to the school and the coach of the school sponsored team. A meeting will be held involving the student, parent/guardians, external team coach and representatives from the school. The purposes of this meeting are:

- a. To ensure that a schedule of participation is established that protects the health and safety of the student*

- b. To establish the student's primary involvement with the school sponsored team during its season and that the outside organization is secondary as far as practice and competitions*
- c. The school-sponsored team coach maintains the right to determine if the student's outside participation is harmful to his/her school participation and make participation decisions based on such observations*
- d. Participation with an external team will not exclude a student from membership on a school-sponsored team.*

Quitting a Team or Activity

Quitting a team or activity is a serious action. Students who choose to quit a team or activity will have up to 24 hours to reflect on their decisions and to seek reinstatement through a meeting with the coach. Parents/guardians are encouraged to attend this meeting. It will be the coach's decision to make a recommendation to reinstate a student to the Athletic Director or to the school administration. No student who quits a second time will be reinstated to the team or activity. Students who quit a team will not be allowed to join another team or activity until the first team has totally concluded their season or events.

Playing Time and Participation

Coaches make the decision about who plays, how much they play and what roles students take in activities. Students may legitimately question their role; in these cases, it is important that the student consult the coach in a one-to-one conference to obtain clarification on his/her role or to make a case for playing more often or taking a greater role in an activity.

Middle School Student Participation on High School Teams

The SCHSL has established rules for middle school student participation on high school teams. Middle school students may only participate in those sports at the high school level as dictated by the SCHSL. In addition, middle school students may participate at the high school level in a sport offered at the middle school only if the High School Coach request this. Parents cannot request their child to play a high school sport, that request must come from the head coach and be agreed upon by both athletic directors.

NCAA Contacts and Eligibility

Student-athletes who are contacted by post-secondary coaches are required to immediately inform their coach and the Athletic Director. It is vital because of the intensity of some recruiting efforts that students and their parents do this to avoid violating recruiting regulations which may impact both the student's present and future eligibility. Additionally, students and parents who have an interest in post-secondary athletic participation can expect the school's Athletic Director, guidance program and their own coach to have information regarding academic eligibility and other regulations regarding NCAA, NAIA and other organization rules for participation.

Students and parents/guardians who are serious about postsecondary athletic participation at an NCAA school can become familiar with regulations by viewing the website at: www.ncaa.org/student-athletes/future. This site is filled with information about academic preparation and qualifications and also provides a sign-up form for prospective student-athletes.

Your guidance counselor, Athletic Director and coach should be able to help you interpret the regulations to determine if you qualify. Your school's Guidance Office will have a list of NCAA qualified courses. Student-athletes should register with the NCAA Eligibility Center.

Coaches Roles and Responsibilities

Expectations

A coach of a team assumes a role of significance in the lives of young people: many adults say that coaches had the most profound impact on their character and important decisions which they made as adolescents and later as adults. Coaches not only help students with life decisions but they help direct the development of special talents or skills of students. Coaches coordinate students' participation with others in team or group settings.

With this opportunity of shaping character and personality comes the substantial weight of the impact coaches may have for years on impressionable minds. Additionally, a coach's ability to bring out hidden talents and direct students toward positive outcomes is demonstrated through athletic contests, and student competitions.

Coaches may develop very unique and long lasting relationships with many students with whom they work; coaches are expected to exhibit high standards for performers. Students look up to coaches and will mimic the language, opinions and behaviors they see and hear. Because of this, coaches must be ever mindful of the examples they are setting for young learners.

We can only expect and see the best in students when these same attributes and values are modeled for them by coaches. It is unlikely that the tangible rewards you receive will ever match the intrinsic rewards and the place coaches hold in the development of well-rounded students into productive citizens.

Athletic Policies and Procedures

Eligibility

Students participating in high school athletics are subject to the eligibility requirements of the SCHSL and HCSD policy. No student may participate in tryouts, practice or a game without first meeting these two requirements and having a completed physical annually. Middle school student-athletes have these same requirements.

Rules

Coaches are expected to be familiar with the rules that govern their sport or activity. Evaluation of performance will include knowledge of the rules governing the sport or activity. Coaches are required to attend regional rules meetings that provide updates on changes; failure to attend will result in the school being fined by the SCHSL. Fines will be passed on to the coach missing the meeting. Knowing the rules and how they impact on play or performance is essential to success in guiding and preparing students appropriately. It is unacceptable for students to fail because the coach did not know the rules of the sport or activity. Wade Hampton coaches are partially evaluated based on their compliance with SCHSL expectations.

Supervision of Students

Above all else, the safety and supervision of the students under a coach's authority are paramount. Coaches are expected to provide clear rules for participation in the sport or activity. This should include, but is not limited to, practice times, where students may and may not go, requirements for behavior during travel, dress for travel, an organized means for using assistants to help monitor and supervise students, consciousness about student health and injuries, expectations for proper behavior during games, performances, and practices. While traveling to represent the school, coaches must have a clear means for contacting the school (Administration/Athletic Director) and parents regarding any problems or delays in travel.

Supervision of Assistants

A head coach of a team has the additional responsibility of assuring that any and all assistants act in a manner that is in the best interest of students and the school. Head coaches must ensure that assistants understand their roles with the team or activity and that they are prepared to make a coordinated presentation to students, parents and the community.

Community and Volunteer Coaches

First, all community coaches working with students who are not employed by the District must have an application on file with the District. Second, these individuals must be recommended, following an interview, by the Athletic Director of the school. Third, they must all have a clear SLED/TB check as required by District policy **before** they can interact with students. Fourth, they must be approved by the office of human resources for services as coaches. After meeting these qualifications, any community coach or advisor or volunteer is expected, no matter their position or pay level, to meet the same requirements and expectations established for employee coaches. Annual evaluations will be completed for any of those individuals who are receiving a stipend for their coaching services.

Tryouts

For athletic teams, tryouts should last a minimum of three (3) days; this may vary. Tryout policies should be clearly stated, including instances where students already participating in another activity may be given a different time to try out once their other activity is completed. Coaches, directors and advisors have the responsibility to speak with students about their tryouts. For students who do not make the team or activity, coaches are expected to explain why they did not qualify and what they might do to improve. As teachers, coaches have a responsibility to provide feedback that will help students grow.

Travel

Travel to athletic events or activities representing the school will be done only with the permission of the Athletic Director or the school Administration. Travel will be conducted using vehicles approved by the Athletic Director or Administration. Coaches will always ride with students in the lead vehicle; when there is more than one vehicle, there must be proper adult supervision in all vehicles. Students will always travel to the game, or event with their team under the supervision of their coach, unless otherwise approved by the Coach and Athletic Director. Students may travel home with parents/guardians, but only after express approval of the coach or school administrator is secured in advance. Students will not travel in private vehicles driven by other students.

