

# **Student Activities Handbook 2025-2026**



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

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

*July 2025*



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## Mission Statement

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

## **Nondiscrimination Statement *(Updated July 1, 2024)***

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices.

For inquiries, please contact:

- **Dr. Mike Blanchard**, Title IX/ADA/Section 504 Coordinator (students)
- **Nikial M. Majors**, Title IX/ADA/Section 504 Coordinator (employees/adults)

### **Address:**

Charles County Public Schools  
Jesse L. Starkey Administration Building  
P.O. Box 2770  
La Plata, MD 20646

**Phone:** 301-932-6610 / 301-870-3814

**Special Accommodations:** Call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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

## High School Athletics Contact Directory

School	Address	Principal	Athletic Director
<b>La Plata High School</b>	6035 Radio Station Road, La Plata, MD 20646 (301) 934-1100	Douglass Dolan	Christopher Butler, RAA
<b>Henry E. Lackey High School</b>	3000 Chicamuxen Road, Indian Head, MD 20640 (301) 743-5431	Cheryl Davis	John Lush, RAA
<b>Maurice J. McDonough High School</b>	7165 Marshall Corner Road, Pomfret, MD 20675 (301) 934-2944	Darnell Lewis-Russell	Pamela Thornton-Miller, CAA
<b>North Point High School</b>	2500 Davis Road, Waldorf, MD 20603 (301) 753-1759	Daniel Kaple	Andy Shattuck, CAA
<b>St. Charles High School</b>	5305 Piney Church Road, Waldorf, MD 20602 (301) 753-2090	Tammika Little	Jennifer Smith, CMAA
<b>Thomas Stone High School</b>	3785 Leonardtown Road, Waldorf, MD 20601 (301) 645-2601	Shanif Pearl	Kevin Heider, RAA
<b>Westlake High School</b>	3300 Middletown Road, Waldorf, MD 20603 (301) 645-8857	Dana Fenwick	Andrew Dutrow

## **SPORTSMANSHIP STATEMENT**

All athletes and parents shall exhibit good sportsmanship.

*(Sportsmanship is an overt display of respect for all the rules of the sport and all others—players, coaches, officials, and fans [National Federation News, March 1995, p. 10]. Sportsmanship involves a commitment to fair play, ethical behavior, and integrity.)*

The following statement **may be read before all Charles County Athletic Events** when a public address system is used:

**As members of the Maryland Public Secondary Schools Athletic Association and Southern Maryland Athletic Conference, we remind everyone of the high standards of sportsmanship we expect from those in attendance towards the participants and officials for tonight's contest.**

Spectators, please stay off the area of play at all times, cheer positively for your team and not against the opponents or officials.

Parents are reminded that the (Gym / Stadium) is an inviting place for children to play. However, these locations can be very dangerous, so please supervise children at all times.

Our schools are tobacco and smoke-free campuses, and we appreciate you not lighting up during the event or on campus.

We also remind everyone that the use of a laser pointer and flash photography during play/participation is strictly prohibited.

In the event of an unusual circumstance or facility emergency, please listen to the public address announcer for directions.

Finally, we remind you that the administration reserves the right to remove anyone for inappropriate behavior, so cheer long and hard for your team and not against the opponent or officials.

**Thank you for your cooperation and enjoy the game.**



## Quick Reference Calendar – 2025-26

Sport	Practice Date	First Contest	Last Play Date for Seeding	Entry Due Date	Seeding Org. Mtg.	Last Play Date	Region Quarter finals	Region Semifinal	Region Finals/ Region Meets	State Quarterfinals	State Semifinal	State Finals
Cross Country	Aug. 13	Sept. 5	----- ---	Oct. 20	Nov. 2	----- ---	----- ---	----- ---	----- ---	Oct. 30	----- ---	Nov. 8
Field Hockey	Aug. 13	Sept. 5	Oct. 20	Oct. 29	Oct. 21	Oct. 22	----- ---	Oct. 23	Oct. 28	Oct. 30/31	Nov. 5/7	Nov. 8
Football	Aug. 13	Sept. 5	Nov. 1	Nov. 17	Nov. 3	Nov. 8	----- --	Nov. 7/8	Nov. 14/15	Nov. 21/22	Nov. 28/29	Dec. 4-6
Golf	Aug. 13	Aug. 13	Oct. 21	Oct. 21	Oct. 22	----- ---	----- ---	----- ---	Oct. 21	----- ---	Oct. 27/28	Oct. 29
Soccer	Aug. 13	Sept. 5	Oct. 18	Oct. 29	Oct. 20	Oct. 21	Oct. 22	Oct. 24/25	Oct. 28	Oct. 31/Nov. 1	Nov. 7/8	Nov. 13-15
Volleyball	Aug. 13	Sept. 5	Oct. 25	Nov. 5	Oct. 27	Oct. 29	Oct. 30/31	Nov. 3	Nov. 5	Nov. 7/8	Nov. 11	Nov. 15
Basketball	Nov. 15	Dec. 5	Feb. 23	Mar 5 B Mar 6 G	Feb. 24	Feb. 26	Feb 27	Mar 2 B Mar 3 G	Mar 4 B Mar 5 G	Mar 6 B Mar 7 G	Mar 10/11	Mar 13/14
Wrestling Duals	Nov. 15	Dec. 5	Feb. 7	Feb. 7	Feb. 9	Feb. 21	Feb. 10	Feb. 10	Feb. 12	----- ---	Feb. 14	Feb. 14
Indoor Track	Nov. 15	Dec. 5	Entry Deadline	----- ---	Feb 15	----- ---	----- ---	----- ---	Feb. 2-7	----- ---	----- ---	Feb. 17/18
Swimming & Diving	Nov. 15	Dec. 5	Entry Deadline	7 days prior to Region	Feb 17	----- ---	----- ---	----- ---	Feb. 12-14	----- ---	----- ---	Feb. 20/21
Wrestling	Nov. 15	Dec. 5	Feb. 21	Feb 21	Mar 1	Feb. 21	----- ---	----- ---	----- ---	Feb. 27/28	----- ---	Mar. 5-7
Baseball	Feb. 28	March 20	May 4	May 13	May 5	May 6	May 7	May 9	May 12	May 15/16	May 19	May 22/23
Lacrosse	Feb. 28	March 20	May 2	May 12	May 4	May 5	May 6	May 8	May 11	May 13	May 15/16	May 19-21
Softball	Feb. 28	March 20	May 4	May 14	May 5	May 6	May 7	May 11	May 13	May 15/16	May 19	May 22/23
Tennis	Feb. 28	March 20	May 9	May 16	May 18	----- ---	May 12-16	May 12-16	May 12-16	May 21/22	May 21/22	May 23
Track and Field	Feb. 28	March 20	Entry Deadline	May 5	May 17	----- ---	May 12-16	May 12-16	May 12-16	----- ---	May 21/22	May 23