Coaches will submit to the Athletic Director, travel requests minimum of three weeks before travel is expected. (Exceptions may be made in the case of make-up or playoff events) The earlier a request is submitted, the more likely it is that suitable transportation can be arranged. Coaches will also submit to the Athletic Director or school administration the names and parent contact information of all students traveling to any event away from school. In regards to seasonal activities, this can be done once to cover the entire season.

Coaches are strongly encouraged to assist with travel by seeking completion of requirements for a CDL license; it should be the practice to use coaches with CDL's in their off season to help support other programs. Efforts should be made to avoid coaches or advisors driving their own team or group to an activity. When coaches/advisors drive, they reduce supervision which may lead to distractions that impact negatively on safe driving.

There are restrictions on travel in regards to using school transportation allocations.

During the regular season, it is expected that games will be played against schools in South Carolina. Travel outside of South Carolina for competitions, camps or pre-season workouts will be at the approval of the Athletic Director, the Principal and the School Board who will consider funding ability in making the decision. It is expected that when teams are traveling during winter or spring break or to summer camps, no class time will be missed and that some effort will be made by students to help raise funds to support the trip. Overnight trips must meet District guidelines and have Principal approval.

Overnight travel once it is approved requires the coach or coaches to provide the following:

- 1. Clear itinerary of travel listing times and locations of lodging and event activity; it will also include addresses of locations and phone numbers where coaches and other chaperones can be contacted***
- 2. The coaches and chaperones will carry with them emergency contact information on everyone traveling with the team, both students and adults.***
- 3. On overnight trips a schedule of nighttime supervision will be developed and presented to the school Principal before the trip takes place; the Principal will approve ensuring there is 24 hour supervision of students.***
- 4. Trips that have both boys and girls participating will also have chaperones of both genders***
- 5. Prior to the trip all luggage and personal belongings will be searched to remove any contraband materials; students found with such materials will be denied participation and subject to regular school disciplinary procedures.***
- 6. Inappropriate behavior on any overnight trip is subject to regular school disciplinary procedures and may be grounds for removal from the team permanently.***

Equipment and Uniforms

While students are responsible for equipment and uniforms loaned to them by the school, it is the coach, who is responsible for having an organized and complete list of equipment and uniforms issued to each student. Besides having a readily available and up-to-date log of equipment and uniforms that have been distributed to students, coaches are responsible for showing students how to properly care for issued equipment and seeing that students follow those instructions.

Coaches have the additional responsibility of informing students how the uniform should be worn, when it can be worn and what other accessories are appropriate with any uniform. Students need to understand not only what is permitted by rule but also what is safe and appropriate.

The coach has a responsibility for a clear plan for taking up uniforms and equipment when the sport or activity has concluded, accurately accounting for all materials, and providing to the Athletic Director and Bookkeeper a list of those missing items and who is responsible for the loss.

The head coach is responsible for turning in an inventory of all equipment and uniforms to the Athletic Director two weeks after a season has concluded.

Disciplinary Action toward Students

Coaches are expected to maintain good order and appropriate behavior within their sport or activity. The first essential element of good discipline is providing students and parents with a clear set of expectations and possible consequences for violation of rules or inappropriate behavior. The District, has established guidelines for some of the most serious violations. These guidelines will be followed uniformly by all coaches and will not be lessened or increased in severity, except as authorized by the District's Student Code of Conduct. Coaches who knowingly conceal or ignore information or evidence regarding violations of the Contract face disciplinary action that could

include dismissal from coaching.

Team discipline should be rational and reasonable for the offense. **In no case will students be physically or verbally abused by coaches.** Adults are advised that the best and most appropriate means to disciplining students is to speak one-on-one to them in a private setting making clear what they did wrong and why there will be consequences.

Fundraising

Fundraising is an important part of many teams and activities. **District guidelines for fundraising must be followed.** All funds raised in the name of the district must be turned into the school/district. Athletic programs should establish an all-sport booster club to enhance and coordinate fundraising. Individual teams or groups must have the prior approval of the Athletic Director and Administration to conduct fundraising. Fundraising must have a specific purpose and monetary goal and must be consistent with the District's Title IX obligations. Proposals for fundraising by parent or community support groups will be reviewed by the school administration to ensure they fit the general needs of the school and do not duplicate efforts.

Any funds raised by a team or activity will be deposited in the school activity fund, earmarked for that sport and expenditures will only be made with the approval of the Athletic Director or school administration.

Health Issues and Injuries

The health and safety of students involved with any team or activity are primary priorities for coaches. No student may participate on an athletic team until he/she has a valid physical exam from a qualified health professional on record with the school. Physicals must be completed once a school year and used for that school year only. A new physical must be completed each school year.

Hampton County high school does not have a certified athletic trainer who is available during practice. All coaches are to be trained in CPR intervention. Athletic directors and the school administration are responsible for providing this training, and coaches are required to attend. The advice of health professionals as to the health and ability of a student will be followed. In the case of injuries, healthcare professionals determine the student-athlete's participation.

Parents will be notified of any health or injury concerns and will be immediately informed if such injury requires medical evaluation or transportation to a medical facility for treatment. Coaches will have parent/guardian contact information readily available at all events both at home and away events.

Insurance

Although all students playing on SCHSL sanctioned teams are covered by limited insurance purchased through the school, and catastrophic coverage is provided by and administered by the SCHSL and its insurance carrier, parents are encouraged to assess the coverage and determine the appropriate level of insurance coverage for their child and to purchase any desired additional coverage. Coaches must supervise students at all times and not allow them to participate in dangerous activities.

The District buys an All Sports Insurance policy that provides limited coverage for all school-sponsored athletic participants. Coverage includes tryouts, preseason and post season play and supervised travel for all interscholastic events. Off-season weightlifting and conditioning are included. This policy covers varsity and junior varsity athletes, and cheerleaders.

Our current insurance carrier is Bollinger. If a student is injured while participating

on an athletic team, a form must be completed by the coach. The coach will complete the top portion of the form and forward it to the parent. It is up to the parent to submit the claim and bills to the insurance carrier Bollinger.

Athletic injuries must be reported to the Athletic Director and Principal immediately. School nurses will be used where appropriate and possible.

Weather Issues

Coaches are reminded of the severe health issues that can be presented by weather in our region. Examples of weather-related issues include heat stroke and lightning strikes.

Heat Index (see **Appendix A-3**): Those involved with outdoor activities will follow the guidelines of the Heat Index as developed by the National Athletic Trainers' Association. Heat Index guidelines apply to both athletics and other events being conducted or practiced outside. Each year there are multiple incidences across the country in which prolonged exposure to heat and humidity cause death among athletes and others. Additionally, coaches should have a cell phone at the activity at all times. The athletic trainer or a qualified coach will take readings **every 30 minutes** and use those readings in conjunction with the Heat Index chart to determine the level of practice and whether practice is held inside or outside. As the Heat Index increases, more breaks and water/fluids should be taken. Other ways to relieve/avoid problems are to have T-shirt change outs to avoid heavy, wet garments next to the skin or to hold early morning and evening practices to avoid the high mid-day temperatures.

Lightning Strikes (**Appendix A-2**) brought on by severe weather are common to our area and present a significant threat to students and spectators who may be attending a game or event. Our athletic trainer will check regularly when inclement weather is in the area and will inform all coaches if practice and/or games must be stopped. No athletic participation will be allowed to resume until the athletic trainer gives an all clear.

Athletic Letters and Other Awards

Coaches are strongly encouraged to identify students who have performed in an outstanding manner and recognize them at regular award events held by the school. Qualifying for such awards should be clearly defined and available to participants. Selection must be done in a manner that assures objectivity and fairness. In regards to athletic letters, there will be a set standard as to the amount of participation required to receive an athletic letter.

Field/Facility Preparation and Maintenance

Field and facility maintenance is primarily the responsibility of the school and athletic program. It is the responsibility of coaches to keep up with their athletic facility the entire season. If your facility includes grass fields, it is the coaches responsibility to care for. You are able to ask our field maintenance coordinator, Trey Stanley, for help, but understand it is the head coaches responsibility. The head coach will also regularly review the condition of fields and facilities and inform the Athletic Director of concerns or needs.

Athletic/Extra-curricular Compensation

Hampton County School District has established a schedule of stipends to be paid to athletic coaches. These schedules are provided for middle schools and high schools coaches and fall under the District **payroll office**. Stipends are paid at different times of the year depending on the athletic season and/or the amount of the stipend. Stipends will only be paid after the school administration has submitted necessary forms to the District Office. These forms now include (proof) certification for all coaches in CPR/First Aid prior to any contact with student-athletes of payment of stipends. Stipends will not exceed the amount listed on the schedule.

Evaluation of Coaches

Each year an evaluation will be completed for employees receiving a stipend, this includes paid or volunteer coaches. Head coaches will be evaluated using the form (**Appendix A-4**) by the Athletic Director and an administrator. Assistant coaches will be evaluated using the form (**Appendix A-5**) by the head coach and the Athletic Director. Athletic Directors will be evaluated annually using the form (**Appendix A-6**) by the school administration.

Fines

All fines incurred to the school as a result of negligence of SCHSL rules by a coach will be paid by the coach. All coaches are expected to know the rules as set forth by by-laws provided by the SCHSL in respect to specific sports, sporting contest, and expectations of coaches. If a coach is ejected by an official during a sporting contest, the coach may be subject to disciplinary action by the school. Due process will always be afforded to all coaches.

Parent/Guardian Roles and Responsibilities

Expectations-Supporting Your Child

Parents and guardians are encouraged to support their child's participation in athletics. We hope parents/guardians will take a positive approach to their son's/daughter's participation. Students who are involved in school outside of their everyday class work perform better academically and learn important skills. Examples of skills taught include how to participate as a member of a group toward achieving a common goal and time management. Parents and guardians will hopefully manage their schedule to attend their child's events, showing support and pride in the development of their adolescents.

A student's participation in sports is sure to be a source of pride for the family. A student's participation is usually public. Performance can be both good and bad; it is important to make participation positive. Congratulating students for having the courage to perform publicly when others avoid it is an important aspect of helping students prepare for disappointment. As students move into college, the military or the workplace, they develop self-esteem through extra-curricular involvement. Poor performance should not be a source for criticism or belittling; it should, however, provide a foundation for growth and constructive analysis of what needs to be done to improve.

When or if things go poorly, public criticism of your child, another child or the coach does little to improve the situation. These kinds of behaviors only embarrass your child and possibly others listening. When parents have a difference with the coach, of an activity, they are encouraged to meet with the coach privately to discuss concerns. Coaches make the final decision but have a responsibility to explain how they made their decisions. Face-to-face conversations provide an excellent time for constructive ideas on how students might improve.

Travel

Students are required to travel with their team to all events away from school. The school is responsible for providing transportation either through the District-contracted carrier or another commercial carrier. **Private cars may not be used to transport students to events (the exception to this is golf team practice).** Reasonable exemptions or accommodations to this guideline shall be made on a case-by-case basis for students with qualifying disabilities or in other exigent circumstances with the approval of the District Office. Forms will be provided by the school or District Office. Students are required to travel to the event under the supervision of school personnel. Following the conclusion of a game or event, students may return home with parents or guardians but only upon express approval of the coach or a school administrator. **Travel in private vehicles is not covered by District insurance.**

Insurance

Although the District carries limited insurance for all athletes and the South Carolina High School League (SCHSL) carries catastrophic insurance for severe injuries that require treatment beyond the limited coverage provided by the District, parents are encouraged to assess the coverage and determine the appropriate level of insurance coverage for their child and to privately purchase any desired additional coverage.

Eligibility

All athletic teams have eligibility rules. It is the student's responsibility to meet these rules prior to participation. Parents/guardians can help by being aware of these rules as well. Much

of this has been defined earlier in the section on “Student Roles and Responsibilities”; however, here are some general rules.

*All students participating on an athletic team or in an extra-curricular activity where they will represent the school must read and sign “The Contract for Athletic Participation.” This document must also be signed by the parent/guardian. The Contract must be signed each school year and will cover the student for all activities they are involved in that term. **(Appendix A-1)**

*All members of athletic teams must have a physical exam on file prior to participating in any practices, scrimmages or games; a physical is good for the entire school year.

*All members of athletic teams subject to the SCHSL must meet the academic requirements of the South Carolina High School League; these may be different at different schools as a result of the school’s class schedule. Athletes and parents should check with the Head Coach or the Athletic Director at the school.

Charter School, Home School and Governor’s School Student Participation

Charter school, Home school and Governor’s school students to try out for and, if selected, participate in extracurricular activities at their residence zoned school.

Fundraising

It is evident that in some cases the funds provided by the school and District may not be sufficient to meet the needs of a quality athletic program; parents/guardians and the community have historically been significant in providing both manpower and financial support to maintain quality programs in schools. It is essential that fundraising to support school programs be done in an organized and accountable manner to ensure that support goes to the students.

School's Role and Responsibilities

It is the belief of the District that any quality, comprehensive school program includes an organized, diverse and clearly defined program of athletics.