**2025-26 ACT and SAT Dates**

<b>Test Date</b>	<b>Test</b>	<b>Registration Deadline</b>	<b>Late Registration</b>
August 23, 2025	SAT	August 8, 2025	August 12, 2025
September 6, 2025	ACT	August 1, 2025	August 19, 2025
September 13, 2025	SAT	August 29, 2025	September 2, 2025
October 4, 2025	SAT	September 19, 2025	September 23, 2025
October 18, 2025	ACT	September 12, 2025	September 30, 2025
November 8, 2025	SAT	October 24, 2025	October 28, 2025
December 6, 2025	SAT	November 21, 2025	November 25, 2025
December 13, 2025	ACT	November 7, 2025	November 24, 2025
February 14, 2026	ACT	January 7, 2026	January 21, 2026
March 14, 2026	SAT	February 27, 2026	March 3, 2026
April 11, 2026	ACT	March 6, 2026	March 24, 2026

<b>Test Date</b>	<b>Test</b>	<b>Registration Deadline</b>	<b>Late Registration</b>
May 2, 2026	SAT	April 17, 2026	April 21, 2026
June 6, 2026	SAT	May 22, 2026	May 26, 2026
June 13, 2026	ACT	May 8, 2026	May 27, 2026
July 11, 2026	ACT (Not Offered in NY)	June 5, 2026	June 24, 2026

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## INTRODUCTION

This handbook has been prepared to provide a guideline for the policies, procedures, and regulations governing the interscholastic athletic program in Charles County. *Maryland Public Secondary Schools Athletic Association (MPSSAA)* and *Southern Maryland Athletic Conference (SMAC)* policies and procedures are included in separate publications.

Principals, athletic directors, and coaches are reminded that the Charles County regulations are, in some cases, more restrictive than the MPSSAA or SMAC regulations. It is most important to remember that some situations may require interpretation. Please contact the **Director of Student Activities for Charles County** when questions arise.

**Note:** While much of the information expressed in this handbook references athletics, the basic rules, guidelines, and expectations apply to **all extra-curricular activities**, including non-athletic clubs and activities.

## CONSTITUTION AND BY-LAWS

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

### Philosophy

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

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

## Charles County Athletic Council

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

## **Director of Student Activities, Athletics, & Aquatics**

The director of student activities, athletics, and aquatics is directly responsible for the development and supervision of interscholastic athletics.

## **Responsibilities of the Principal**

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

1. See that the athletic program is closely aligned with the other programs in the school.
2. Make sure all rules and regulations, as set forth by the county, Southern Maryland Athletic Conference, and the Maryland Public Secondary Schools Athletic Association, are adhered to and enforced.
3. See that there is adequate administration and security supervision at all games.
  - a. The home school is responsible for game supervision in all areas of their school. Visiting administrators are not responsible for normal crowd control related to hosting a contest.
  - b. Visiting administrators are there only if needed to help deal with their team or fans. If an emergency arises then visiting administrators should respond as needed.
  - c. Adequate supervision should be present for both home and away games.
  - d. It is recommended the visiting school provide two or three administrators (more if it is a rival school) to assist at varsity football games.
  - e. It is recommended visiting schools provide one or two administrators (more if it is a rival school) to assist at varsity boys' basketball and boys' lacrosse games.
  - f. It is recommended the visiting school call the home school to notify as to who will attend. This allows the home school to alert the admission/ticket gate personnel.

4. Ensure rules governing coaching practices, as stated in the Charles County Handbook, Southern Maryland Athletic Conference Constitution and By-Laws, and the Maryland Public Secondary School Athletic Association Handbook, are followed.
5. Promote good sportsmanship by the student body.
6. Provide effective evaluation of all coaches.

## **Responsibilities of the Athletic Director (AD)**

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

## **General Responsibilities**

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

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

## **Safety, Security, and Crowd Control**

Participation in sound and wholesome athletic programs is an extension of the educational experience. Cooperation and competition are both important components of life and as such it is important for administrators, athletic directors, and coaches to do everything

possible to create a climate conducive to good sportsmanship. A crowd subject to a disorganized event is more prone to become disruptive. These procedures are designed to help promote a wholesome atmosphere, encourage good sportsmanship, and provide a safe experience for all students, athletes, officials, and spectators at athletic events.

## Pre-Event Checklist for Athletic Directors/Game Managers

- **Contact the visiting school** to discuss upcoming contests (AD/principal).
- **Contact police** to discuss needs, supervision, and assignments.
- **Coaches** discuss with teams the expectations and responsibilities of players as county and school representatives.

## Communication

- Communicate with school administrators the expectations with students, parents, community members, boosters, and PTSO.
- Make announcements the week of the game and prior to the game emphasizing positive sportsmanship.
- If there are serious concerns, consider limiting the number of tickets sold or selling tickets only by advance sale (requires notification of all parties).

## Logistics for Visiting Schools

- Prepare a diagram or map of school/gym/stadium. Send the following to the visiting school:
  - Directions/routes
  - Seating (signs designating special sections, home/visitors, band, cheerleaders, poms, etc.)
  - An emergency plan (inside and outside)
  - An evacuation plan (weather, disruptive behavior)

## Parking Plan

- Traffic direction – pre-game and post-game

- Reserved areas for buses, special guests, etc. (use of barrels, sawhorses, etc.)
- Handicap access/parking

## Supervision Plan

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

## Identification of Key Personnel

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

## During the Season and Activity

1. Issue equipment and maintain the appropriate records.
2. Make available to every player a copy of **Team Expectations for Practice Sessions and Games**.
  - A signed (student and parent) copy should be on file with the athletic director.
3. Assume responsibility for enforcing the rules mentioned in Item #2.
4. Set an example of good moral and physical behavior.
5. Submit to the athletic director a complete list of players at the end of the first day of practice.
6. Keep an emergency medical card readily accessible at all practices and games for each student-athlete.
7. Check attendance and keep record of absences.