Safety

Hampton County High School has a responsibility in general to conduct activities in a safe manner and to ensure, as much as practical, that students are properly prepared and that equipment student's use is safe and properly certified for use. Hampton County High School will do the following in regard to safety:

- a. Provide scheduled times for students to obtain physicals at school for a minimal cost.
- b. Ensure that all equipment has been approved for use and that the equipment has been certified using national or state standards (if appropriate).
- c. Provide adequate and timely transportation to school-sponsored events with the team and maintain a cell or home phone listing to contact parents in case of late return.
- d. The District has implemented policies regarding severe weather; this includes both heat stroke and lightning strikes.

Coaches

The school has the responsibility to seek out qualified coaches to work with students. No one may assume a position as coach until he/she has been properly approved by the administration. Coaches must also be confirmed by the Athletic Director. All coaches, whether receiving a stipend or working as a volunteer, must have an application on file with the Human Resources Department and have been approved by Human Resources. **These applications are found on the District's website.**

Coaches, Assistant Coaches and Athletic Directors will be evaluated every year using the forms provided in **Appendices A-4, A-5, and A-6.**

Eligibility

The school is responsible for insuring that all students participating in athletics or other extra-curricular activities have met all eligibility requirements. Failure to do this properly may result in the school being fined, having to forfeit events or individuals being removed from their position. Below are listed some of the eligibility requirements:

- a. All students who will be representing the school as an athlete are required to sign and agree to the "Contract for Participation in Athletic Programs." (**Appendix A-1**).
- b. All athletes must meet the requirements of the SCHSL, as defined in their policies. Athletic directors have the proper definition of athletic eligibility.
- c. Students may have to meet other eligibility requirements as established by the school to participate in non-athletic activities.

Budget

School activities including athletics have essentially three ways that they are funded. First, there is the allocation provided to us from our school district. Athletics receives funding each year for coaching stipends, equipment and transportation. Second, activities can raise funds through events at the school such as ticket sales for athletic events. Third, teams and other groups can

fundraise through central organizations like the All Sports Boosters or the PTSO or they may seek to fundraise as a specific organization. In all cases, money collected or expended must comply with the policies and procedures set forth by the District. All collection of funds and expenditure of funds must be through accounts at the school with the approval of the administration. It is essential that coaches, directors or advisors become fully aware of the required permission and paperwork that needs to be completed both to raise and expend funds.

Ticket Prices

Establishing pricing for tickets to events is an acceptable means for a school to raise funds to support athletics or non-athletic activities. Ticket pricing will be uniform across the District in regards to athletic events.

Security

It is the responsibility of the school, through the administration or the Athletic Director, to provide adequate and appropriate supervision for all events. **Athletic directors or their designee will be in attendance at all home athletic contests.** Additionally, a school administrator will be present at all home football and basketball events; supervision at other athletic events by an administrator is at the discretion and judgment of the Principal. The school is required to have additional professional security at home football and basketball games; this will vary with regard to the opponent and size of anticipated crowd. Increased security will be provided for games that involve historic rivalries or that take on special importance such as playoff games

Public Use of Facilities and Fields

The District is a public agency and has a responsibility within limits to make facilities and fields available to the public. Schools do not have the authority to establish contracts with outside groups for the use of buildings or fields. All use must be compliance with District policy and will require review by the Superintendent and Director of Operations. Individual school administrations have been given the policy, procedures and paperwork that must be completed to request school facility and field use; see your school administration for this material. The District may establish on-going/annual agreements with some outside groups such as PALS, Boys and Girls Clubs, YMCA, American Legion, etc. These agreements, where they impact on your school, will take a secondary priority to school programs.

APPENDICES

Appendix A-1: Contract for Participation in Athletic Programs

These guidelines apply only with respect to Athletic Activities and do not replace or supersede the District's Student Code of Conduct

Guidelines and Contract for Athletic and/or Extra-Curricular Participation

Extra-curricular activities have always been one of a school's most visible avenues for displaying character, citizenship and the good sportsmanship of its students. Students who participate gain much from these experiences such as team work, socialization, trust building, camaraderie, a stage on which to demonstrate their unique skills, and life long memories, to mention a few. Students who represent their school or the District do so as a privilege and have responsibilities both to their school and the classmates with whom they participate.

Students have a responsibility to represent their schools in the best light possible; when involved with extra-curricular activities, they are models for other students and marquee for what a school, at its best, stands for and proudly supports. Students also have a responsibility when participating in extra-curricular activities to their classmates and teammates to be fully prepared mentally and physically for the demands that such participation can bring. With this in mind, it shall be the practice of each school and student to promote the best representative image of the school as possible. The District will promote the following:

Contract: Students will sign and have their parents and coach sign a contract stating that they will meet the expectations as outlined below. Students will sign this contract before actively participating in any school sponsored and supported activity. This will include athletic teams and any other events which are deemed as meeting these criteria by the school or District administration.

Academic Expectation: All student-athletes are subject to the requirements of the SCHSL in regards to academic standards for participation.

Discipline Expectation: Students who because of unacceptable behavior have been assigned to In-School, Out-of-School or Saturday School Suspension will be limited in their ability to participate in extra-curricular activities.



Hampton County High School Student Athlete Behavior Contract

Athletes Name: _____ Sports: _____

As student athletes, you are bound by a stricter moral and behavioral code than non-student-athletes. As such, you will be responsible for conducting yourself in a manner above and beyond non-student athletes. If you choose to accept this responsibility, you and your guardian must sign this contract, and in doing so, you agree to abide by the consequences set forth.

Every member of the Hurricane Athletic Program has a duty to represent himself/herself, the team, and the school in the best manner possible. This applies to your behavior both in school and out of school. You are expected to avoid situations where you might be accused of wrong doing. Being in the "wrong place at the wrong time" is not an excuse if you chose to be there in the first place.

In-school discipline problems resulting in ISS or suspension will result in missing playing time and may be result for dismissal from the athletic program. The following violations may also result in suspension or dismissal from the Hurricane Athletic Program:

1. Using illegal drugs, alcohol, or tobacco at any time.
2. Allowing yourself to be in a situation, in school or away from school, where you are accused of/arrested for an illegal activity.
3. Missing practice (unless excused by the Coach)
4. Skipping class or school
5. Poor Sportsmanship
6. Harassment (verbal/physical/sexual/etc....) of another student or team member.
7. Any act (either in school or away from school) which in the opinion of the coaching and/or school administration, reflects in a negative manner on the Team or the Hurricane Athletic Program.
8. Electronic communication (text, Facebook, Twitter, etc....) should be positive and should never negatively reflect on other teammates, coaching staff, team or the school. If it is not positive, do not post it.

The student-athlete must also abide by all SCHSL rules and regulations and each individual sport may also have their own contract.

By signing below, you affirm that you have read this and fully understand the rules set forth by this Contract. You are also stating that you understand that violations of the Hurricane Athletic Program behavior policies could result in your being dismissed from your team or the athletic program.