8. Report all injuries to the athletic director immediately.
9. Complete proper accident reports as necessary.
10. Supervise athletes before, during, and after practice and/or games until all students have been picked up by parents/guardians.
11. Promote sportsmanship.
12. Assign times for participants to report to the dressing room for home games.
13. Assign times for participants to report to the bus for away games.
14. Hold regular practices to maintain physical conditioning.
15. Conduct practices only under supervision of authorized personnel.
16. Develop a player list, including uniform number, for use in an effective program.
17. Select reliable student managers for each sport.
18. Check school absentee lists to determine if absences are lawful or unlawful.
19. Personally supervise the dressing room and shower areas; stress safety in these areas.
20. Report to practice thirty minutes before announced practice time on non-school days.
21. Secure building and/or locker facilities during and after practice and games.
22. Help keep coaches' offices clean.
23. Teach fundamentals.
24. Report immediately any damage or loss in property and equipment to the proper authority and AD.
25. Ensure all players fulfill the eligibility requirements of the state, county, and school.
26. Assume responsibility for conduct and well-being of every player.
27. Conduct self and manage team in a manner that reflects positively on the school and community.

## After the Season/Activity

1. Collect and check in all equipment. A complete inventory must be turned in to the athletic director/principal.
2. Make a list of missing equipment, including the student responsible.
3. Ensure equipment is placed in the proper storage area.
4. Set aside any equipment needing repair and provide a list to the athletic director.
5. Collect cost of lost equipment from players and turn in money to the athletic director.
6. Make a list of all players who qualify for letter awards, etc.
  - Include a list of special honors received by team members.
7. Attend coaches' meetings, clinics, etc.
8. Evaluate varsity assistant coaches, junior varsity head coaches, junior varsity assistant coaches, freshman head coaches, and freshman assistant coaches.

9. Complete a list of school records for each sport, including new records set during the season.
10. Submit a **budget request for the next season**, listing items in order of priority.

## COACH'S PRE-SEASON MEETING CHECKLIST

### Charles County Public Schools – Pre-Season Meeting

#### Team Rules and Regulations

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

#### Communications with Team

- **Social Media Rule**
  - Review appropriate use of social media
  - Discuss consequences of violations

#### Selection of Team Members

- Outline the **criteria and process** for team selection
- Emphasize fairness and transparency
- Provide timeline for cuts and final roster decisions

#### Practice Schedule

- **Times and Dates** of regular practices
- **Inclement Weather Adjustments**
  - Notification procedures
  - Make-up practice plans

## Pre-Game and Post-Game Procedures

- Arrival times and expectations
- Locker room conduct
- Post-game responsibilities (clean-up, team meetings, etc.)

## Travel Policy

- Departure and return procedures
- Behavior expectations during travel
- Supervision and safety protocols

## Assistant Coach/Sponsor Responsibilities

1. Be knowledgeable of the contents of the **Charles County Public Schools Extra-Curricular Handbook** and adhere to and enforce all policies pertaining to athletics and organization sponsorship.
2. Assist head coach/sponsor with **pre-season meeting**.
3. Report directly to the **head coach/sponsor**.
4. Set an example of **good moral and physical behavior**.
5. Make recommendations to the head coach for **improvements, new equipment**, etc.
6. Report to practice **thirty minutes before announced practice time** on non-school days.
7. **Secure building** during each practice.
8. **Secure building** after each practice and game.
9. Help keep **coach's office clean**.
10. Inform players of their responsibilities and **enforce all rules** set up by the school, county, and state.
11. **Teach fundamentals**.
12. Promote **sportsmanship**.
13. Check constantly for **damaged property and equipment** and report damage immediately to the proper authority.
14. Ensure all players fulfill the **eligibility requirements** of the Maryland Public Secondary Schools Athletic Association (MPSSAA) and the Charles County Board of Education.
15. Provide the athletic director/principal with all **pertinent certifications** required by MPSSAA and Charles County Public Schools.
16. **Supervise every minute** of every practice/activity.

17. Assume responsibility for **conduct and well-being** of every player/student on trips.
18. Delegate duties to student managers but **retain responsibility** for their actions.
19. Conduct self and manage team in a manner to be a **credit to the school and the community**.
20. Attend all **varsity games** and assist head coach or **scout for the varsity**.

## Coach Evaluation

Coaching evaluations in Charles County are performed for three reasons:

### 1. Improvement of Coaching Techniques

- Clear and concise expectations help improve overall professional performance.

### 2. Communication of Professional Standing

- The evaluation process ensures direct communication of the coach's professional status, often serving as positive reinforcement for a job well done.

### 3. System Documentation

- Evaluations provide documentation on the system needs for coaching personnel.

## Evaluation Process

- An example of the **Head Coach Evaluation** is included in the Handbook. Coaches should review it carefully, especially the **overall rating system**.
- While all evaluation categories are important, **Coaching Effectiveness** and **Administrative Responsibility** carry more weight.

## Evaluation Schedule

- The **athletic director**, in conjunction with the **school principal**, evaluates **head coaches**.
- The **athletic director and head coach** evaluate **assistant coaches**.

## Minimum Evaluation Requirements

- **Last Names A–L:** Evaluated in **even fiscal years**

- **Last Names M–Z:** Evaluated in **odd fiscal years**
- **All first-year coaches** must be evaluated.

## Extra Pay for Extra Duties

Compensation for teachers under the **Extra Pay Scale for Extra Duties** is governed by the following conditions:

1. Assignments are made **annually in writing** and are valid for one school year.
2. The **principal** determines the scope of the assignment; the teacher/coach is directly responsible to the principal.
3. The **superintendent of schools** approves the specific programs and number of teachers/coaches per activity.
4. No teacher/coach may coach **more than two activities per year** for compensation, unless authorized by the superintendent or designee.
5. No coach may receive compensation for more than **one head coaching and one assistant coaching assignment per year**, unless authorized.
6. No coach may receive compensation for **more than one sport per season**.
7. Payment is made **at the end of the month** following verification by the principal that responsibilities were fulfilled.
8. Assignment of **administrative personnel** to extra duty positions is discouraged and requires superintendent approval.
9. A teacher coaching at a school other than their own must have approval from **both principals**—this is strongly discouraged.

## Stipend Details

- Positions approved for extra pay are listed in the Extra Pay Schedule.
- The **stipend represents a maximum amount**, contingent upon full completion of duties.
- If duties are not fully met, the **principal may reduce the stipend** after a conference with the employee.