Player's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Appendix A-2: Severe Weather Procedures

Whenever severe weather is projected or indicated, it will be the practice of the District and all of its programs to take the following precautions:

1. Keep alert to changing weather by use of weather radios that sound alarms or through mechanical devices such as the WeatherBug
2. At each of the distance indicators listed below, the prescribed activities are required:

< 20 Miles

Coaches, directors and advisors who are outside with students should be aware that lightning strikes are possible and be prepared to move students to pre-arranged shelter; spectators should be advised over the public address system that there is severe weather nearby and should be aware of the closest shelter.

10 miles

Coaches, directors and advisors who are outside with students should begin to curtail activities and plan to seek shelter in appropriate locations; spectators should be advised over the public address system that they should seek shelter immediately in an appropriate location when prompted by the emergency response team.

8 miles or less

All activities should cease immediately, and students and spectators should seek immediate shelter until it is deemed safe to return; this means leave the practice or playing field, empty bleachers and seek appropriate shelter in buildings, automobiles or other vehicles, and remove yourself from open spaces or proximity to trees, poles, power lines or high ground.

Multiple studies have proven that lightning strikes may take place from as far away as 10 miles from the actual storm. It is imperative that we take the most conservative and prompt action to insure the safety of students, staff and spectators.

It is the responsibility of the administrator on site or the head coach, director or advisor to inform event officials of the District policies and procedures for terminating an event and seeking shelter.

Appendix A-3: Heat Index Chart

WBGT Reading	Level	Practice Hours	Activity and Break Guidelines	Fluids
Under 82.0	Green	Resume normal activities	Normal activities-Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout	Water or electrolyte drinks
82.0 – 86.9	Yellow	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	Water or electrolyte drinks
87.0 – 89.9	Orange	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	Water or electrolyte drinks
90.0 – 92.0	Red	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	Water or electrolyte drinks
Over 92.1	Black	No outdoor workouts	Cancel exercise; delay practices until a cooler WBGT reading occurs	Water or electrolyte drinks

Appendix A-4: Coaches Evaluation Form

Name:

School Year:

School:

Start Date:

Supervisor:

Sport:

PERFORMANCE STANDARDS

- *Unsatisfactory* – Minimal to no evidence of the element
- *Needs Improvement* – Some evidence of the element but it is not consistently demonstrated
- *Meets Expectations* –Consistently demonstrates this element
- *Exceeds Expectations* – Beyond proficient; is a role model for others

Provides leadership for other coaches, defines roles, delegates tasks, and holds other members of the coaching staff responsible for completing tasks

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Communicates effectively with players, parents, coaching staff, and administration

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Organizes and carries out productive practices sessions that contribute to overall and individual development

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Cares for equipment (issues, inventories, cleaning, and storing for out of season)

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Adheres to requirements of district, state, and local policies (eligibility reports, budgets, completion of required trainings, etc.)

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Effectively supervises student athletes (locker room, training room, bus, practices, games, etc)

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Is fair, firm, and consistent in handling discipline matters

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

Shows enthusiasm for working with students and for the sport itself

Comments:

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations

List additional information related to strengths and weaknesses of the coach. (Optional)

Comments:

PERSONNEL RECOMMENDATIONS (check appropriate item(s):

1. ☐ Recommended to continue in assignment.
2. ☐ Not recommended to continue in assignment.
3. ☐ Coach is a paraprofessional, therefore must reapply.

I have seen and discussed this evaluation with the evaluator. Within seven (7) school days, if I desire,
I will submit my written comments on the evaluation.

☐ See attached response

Supervisor's Signature

Employee's Signature

Date

Date

Appendix A-5: Assistant Coach Evaluation Form

Name _____ School Year _____

Please use a scale of 1-5 with five being the highest to evaluate the following:

1. The coach shows an understanding of the game and properly prepares students with the skills and techniques necessary to succeed. _____
2. The coach follows the practice schedule as designed by the Head Coach in a supportive manner. _____
3. The coach consistently presents him/her (self) as a role model for students. _____
4. The coach is on time for practices and games and completes the task assigned in a satisfactory manner. _____
5. The coach appropriately supervises the students under his/her control. _____
6. The coach is organized and thorough in the care of equipment and uniforms under his/her control. _____
7. The coach presents a philosophy that academics is a priority. _____

Please use additional space to explain how this is demonstrated.

8. The coach has demonstrated an appropriate interest in the welfare of students by emphasizing good attendance and behavior. _____

Please use additional space to explain how this is demonstrated.

9. Does the coach publicly and privately support the position of the head coach and the school? _____

Please use the space to explain how this is demonstrated.

Please list the strengths of this coach.

Please list any areas of performance that need to be improved and how that will be accomplished.

Overall performance of this coach is:

☐ Outstanding ☐ Good ☐ Fair ☐ Poor

The coach's signature below only signifies that they have reviewed the evaluation; it does not mean that they fully agree with the statements. The coach is advised that he/she may attached comments of their own to their personnel file.

Coach's Signature

Date

Head Coach's Signature

Date

Athletic Director's Signature

Date

Is CPR/First Aid Certified? Y/N

Expiration Date of Certification _____

Appendix A-6: Athletic Director Evaluation Form

Name _____ Year _____

Using a scale of 1-5 with five being the highest score, please rate the Athletic Director on the following indicators of performance:

1. The Director meets all SCHSL deadlines for reporting required information. _____

2. The Director maintains a well-organized program of athletics:

a. Schedules contests _____

b. Maintains accurate records _____

c. Stays within approved budget guidelines _____

d. Secures transportation as needed _____

e. Supervises equipment inventories _____

f. Supervises uniform inventory _____

g. Provides supervision at home athletic events _____

h. Provides frequent opportunities for parent input _____

i. Seeks out and secures community support _____

3. The Director is a model for the others he/she supervises in dealing with student-athletes and promoting academics as the priority of the athletic program. _____

Please provide examples that demonstrate how the Director models these behaviors and beliefs.

4. The Director seeks to involve a diverse group of students in the athletic program. _____

Please provide examples of how the Director achieves this goal.

5. The Director promotes the academic priority of the athletic program in conversation with colleagues. _____

Please provide examples of programs or statements that the Director has made that support this.

6. The Director prioritizes good attendance and behavior with student athletes. _____

Please give examples of behaviors by the Director that exhibit this goal.

7. Please give examples of ways in which the Director, in this year, promoted the athletic program with the community and secured financial support for programs.

8. The Director takes an active role in regional, state and national athletic administration. _____

Please give examples of how this has been modeled in the current school year.

9. The Director holds those he/she supervises responsible for their behaviors. _____

Please give one example from this current school year that demonstrates this.