<b>EPED Position</b>	<b>Season</b>	<b>Activity Type</b>	<b>Pay Category</b>	<b>Amount</b>
Football Coach - Head Varsity	Fall	Athletics	2	3299
Band Director (HS)	Year	Fine Arts	3	2750
Basketball Coach - Head Varsity (boys and girls)	Winter	Athletics	3	2750
Wrestling Coach - Head Varsity	Winter	Athletics	3	2750
Football Coach - Head JV	Fall	Athletics	4	2475
Baseball Coach - Head Varsity	Spring	Athletics	5	2336
Outdoor Track Coach - Head Varsity (boys and girls)	Spring	Athletics	5	2336
ROTC Activities Sponsor	Year	Academic Club	5	2336
Softball Coach - Head Varsity	Spring	Athletics	5	2336
Theater Manager (HS)	Year	Fine Arts	5	2336
Choral Director (HS)	Year	Fine Arts	6	2200
Drama Sponsor (HS)	Year	Fine Arts	6	2200
Volleyball Coach - Head Varsity	Fall	Athletics	6	2200
Wrestling Coach - Head JV	Winter	Athletics	6	2200
Basketball Coach - Assistant JV (boys and girls)	Winter	Athletics	7	2063
Basketball Coach - Assistant Varsity (boys and girls)	Winter	Athletics	7	2063
Basketball Coach - Head JV (boys and girls)	Winter	Athletics	7	2063
Field Hockey Coach - Head Varsity	Fall	Athletics	7	2063
Football Coach - Assistant, all levels	Fall	Athletics	7	2063
Lacrosse Coach - Head Varsity (boys and girls)	Spring	Athletics	7	2063
Soccer Coach - Head Varsity (boys and girls)	Fall	Athletics	7	2063
Unified Sports District Rep	Year	Athletics	7	2063
Wrestling Coach - Assistant Varsity/JV	Winter	Athletics	7	2063
AVID Coordinator (MS, HS)	Year	Staff Support	8	1926
CCASC Advisor	Year	Student Government	8	1926
Cheerleading (Fall) Coach - Head	Fall	Athletics	8	1926
Cheerleading (Winter) Coach - Head	Winter	Athletics	8	1926
NHS Sponsor (HS)	Year	Academic Club	8	1926
PBIS Coordinator (ES, MS, HS)	Year	Staff Support	8	1926
Tennis Coach - Head	Spring	Athletics	8	1926
Marching Band Director	Fall	Fine Arts	9	1788
Outdoor Track Coach - Assistant Varsity (boys and girls)	Spring	Athletics	9	1788
Yearbook Sponsor (HS)	Year	Service Club	9	1788
Baseball Coach - Assistant	Spring	Athletics	10	1650
Baseball Coach - Head JV	Spring	Athletics	10	1650
Cross Country Coach - Head	Fall	Athletics	10	1650
Golf Coach -Head	Fall	Athletics	10	1650
Indoor Track Coach - Head	Winter	Athletics	10	1650

Junior/Senior Class Sponsor	Year	Student Government	10	1650
Newspaper Sponsor (HS)	Year	Service Club	10	1650
SGA Sponsor (HS)	Year	Student Government	10	1650
Softball Coach - Head JV	Spring	Athletics	10	1650
Softball Coach -Assistant Varsity	Spring	Athletics	10	1650
Band Director (MS)	Year	Fine Arts	11	1511
Cheerleading (Fall) Coach - Assistant/Head JV	Fall	Athletics	11	1511
Cheerleading (Winter) Coach - Assistant/Head JV	Winter	Athletics	11	1511
Choral Director (MS)	Year	Fine Arts	11	1511
Dept Chair/Team Leader 15+ members	Year	Staff Support	11	1511
Drama Sponsor (MS)	Year	Fine Arts	11	1511
Field Hockey Coach - Assistant	Fall	Athletics	11	1511
Field Hockey Coach - Head JV	Fall	Athletics	11	1511
Lacrosse Coach - Head JV (boys and girls)	Spring	Athletics	11	1511
Lacrosse Coach - Assistant Varsity (boys and girls)	Spring	Athletics	11	1511
Orchestra Director (HS, MS)	Year	Fine Arts	11	1511
Poms	Fall	Athletics	11	1511
Poms	Winter	Athletics	11	1511
Soccer Coach - Assistant Varsity (boys and girls)	Fall	Athletics	11	1511
Soccer Coach - Head JV (boys and girls)	Fall	Athletics	11	1511
Soccer Coach- Assistant JV	Fall	Athletics	11	1511
Unified Track and Field Coach - Head	Spring	Athletics	11	1511
Volleyball Coach - Assistant Varsity	Fall	Athletics	11	1511
Volleyball Coach - Head JV	Fall	Athletics	11	1511
Dept Chair/Team Leader 10-14 members	Year	Staff Support	12	1374
Swimming Coach - Head	Winter	Athletics	12	1374
Track Coach - Assistant JV	Winter	Athletics	12	1374
Yearbook Sponsor (MS)	Year	Service Club	12	1374
Art Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	963
Band Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	963
Band Front Units	Fall	Fine Arts	13	963
Basketball Coach - Freshman	Winter	Athletics	13	963
Cheerleading Coach- Freshman	Fall	Athletics	13	963
Cheerleading Coach – Freshman	Winter	Athletics	13	963
Chorus Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	963
Cross Country Coach - Assistant	Fall	Athletics	13	963
Dept Chair/Team Leader 6-9 members	Fall	Staff Support	13	963
DI Sponsor (ES, MS, HS)	Year	Academic Club	13	963
Freshman/Sophomore Class Sponsor	Year	Student Government	13	963

Golf Coach - Assistant	Year	Athletics	13	963
Inclusion Support Coordinator	Fall	Staff Support	13	963
Orchestra Event Lead Teacher (ES, MS, HS)	Year	Fine Arts	13	963
Swimming Coach - Assistant	Year	Athletics	13	963
Tennis Coach - Assistant	Winter	Athletics	13	963
Theater Event Lead Teacher (ES, MS, HS)	Spring	Fine Arts	13	963
Unified Bocce Coach - Head	Year	Fine Arts	13	963
Unified Tennis Coach - Head	Winter	Athletics	13	963
Weight Room Monitor	Fall	Athletics	13	963
Best Buddies (ES, MS, HS)	Year	Service Club	13	963
Dept Chair/Team Leader 1-5 members	Year	Staff Support	14	826
Educators Rising Sponsor	Year	Academic Club	14	826
It's Academic Sponsor (HS)	Year	Academic Club	14	826
Key Club Sponsor (HS)	Year	Service Club	14	826
Math Team/MathCounts Sponsor (HS, MS)	Year	Academic Club	14	826
MESA Sponsor (ES, MS, HS)	Year	Academic Club	14	826
Mock Trial Sponsor (HS)	Year	Academic Club	14	826
Public Relations Liaison	Year	Staff Support	14	826
SADD/Just Say No Sponsor	Year	Service Club	14	826
SGA Advisor (MS)	Year	Student Government	14	826
Skills USA Sponsor (HS)	Year	Academic Club	14	826
SSL Coordinator (MS, HS)	Year	Staff Support	14	826
Synergy Coordinator	Year	Staff Support	14	826
Itinerant Instrumental Music Teacher - 2+ schools	Year	Fine Arts	14	826
Math Team Sponsor (ES)	Year	Academic Club	15	687
NJHS Sponsor (MS)	Year	Academic Club	15	687
Robotics Team Sponsor (ES)	Year	Academic Club	15	687
Yearbook Sponsor (ES)	Year	Service Club	15	687
All County Chorus Program Director - East	Year	Fine Arts	15	687
All County Chorus Program Director - West	Spring	Fine Arts	16	383
Instrumental Music Teacher (ES)	Year	Fine Arts	16	383
MS Tournament Coach - Archery	Spring	Athletics	16	383
MS Tournament Coach - Basketball	Winter	Athletics	16	383
MS Tournament Coach - Golf	Fall	Athletics	16	383
MS Tournament Coach - Track & Field	Spring	Athletics	16	383
MS Tournament Coach - Volleyball	Fall	Athletics	16	383
Builders Club Sponsor (MS)	Year	Service Club	17	139
Environmental Science Sponsor (ES)	Spring	Academic Club	17	139
General Music Teacher	Year	Fine Arts	17	139
K-Kids Club Sponsor (ES)	Year	Service Club	17	139

Spelling Bee Sponsor (MS Only)	Winter	Academic Club	17	139
Musical Production Orchestra Director	Varies	Fine Arts	\$400	
Musical Production Vocal Music Coach	Varies	Fine Arts	\$500	
Musical Production Director	Varies	Fine Arts	\$700	

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

**All vacancies for extra pay positions will be adequately publicized.**

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

## **OFFICIALS**

A. All schools must abide by County, SMAC, and Rules and Regulations Governing Interscholastic Athletics in the State of Maryland guidelines that apply to athletic contests.

B. Officials shall be used in all athletic contests except golf and tennis.

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

## **INTERSCHOLASTIC ATHLETICS IN CHARLES COUNTY:**

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

<b>Boys</b>	<b>Girls</b>	<b>Co-Ed</b>
Football	Field Hockey	Tennis
Basketball	Basketball	Cheerleading
Baseball	Softball	Golf

<b>Boys</b>	<b>Girls</b>	<b>Co-Ed</b>
Cross Country	Cross Country	
Track and Field	Track and Field	
Soccer	Soccer	Unified Sports
Wrestling	Volleyball	Bocce
Indoor Track	Indoor Track	Track
Swimming	Swimming	Tennis
Lacrosse	Lacrosse	

## **ADDITION OR DELETION OF SPORTS TO THE SCHOOL PROGRAM:**

### **Addition of a Sport/Team Activity**

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

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

The report should include the following information:

- a. name of sport
- b. justification
- c. budget
- d. student interest
- e. availability of coaches
- f. availability of facilities
- g. equipment/supplies
- h. scheduling
- i. transportation
- j. officials
- k. impact on Title IX
- l. recommended implementation date/timeline/level of competition
- m. insurance

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

## **Dissolving of a Sport/Team Activity**

Any written request to dissolve sport, club, organization, or activity must outline the reasons why the deletion is desired and pertinent background facts and information that support

the reasoning. The principal will send the written request to the director of student activities. The director of student activities will forward this information to the Charles County Athletic Council. The Council will review and forward a recommendation to the Chief of Schools for review.

## **CHEERLEADING:**

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

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

## **Objectives for Cheerleaders - A cheerleader will be able to:**

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

## **Standards and Procedures for Cheerleading:**

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

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

## **Cheerleading Responsibilities:**

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

## **PLAYER ELIGIBILITY:**

### **A. Maryland State Eligibility Code**

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

1. Students must be officially registered and attending the member MPSSAA School they are authorized to attend under regulations of the local school system. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.
2. Students who are 19 years of age or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.
3. Students in grades 9, 10, 11, and 12 may participate in interscholastic for a maximum of four (4) seasons in any one sport.
4. Seventh and eighth grade students are not eligible to compete or practice with or against varsity and/or junior varsity athletic teams.
5. Students must maintain an amateur status as defined by the National Federation of High Schools.
6. Students, while participating on a school team, are permitted to participate on sports teams outside of school during the high school sports season. Such participation must meet the following criteria:
  - a. The outside participation may not conflict with the sports schedule of the school including district, regional and state championship play. (Sports schedule includes games and practices.)
  - b. A student who elects to participate on an outside team and does not participate on the school team during the designated sport's season is ineligible to represent his/her school in all meets and games that determine a county, district, regional, or state championship.
7. All students must be examined and determined to be physically fit to participate in any tryout, practice, or contest of a school team. A licensed physician or a physician's assistant under the supervision of a licensed certified physician must perform the exam. Certification of the exam must be provided to the high school principal and on file with the school's athletic director before a student may participate in a school-sponsored athletic activity. A parent/guardian and healthcare provider must sign and date the physical form (MPSSAA/Charles County Physical Form available at all high schools). All incoming 9th graders must also have a physical prior to participating in any high school athletics, including spring or summer weight training.

A physical is valid for one year from the date of the examination. The anniversary date of the physical should be prior to the beginning of any sports season. Parents and students are responsible for keeping physicals up to date.

8. The following forms need to be completed and turned into the athletic director for clearance before a student can try-out: (submitted online/electronically)
  - a. Student/Parent Athletic Handbook signed permission form within item (d)
  - b. Parental Consent/Physical Form
  - c. Athletic Emergency Medical Card
  - d. Pre-Season Athletic Eligibility Clearance Form
9. A student may participate when he or she has legally transferred to another school. "Legally Transferred" means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.
10. A student must present to his or her high school principal a certificate from his or her parent or guardian indicating their permission for participation.
11. Any student who has been awarded a high school diploma shall be ineligible to compete in athletics.