Athletic Director's Signature

Date

Principal's Signature

Date

Is CPR/First Aid certified? Y/N

Expiration Date of certification _____

Appendix A-7: Transportaion Check Form

It is the expectation that all coaches will make every effort to keep the vehicle in which they and their respective teams travel, clean. Our passengers (student athletes) will take pride in the bus that is neat and clean, will co-operate in keeping it that way. To aid in meeting the aforementioned end there will be a form implemented, for when we are preparing for, and returning from travel. Please complete a Pre and Post travel form, each time one of our buses is used.

Below please find some basic tips that will hopefully aid you in expediting your post trip maintenance/inspection.

Spot Big Trash Items

The first and easiest step is to clean all visible trash items. Grab a large bag and collect cups, napkins, lint, and other debris left behind by passengers and drivers. It is important to check under seats and between seat cushions as well.

Luggage Area Cleaning

If present on the bus, take a look through each luggage area.

Seats

It is important that stains and other spills are addressed as soon as possible. The longer a stain sets, the harder it will be to clean. Keep a rag and cleaning solution at hand in the bus for spills on the road.

Take the Floor

Inspect the floors starting at the rear of the bus moving forward. Any debris the cleaning process has left behind should be picked up at this point.

Driver Area Scan

Last, but not least, perform a quick inspection of the driver's area. Check to make sure trash is removed and all controls are clean. Make sure important items are stored out of sight in the glove compartment.

HAMPTON COUNTY HIGH SCHOOL TRAVEL FORM

Coaches Name:

Destination:

Pre-Travel Checklist

- ☐ Bus is clean, orderly, and has fuel in it
- ☐ Bus is dirty and in disarray, trash is scattered about, and there is no fuel.

Post Travel Checklist

- ☐ # of Bus that was used (Ex. BC56)
- ☐ Pick up any loose trash
- ☐ Check seats for any food, candy or gum
- ☐ Scrape any gum off the seats or floor and discard
- ☐ Sweep floors
- ☐ Mop floors with cleaner and water (If it's a result of your trip and needed)
- ☐ Fuel in the bus is at $\frac{1}{4}$ _____
- ☐ Fuel in the bus is at $\frac{1}{2}$ _____
- ☐ Fuel in the bus is at $\frac{3}{4}$ _____

During flu season, you may want to clean and disinfect more often, but use your own judgment as to when or if that is needed.

Appendix A-8: Student Driver Rules and Responsibilities

A student who desires to drive a private vehicle to or from a school district-sponsored, off-campus event and the student driver's parent(s) or legal guardian(s) must agree to abide by the rules and responsibilities below and must sign the release below. The option to drive a private vehicle is offered for the convenience of the student and his or her parent(s) or legal guardian(s) only.

Rules and Responsibilities

1. A student driver must have a valid South Carolina driver's license.
2. A student driver must have liability insurance as required by law.
3. A student driver must obey the school's rules regarding driving and parking vehicles on school property. Unsafe or illegal driving and unauthorized parking on school grounds is prohibited and may result in a revocation of the privilege to drive a private vehicle to off-campus events.
4. A student driver and his or her parent(s) or legal guardian(s) assume sole responsibility for the student driver driving to and from an off-campus event efficiently and safely. The school district has no duty to supervise the student driver's off-campus driving or to provide directions, driving advice, guidance, or vehicle maintenance/repairs.
5. Although the school district assumes no responsibility for policing or supervising a student driver's off-campus driving, a student driver should obey all traffic laws, rules, and regulations. A report to school district officials of unsafe or illegal driving by a student driver may result in a revocation of the privilege to drive a private vehicle to off-campus events.
6. A student driver and his or her parent(s) or legal guardian(s) have read and fully understand these rules and responsibilities and agree to abide by them.

Student Name

Student Signature

Date

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Release and Indemnity Agreement

I, the undersigned, understand driving a motor vehicle involves health and safety risks, including but not limited to automobile accidents, which can result in death, serious injury, and/or property damage. I knowingly accept full and complete responsibility for any injury or accident that may occur involving my child and the driver named below, and I assume any and all risks associated with any off-campus travel involving my child and the driver named below. I hereby release and hold harmless the Hampton County School District, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers from any and all actions, causes of action, claims, damages, costs, attorneys' fees, loss of services, expenses, and/or compensation arising out of, in whole or in part, any off-campus travel and/or any injury occurring during such off-campus travel and involving the student and the driver named below. I also hereby knowingly waive any such claims I may have. I further promise to indemnify and repay the HCSD, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers any sum or money they may be compelled to pay as a result of any claim arising out of or connected to the off-campus travel of the driver named below. These promises shall be binding on my heirs, legatees, administrators, and/or assigns. I have carefully read the foregoing Release and Indemnity Agreement, know the contents thereof, and sign the same as my own free act.

Student Name _____	Student Signature _____	Date _____
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Parent/Legal Guardian Name _____	Parent/Legal Guardian Signature _____	Date _____
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Parent/Legal Guardian Name _____	Parent/Legal Guardian Signature _____	Date _____
----------------------------------	---------------------------------------	------------

Appendix A-9: Off-Campus Student Pick-up Form

Release and Indemnity Agreement

I, the undersigned, understand driving a motor vehicle involves health and safety risks, including but not limited to automobile accidents, which can result in death, serious injury, and/or property damage. I knowingly accept full and complete responsibility for any injury or accident that may occur involving my child and the driver named below, and I assume any and all risks associated with any off-campus travel involving my child and the driver named below. I hereby release and hold harmless the Hampton County School District, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers from any and all actions, causes of action, claims, damages, costs, attorneys' fees, loss of services, expenses, and/or compensation arising out of, in whole or in part, any off-campus travel and/or any injury occurring during such off-campus travel and involving the student and the driver named below. I also hereby knowingly waive any such claims I may have. I further promise to indemnify and repay the HCSD, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers any sum or money they may be compelled to pay as a result of any claim arising out of or connected to the off-campus travel of the driver named below.

These promises shall be binding on my heirs, legatees, administrators, and/or assigns. I have carefully read the foregoing Release and Indemnity Agreement, know the contents thereof, and sign the same as my own free act.

My child has traveled or will travel to a school district-sponsored event with a team, squad, club, or organization affiliated with a HCSD school involved in the event. My child will be picked up from the event site by _____ (authorized adult). My child will not be transported back with the team, squad, club, or organization involved in the event. I accept full, complete, and sole responsibility for the supervision, protection, care, and/or custody of my child as of the date and time below, and I release the HCSD from any such duties or liability.