## Academic Eligibility

### Charles County Player Eligibility Code

## Code of Maryland Regulations (COMAR) Subtitle 05, Chapter 03.02 – Eligibility

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

## Extracurricular Activities and Athletics Eligibility Requirements

Quarter	Eligibility Based On	Requirements
<b>First Quarter</b>	Final grade (2024–2025) report card	2.00 Final GPA, fewer than 5 days absence (Q4), no failing Final grades

Quarter	Eligibility Based On	Requirements
<i>All incoming 9th grade students are automatically eligible for the first semester (first and second quarters)</i>		
<b>Second Quarter</b>	First quarter (2025–2026) report card	2.00 GPA, fewer than 5 days absence, no failing grades
<b>Third Quarter</b>	Second quarter (2025–2026) report card	2.00 GPA, fewer than 5 days absence, no failing grades
<b>Fourth Quarter</b>	Third quarter (2025–2026) report card	2.00 GPA, fewer than 5 days absence, no failing grades

## Additional Regulations (per MPSSAA and CCPS)

### 1. Full-Time Enrollment

An individual must be a registered full-time student in Charles County Public Schools to participate in any extracurricular activity. A full-time student is defined as a student registered in four (4) or more courses or in an approved college or principal waiver program, except in special circumstances.

### 2. Academic Eligibility Policy

Based on Policy #6431

*(Adopted February 9, 2014; Last Revised April 17, 2018; Last Reviewed April 17, 2018; Revised August 9, 2022)*

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

## Definition of Extracurricular Activities

Extracurricular activities are defined as any activity pursued outside of a student's class enrollment. Examples include:

- Athletics
- Clubs
- Student Government Associations

These programs are considered an integral part of the total educational experience and often positively influence academic achievement.

## Exemptions from Eligibility Policy

Activities that support specific content curriculum **do not fall under the eligibility policy** if the student is enrolled in the credit-bearing class. Examples include:

- Fine and Performing Arts
- J.R.O.T.C. Drill Competitions
- Skills U.S.A.

## Extracurricular Activities and Athletics Eligibility Requirements

Grade Level	Eligibility Requirements
<b>First-Time 9th Graders</b>	<ul style="list-style-type: none"><li>• A student who is promoted from eighth grade to ninth grade automatically meets the GPA and attendance eligibility requirements for the first semester.</li><li>• Except for students promoted from eighth grade to ninth grade in their first semester, absences count against eligibility.</li><li>• Students absent <b>fewer than 5 days</b> may be eligible without documentation.</li><li>• Students absent <b>5 or more days</b> may provide documentation for a lawful absence within 5 days (limit of 5 parent notes).</li><li>• A <b>suspension</b> will count against eligibility.</li></ul>

Grade Level	Eligibility Requirements
<p><b>Repeat 9th Graders &amp; 10–12th Graders</b></p>	<ul style="list-style-type: none"> <li>• Must meet <b>local promotion standards</b>.</li> <li>• Must have earned a <b>2.0 GPA</b> from the previous quarter with <b>no failing “F” grades</b> for quarters 1, 2, and 3.</li> <li>• Must have earned a <b>FINAL 2.0 GPA</b> with <b>no FINAL failing “F” grades</b> for any yearlong or second semester course from the previous school year.</li> <li>• Absences count against eligibility.</li> <li>• Students absent <b>fewer than 5 days</b> may be eligible without documentation.</li> <li>• Students absent <b>5 or more days</b> may provide documentation for a lawful absence within 5 days (limit of 5 parent notes).</li> <li>• A <b>suspension</b> will count against eligibility.</li> </ul>

## Lawful Absences

*As Defined by COMAR 13A.08.01.03*

### The following are considered lawful absences:

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

## Eligibility Determination Guidelines

### 1. Fall Activities

Except for students promoted from eighth grade to ninth grade, students who wish to participate in fall extracurricular and/or athletic activities will need to meet

eligibility requirements based on their **final grade-point average at the end of the previous year**.

2. **Winter Activities**

Except for students promoted from eighth grade to ninth grade, students who wish to participate in winter extracurricular and/or athletic activities will need to meet eligibility requirements based on their **first quarter grade-point average**.

3. **Spring Activities**

Students who wish to participate in spring extracurricular and/or athletic activities will need to meet eligibility requirements based on their **second quarter grade-point average**.

4. **Failing Grades in Quarters 1, 2, or 3**

Except for students promoted from eighth grade to ninth grade in their first semester, if a student received a failing grade in quarters 1, 2, or 3, she/he is **ineligible for the remainder of the season**, for **post-season play**, and for the **following quarter**.

5. **Summer School Recovery**

Students academically ineligible at the end of the school year due to a failing grade may regain eligibility by attending and passing any/all summer school class(es) offered that caused the student's ineligibility.

- Students may regain eligibility **only by taking the same summer school class** to improve a failing grade or the **corresponding equivalent** that meets graduation requirements.
- Grade point average requirements will be **recalculated after the completion of summer school**.

6. **Original Credit Courses**

Summer school classes taken for **original credit** do **not** count towards or against eligibility.

7. **No Mid-Quarter Eligibility Changes**

Students **cannot gain or regain eligibility** at interim or at any time during the quarter and/or season.

## **Extra-curricular Activities and Athletics Requirements: High Schools**

Eligibility requirements must be met for students to participate in competitions, non-curricular performances, and in activities which represent a CCPS school or district. Activities include, but are not limited to:

<b>Competition</b>	<b>Performance (Non-Curricular)</b>	<b>Club/Other (Representing the School/System)</b>
All Athletics	Band Fronts	SGA: Officers, Reps, and CCASC
Black Saga	Cheerleading	Class Officers
Cheerleading	Dance Team	Key Club
Debate Team	Pep Band	National Honor Society
DI (Destination	Fine & Performing Arts (if not	
Educators Rising	Jazz Band	
Envirothon	Poms	
FBLA	Marching Band (non-	
It's Academic	Modeling	
Math Counts	Show Troupe	
Fine & Performing Arts	Step Team	
Math Team		
Marching Band (if not		
MESA		

<b>Competition</b>	<b>Performance (Non-Curricular)</b>	<b>Club/Other (Representing the School/System)</b>
Mock Trial		
Model UN		
Poms		
Rifle Team (if not in -----)		
Sea Perch		
Spelling Bee		
Step Team		
Unified Sports		
VEX Robotics		

## **Superintendent’s Rule 6431**

### **General Curricula: Extra-Curricular Activities and Athletics Eligibility Requirements for Grades 9–12**

*Legal Adopted November 10, 2015; Modified April 17, 2018*

### **Purpose and Definitions**

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

**Extracurricular activities** are defined as any school activity that is **non-credit bearing**, including athletics. These activities are **not directly connected to the school’s academic program**, and involve students who:

1. Compete with students from other schools (e.g., intramural athletics, robotics team); or
2. Represent the school (e.g., student government); or
3. Perform (e.g., school play, musical group).

**Extracurricular activities do not include** academic support and supervised, structured skill-development activities such as:

- Fine and performing arts workshops
- Tutoring programs
- Mentoring programs
- Open gyms

## Definition of Days Absent

Days absent include any absence from school for a full day or any portion of the day for any reason **other than**:

- Death in the immediate family (parent/guardian, sibling, grandparent, aunt, uncle, first cousin, or household member)
- Illness of the student supported by a **physician’s certificate**
- Up to **five parent notes per quarter** (submitted within five days of the absence)
- Illness of the student sent home by the **school nurse**, plus 1–2 additional days with a parent’s written explanation
- **Health exclusion**, as determined by the school
- **Court summons**
- Other emergencies or circumstances approved by the **principal**, including educational trips and college visits (see Superintendent’s Rule 5122)

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

## Ineligibility and Appeals Process

- Any determination of ineligibility under Board Policy 6431 shall be **listed on the student’s report card** from the previous quarter.
- **Appeals Process:**

1. Parents may appeal to the **school principal** using the *Extra-Curricular Eligibility Appeal* form.
2. If denied, parents may appeal in writing to the **Office of School Administration** within **30 days** of the principal's decision.
3. If denied again, a final appeal may be submitted in writing to the **Board of Education** within **30 days** of the Office of School Administration's decision.

The student shall remain **ineligible during the appeal process** unless and until the ineligibility determination is reversed.

## Implementation Timeline

This Rule applies to eligibility determinations beginning with the **second quarter of the 2015–2016 school year** and beyond.

- Any student who is absent (as defined above) for **more than 4.5 days** in the **first quarter** of the 2015–2016 school year shall be **ineligible** for extracurricular activities or athletics in the **second quarter**.
- In future determinations, **absences in the previous quarter** shall be the determining factor.

Nothing in this Rule overrides other eligibility factors, including the **minimum required GPA** as stated in Board Policy 6431.

## Attendance Eligibility:

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

h. A student may participate in interscholastic athletics only if regularly enrolled in school the previous semester. The only exception to this rule would be withdrawal due to physical disability.

### **Participation Limitations:**

A student shall only be eligible for participation on any interscholastic athletic team for four (4) consecutive years of participation after entering the ninth grade and eight consecutive semesters. The eight consecutive semesters are counted from the time the student first enters ninth grade in any CCPS school or any other public school, private school, charter school, parochial school, or equivalent home school setting in any jurisdiction.

### **Reinstatement of Suspended Student-Athletes**

#### **FIRST SUSPENSION:**

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

#### **SECOND SUSPENSION:**

1. If a second suspension during a sport season occurs, the student/athlete will not be reinstated to the sports team after return to school from the suspension.
  - a. A student may participate in interscholastic athletics only if regularly enrolled in their home school or enrolled in any approved alternative CCPS educational program the previous semester.
  - b. Students may not participate in junior varsity athletics if they are in attendance more than six (6) semesters.
  - c. Athletic eligibility forms will be provided to the schools. These forms are to be completed and returned to the director of student activities prior to the opening game in each sport.

2. Requests to make exceptions to the eligibility requirements may be considered through an appeal to the athletic director and then the school principal. The final decision concerning exception shall be made by the director of student activities.

### **Residence Eligibility:**

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

### **Residency Questions:**

- A. I reside at \_\_\_\_\_, \_\_\_\_\_ MD
- B. This residence is within the boundaries of \_\_\_\_\_ High School Attendance Zone
- C. I reside at this residence with a parent or guardian: yes no
- D. My current address is the same as last year: yes no

E. I have only played at my current high school: yes no

F. I agree to notify the coach / school of any changes in residence: yes no

### **Squad Membership:**

1. Upon the official start of the sports season, and at the conclusion of one calendar week thereafter, all applicable tryout opportunities will close, cuts will be made as appropriate, and the roster set. Students are responsible for contacting the Athletic Director or Head Coach of the sport in question if there are any questions about the specific dates of the tryouts. No additions to the team will be accepted once final cuts have been made. Any special consideration, otherwise, will be subject to final approval by the Athletic Director and the Head Coach of the sport in question.
2. Any student who has been cut from an athletic team will meet privately with each coach. The coach will discuss with the student why he/she was cut from the team and ways to improve to be better prepared for the following year's try-out.
3. A student being shifted from a junior varsity team to a varsity team and vice versa, may not in a week or a season play in a number of games to exceed the maximum allowed for varsity team in a sport, in a week or in a season; nor may he or she play in more than one game on one day, i.e., he or she may not play in a varsity and junior varsity game on the same day. Same as for play in a freshman to a junior varsity game in the same day.
4. Twelfth grade students may not participate on a junior varsity or freshman team. It is recommended that eleventh grade students participate on the varsity team. Tenth grade students are prohibited from playing freshman. Freshman repeating the 9th grade are not eligible to participate on a freshman team.
5. Students who wish to play two sports during the same season may do so under the following guidelines:
  - a. The student must have the signed approval of both coaches, the student, and the parent, and on file with the athletic director.
  - b. Upon granting approval, the approval coaches must develop a practice schedule suitable to the situation.
  - c. The student must list one sport as the primary sport to avoid problems and confusion if rescheduling, playoffs, or other reasons cause a conflict.

### **Enforcement of the Code**

1. The head coach of each team must certify to the principal, via the athletic director of the school, the scholastic eligibility of each student he or she maintains in his or her squad.

2. The principal of the school assumes overall responsibility for the certification of Interscholastic Athletics and for enforcement of the Scholastic Eligibility Code.

## **Violations, Penalties, and Appeals**

**Schools failing to comply with the Handbook for Interscholastic Athletics for the Charles County Public Schools are subject to censure, sanctions, or penalties against a school and against either a student or coach or both.** Depending upon the severity of the violations, more than one penalty may be imposed against a school, student, or coach. Penalties that may be imposed include the following:

### **1. Against a School**

- a. Letter of censure
- b. Loss of practice time
- c. Probation for period of time
- d. Forfeiture of a game
- e. Additional penalties if justified

### **2. Against a Student**

- a. Probation for a period of time
- b. Loss of practice time or suspension
- c. Declare ineligible for a period of up to one year
- d. Additional penalties if justified

### **3. Against a Coach**

- a. Censure
- b. Probation for a period time
- c. Suspension from coaching
- d. Declare ineligible to coach for a period of time
- e. Additional penalties if justified

## **Procedure for Violations**

1. Violations of the CCPS Handbook may be either self-reported by the athletic director and principal of the school in violation or reported by the athletic director and principal of another county high school. No one other than an athletic director and principal may formally report violations.