Student Name _____

Event _____

Parent/Legal Guardian Name _____

Parent/Legal Guardian Signature _____

Date _____

Time _____

Appendix A-10: Athletic Grounds and Equipment Expectations

1. ADs and coaches are expected to promote the proper care for outdoor athletic equipment. As a district, we will not seek to replace or purchase new equipment at schools due to negligence or lack of proper care of equipment.
2. Outdoor Athletic Equipment replacement is being added as a recurring cost to the 5 Year Plan and Capital Budget. This will be updated in time for the new 5 year Plan and Capital Budget presented in November. This means that items such as high jump pads, track walk off mats, discus cages netting, etc. will be placed on a reoccurring schedule for replacement.
3. Track surfaces are already on a reoccurring schedule of 7 years. This means that if your track surface is in need of repair prior to 7 years. This will be considered a responsibility of the school. It is expected that each school maintain a track surface for 7 years. This includes all outdoor equipment. Here are a few examples on how to help preserve a track for seven years.
 - a. Do not let football players in cleats walk across a track that is not covered.
 - b. Do not set benches and trash cans on the track.
4. We expect all facilities to be treated with PRIDE by all schools and programs. To that end, we need to work on limiting the use of stadium fields. Stadiums are to showcase sporting events and graduations in June. Practice and other auxiliary uses are expected to be monitored and limited by AD's. Expectations include:
 - a. When spring sports are finished, use of stadium fields should discontinue until fall. The stadium field needs to have time to recover in order to be ready for fall sports. Stadium fields need at least 10 weeks with **NO** use in order to recover.
 - b. Grounds crew will begin work on fields immediately after spring sports end. These fields are expected to be used as an alternative to the stadium (when possible).
 - c. Spring practices and games (when possible) need to be held at other locations. This is an opportunity to promote your team at another field such as a middle school field. Facilities Planning and Construction will continue to work on improving middle schools fields which will make them a more viable option for holding smaller spring football events.
 - d. Summer Camps should be limited to fields other than stadium fields.

Appendix A-11: Hiring Procedures

HR process for Athletic Staff

Current Active Employees, returning coaches (Certified & Classified)

- Add to Athletic Staff roster, submit to HR.

Current Active Employees, new to coaching*

- School submits Personnel Recommendation Action Form (PAF) to add COACH pay type, signed by the principal.
- Add to Athletic Staff roster, submit to HR.

*Payroll or Human Resources personnel can verify if an individual has a COACH Job type in the system profile.

Former Employees (not active in payroll system)

Inactive employees/coaches who are out of the HCSD system will be considered NEW INCOMING COACHES.

Follow procedure below:

New Incoming Coaches (have never been HCSD employees)

- All new incoming coaches shall submit a Classified Employee application; link is found on the Human Resources home page of the district website. Reference check on all new incoming coaches is done by the hiring supervisor (Athletic Director).
- The school submits Personnel Recommendation Action Form (PAF) for the incoming coach, includes the date of birth and SSN. PAF is to be signed by the principal.
- HR will initiate internal procedures for the new hire (SLED check, Admin approvals, etc.) and report back to AD.
- If approved for hire, the incoming coach will complete the New Hire COACH package for enrollment in the payroll system. Enrollment will not occur (and no payment will be made) until all components of the new hire package are completed (checklist attached). New hires must present certified TB test results before they may begin work. This is a **STATE MANDATE**.
- Add to Athletic Staff roster, submit to HR.

UNDER NO CIRCUMSTANCES IS AN INDIVIDUAL TO BEGIN WORKING IN THE SCHOOL WITHOUT CLEARANCE AUTHORIZATION FROM HUMAN RESOURCES.

Athletic Staff Rosters

Each school will develop a preliminary *Athletic Staff* roster to include (all) coaches of all sports and submit it electronically by August 15th of each year to the Human Resources Department who will verify the status of all coaches listed. If there are discrepancies, the school's AD and Principal will be notified. Corrections, if any, will be made before the final roster is approved.

The AD will be emailed the finalized *Athletic Staff* roster from HR containing revision(s), if any, and will print it out. The principal and AD will authorize where indicated and submit one original to HR for Administrative approval prior to payroll processing (deadlines for payroll will be noted).

Please note: If there are changes to the final approved roster during the season, the school must submit a revised roster to HR, noting the changes only. The verification/approval process will be initiated by HR, with the revision(s) approved by the principal and AD before payroll processing.

Appendix A-12: Concussion Management Protocol

In order to protect the athletes of Hampton County School District receiving a concussion while participating in district sponsored events, the following standards should be utilized to manage these athletes.

The athletic director will notify the school nurse who has been medically diagnosed by a physician of a concussion. The nurse will conduct a medical meeting with teachers and administration concerning students who have been diagnosed with a concussion. Teachers who provide instruction for a student who have been diagnosed with a concussion will develop monitor and adjust a learning plan. This procedure is in place for all student athletes in HCSD.

Concussion Management

Definitions Associated With New Concussion Rule

Appropriate Health-Care Professional: an individual(s) from the following professions who are designated as the persons to diagnose whether an athlete has or does not have a concussion:

- **MD** - A medical doctor licensed to practice medicine in South Carolina
- **DO** - A doctor of osteopathic medicine licensed to practice in South Carolina
- **PA** - A physician's assistant licensed to practice in South Carolina
- **NP** - A registered nurse practitioner licensed to practice in South Carolina
- **AT** - An athletic trainer certified nationally or by the State of South Carolina

These shall be the only persons who shall clear an athlete's re-entry into a contest when the athlete has been removed from the contest due to signs or symptoms of a concussion (as described in the NFHS rules book for each sport). If none of these are present at the contest, the athlete shall not return to that contest or any subsequent contest until cleared by one of the above listed health-care professionals.

Contest Officials Role – to recognize the symptoms consistent with that of a concussion and remove the athlete from the contest until he/she has been diagnosed by an appropriate health-care professional. [*Officials shall always rule on the side of caution with the health and safety of the athlete being his primary and foremost concern*].

NOTE: ONLY AN MD OR DO SHALL RELEASE AN ATHLETE, DIAGNOSED AS HAVING A CONCUSSION, TO RETURN TO COMPETITION.

Information from SCHSL Office

Please see Concussion Return to Play form on SCHSL

Website: <http://schsl.org/wp-content/uploads/2017/03/ConcussionReturntoPlay.pdf>

Student-Athlete Concussion Acknowledgement Statement



Hampton County School District Student-Athlete Concussion Acknowledgement Statement

I, _____, understand that it is my responsibility to report all injuries and
(print student name)
illnesses, including concussions, to my athletic trainer and/or head coach.

I have read and understand the CDC concussion fact sheet, A Fact Sheet for Athletes, and am aware of the following information:

1. A concussion is a brain injury, which I am responsible for reporting to the head coach or athletic trainer.
2. A concussion can affect my ability to perform everyday activities and affect reaction time, balance, sleep, and classroom performance.
3. I cannot see a concussion, but I might notice some of the symptoms right away. I understand other symptoms can show up hours or days after the injury.
4. If I suspect a teammate has a concussion, I am responsible for reporting the injury to my head coach or athletic trainer.
5. I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.
6. Following concussion, I understand that the brain needs time to heal. I understand that I am much more likely to have a repeat concussion if I return to play before symptoms resolve.
7. In rare cases, I realize repeat concussions can cause permanent brain damage and even death.

I acknowledge that I have read and understand the CDC's A Fact Sheet for Athletes and accept these responsibilities to protect my well-being. If I have any questions, it is my responsibility to ask the athletic training staff or my coach.

Date: _____
Signature of Student

Date: _____
Signature of Parent or Legal Guardian (if student is under 18 years of age)

Print Name of Parent or Legal Guardian (if student is under 18 years of age)

Appendix A-13: Ticket Pricing and Entry Requirements

Athletic Events at Hampton County High School:

Middle School Events

- Football games: High school football players and cheerleaders will be admitted to middle school games during their season free of charge but names must be listed on the team roster or in a group accompanied by their Coach.

High School Events

- All High School athletes in the same sport season will be admitted free of charge into the game. Names must be listed on the team roster or in a group accompanied by their Coach. Middle school athletes will not be admitted to high school events during their season free of charge except for football players at Football games.
- Children 5 and under are admitted free.
- SCHSL Passes are accepted
- Hampton County High School Faculty and Staff are admitted free to event. (No Guests) Must show school ID.
- Superintendent has a pass and 1 guest admitted free
- School Board Members and 1 guest admitted free

ALL OTHERS DISTRICT EMPLOYEES MUST PURCHASE TICKETS

Athletic Event Entry Requirements:

Children Entry Policy:

No children under the age of 18 are allowed into a sporting event unless accompanied by an adult. Hampton County High School students, who are under of the age of 18, will be permitted into games with a student ID.

Clear Bag Policy:

All bags that come into the sporting events must be clear unless under the size 4.5" by 6.5".

Appendix A-14: Coaching Tips: Working with News Media

News media contacts

With day-to-day issues, school athletic directors are the primary point of contact for news media. However, coaches who are contacted by news reporters before or after their games are encouraged to comment about those games and their teams' performances.

If a coach is contacted by a news reporter on a non-game day concerning a complex or potentially controversial issue involving a team or school, the coach should contact the school's athletic director prior to speaking with the reporter.

News media relations

As with most things, preparation is the key to communicating. You want to be as clear as possible so that the reporter understands and reports accurately. By determining ahead of time which of your messages is most important, and by returning to those messages during your interview, you will increase the likelihood of those messages appearing in the final version of the story.

Here are some important ground rules to keep in mind when dealing with the press:

- Always give reporters the conclusion or bottom line first. Lead with the most important message, and try to deliver a maximum of three principal message points.
- Keep everything "on the record," even if a conversation is called a background discussion.
- Always remember that what you write in an e-mail may very well appear in print.
- Don't be afraid to say "I'll have to call you back" if you're not prepared to answer right away. But make sure you do call back and in a reasonable amount of time.
- Be honest; don't lie. If you don't know an answer, that's OK, especially if you can lead reporter to someone who would know.
- Don't let a reporter lead you into discussing "what if" situations. Avoid the hypothetical and confine your remarks to the facts.
- Don't say "no comment." Go back to one of your key message points if you can. (Example: "I can't talk about personnel issues, but I can tell you that school safety is our top concern".)
- Refer to school district policy whenever you can. For example, in situations involving a student-athlete, you can say, "We're following district policy, which is...")
- When doing a television interview, most reporters will allow you to retry an answer if you stumble over your words or if you think you can do a better job on a second or third "take."

Dos and Don'ts when dealing with news media:

- *Do* find ways to restate your key messages.
- *Do* prepare for the toughest questions.
- *Don't* bury your points in long answers.
- *Do* try to find the positive in situations.
- *Don't* get fixated by a question.
- *Do* listen to the reporter.
- *Do* provide supporting data.

- *Do* illustrate your point with examples.
- *Do* "bridge" back to your main points.

As an interview subject, you have the right:

- To know who is interviewing you and the publication the reporter represents.
- To know in advance the subject of the interview.
- To have others present during the interview and to tape-record the interview.
- To use notes, press materials and other information resources.
- To challenge questionable facts, premises and assumptions.
- To provide additional information at a later time.
- To end the interview after a reasonable time.

Rights you don't have:

- To know specific questions in advance.
- To approve your quotes.
- To review the article before it is published.
- To ask for another reporter to do the story.
- To lie to the reporter.
- To retract statements you made in the interview.
- To decide after the fact that all or part of the interview is "off the record." You should never go, "off the record." Proceed as if everything you say can and will appear in print.

Phrases that help refocus the discussion and "bridge" back to your main messages:

- "What's important to point out is..."
- "What I'd really like people to know is..."
- "That speaks to a bigger point..."
- "Our concern is..."

Phrases that address questions that are based on inaccurate information:

- "Not at all. What we're doing is..."
- "The truth is..."
- "Let's examine what you are asking..."
- "That's one point of view. Here's another..."

Tips for difficult situations:

- Negative or "loaded" phrases – Never agree with or repeat these phrases. Respond by stating or restating the facts. The danger is that negative phrases will be repeated by you. A famous example of what not to do is Richard Nixon's famous remark, "I am not a crook."
- "Wouldn't you agree?" – Careful! Step back, don't take a position, and restate facts.
- Hypothetical question – Don't deal with the hypothetical. Respond with facts that bridge to positive points
- False assumptions – Challenge the data. Ask for a source. Don't argue, but give the facts as you know them.
- Putting words in your mouth – Be aware of reporters trying to lead you into giving them the answer they're looking for. Always use your own words to state or restate one of your key

messages.

- Answers you are unsure about – Don't speculate or attempt to answer if you are not adequately prepared, or if you need to check with your supervisor before answering. You can always call the reporter back with additional information.
- When you've answered the question, be quiet. Even if the reporter doesn't say anything, don't fill the dead air with things you don't want to say.

Wrapping it up:

- Many print reporters will, if asked, read back your quotes to you for accuracy. Some reporters also will read back technical passages for you to fact-check. The last thing they want is to have to run a correction.
- Often a reporter will ask, "Is there anything else you'd like to add?" Take the opportunity to re-state your main message. This is particularly effective in broadcast interviews, where the "sound bite" will be easy for the reporter to edit into the story if it is re-stated succinctly.

After a story runs:

- Contact the reporter if anything in the story is not accurate, but use your good judgment when deciding whether to ask for an official correction. With minor errors, just let the reporter know so that the mistake can be corrected in the newspaper or TV station's archives. This way, the mistake won't reappear later when a different reporter researches past stories for background material.
- Don't hesitate to contact a reporter when he or she does a good job on a story. Like anyone else, a reporter will appreciate it when someone appreciates their work.