2. Violations (alleged) should be reported in writing, signed by the principal to the director of student activities. The director of student activities may require an investigation and written, signed report from the principal of the school where the violation allegedly occurred.
3. The director of student activities will meet with the respective parties involved in the alleged violation. These meetings should take place within five school days of receipt of the reported violation.
4. The director of student activities will render a decision based on the information within ten school days of the receipt of the alleged violation. The written decision will be provided to the principal and athletic director of both the complaining and investigated schools. The director of student activities will also provide copies of the decision to the Executive Director of School Administration and to the Superintendent of Schools.
5. Any violation of the MPSSAA Handbook would be handled by the Bylaw .05 Violations, Penalties, and Appeals of the MPSSAA Handbook.

## **Appeals**

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

## **Eligibility Roster Form – Varsity, Junior Varsity, and Freshman**

### **Disposition**

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

## **Unified Sports**

### **PURPOSE:**

This addendum has been prepared to serve as a guide to student/athletes and parents. The intention of this addendum is to provide information that will facilitate successful participation in the athletic program as well as clarifying differences between the

Interscholastic Program and the Unified Sports Program. Unless otherwise indicated below, students participating in the Unified Sports Program must abide to the same policies listed in the handbook. If questions should arise which are not covered in this addendum, please address them with the appropriate individual (Coach, Athletic Director, or Unified Sports Coordinator).

### **SQUAD MEMBERSHIP:**

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

### **REQUIRED ATHLETIC FORMS/INFORMATION:**

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

- Student/Parent Athletic Handbook signed permission form within item (d)
- Parental Consent/Physical Form
- Athletic Emergency Medical Card
- Pre-Season Athletic Eligibility Clearance Form
- Application for Participation in Special Olympics Maryland\*

\*Required by Special Olympics Maryland

### **ELIGIBILITY:**

#### **Residence:**

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

#### **Academic:**

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

#### **Attendance:**

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

#### **Lettering Criteria:**

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

## **Out of Season Programs and Activities Guidelines:**

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

1. Athletes should be encouraged to participate in more than one sport. Coaches are not to encourage athletes to get involved in off-season programs, instead of in-season school sponsored programs. In planning and approving summer programs, the athletic director and coaches should take into consideration that many students participate in more than one sport during the year and cannot be expected to be committed to all during the summer months.
2. Participants in out of season programs must have current physical, parent permission, emergency medical card, and insurance forms on file in the athletic director's office.
3. Out of season programs cannot be mandatory. A roster of participants must be on file with the athletic director.
4. All out of season programs and activities must be approved in advance by the athletic director and principal. Any rules that pertain to these programs should be given to participants in writing and a copy should be on file with the athletic director. The school shall not be involved if the activity is not a school-sanctioned activity.
5. All out of season programs must be supervised by a faculty member or a coach. Coaches may supervise open gyms in the sport they coach as long as there is no instruction/coaching. This person must meet all requirements to be eligible to coach in Charles County and the State of Maryland and approved by the administration.
6. Attendance must be taken at each session (this is for liability purposes only)
7. Athletes in Season with another sport should not take part in out of season workouts for another sport (if they are it is only with the approval of both coaches and the Athletic Director)
8. If you are looking to use a field or gym and the In-Season team has it scheduled – **YOU CAN'T BUMP THEM**
9. Eighth grade weight training will be permitted with the following guidelines:
  - a. Eighth grade activity must be a separate activity from the high school activity.
  - b. No high school students can instruct, model, or participate during the 8th grade activity.
  - c. The program must follow guidelines 2, 3, 4, and 5.
  - d. No activity can begin until March 15th of the school year.
  - e. No more than 90 minutes of instruction is permitted.
  - f. Only students in a high school zone will be permitted to be a part of the program at that high school.
  - g. Current physical, proof of insurance, and student emergency card, must be on file with the athletic director.

## OUT OF SEASON PARTICIPATING GUIDELINES:

### OPEN GYM:

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

## OUT OF SEASON CONDITIONING PROGRAMS:

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

## INSURANCE

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

## TRAINING RULES, COACHES AND PLAYER CONDUCT:

Participation in athletics is a privilege and carries with it the responsibility of exhibiting good behavior. Students who violate rules set forth by the county, school and coach (team expectations) could be suspended from the team or permanently dismissed from the team. Students permanently dismissed shall forfeit their right to any awards at the end of the season. Any student who is permanently dismissed from a Charles County sports/season team may not play that sport at any other high school during that school year.

## Conduct of coaches and players during interscholastic competition:

1. Any coach removed from a game by the game officials must leave the game site immediately and will be suspended for the next game played. Coaches suspended for a game are not allowed at the game site on the day or night of the succeeding contest. The coach MUST take the *"NFHS Teaching and Modeling Behavior Course for Disqualification Coaches"* on the NFHS website ([www.nfhslearn.com](http://www.nfhslearn.com)) prior to returning to coach in any capacity (\*\$20 fee). A certificate of completion must be filed with the athletic director.
2. Any player or players removed from a contest by game officials due to a flagrant foul/unsportsmanlike conduct infraction will be suspended for the next game played.

Players suspended for a game are allowed to participate in practice sessions but will not be allowed to accompany the team to the game or represent the team on the sideline or bench areas. Players suspended for a game are not allowed at the game site on the day or night of the succeeding contest. The student athlete MUST view the “NFHS Sportsmanship” video on the NFHS website (www.nfhslearn.com) under the supervision of a school official prior to returning to play in any capacity. A certificate of completion must be filed with the athletic director.

3. Any egregious ejection (example: physical altercation leading to ejection), as determined by the officials will carry with it a minimum two-game suspension. Depending upon the severity of the situation, the length of suspension may be increased.

- A second egregious ejection within the same season could lead to removal from the team.

- **Egregious behavior is being defined as:**

1. Violent conduct

- Examples include fighting or attacks on opposing players towards the conclusion of a contest in attempt to injure or bait them into retaliation

2. Vulgar, profane language, spitting, insulting/abusive language/gestures

3. Racial language or gestures, or physical or verbal personal attacks towards an official

- Any game ejection penalty occurring at the last played game/contest of the previous year will invoke disqualification or removal from the 1st game the following year (or the following season, in the case of a senior).
- A student or coach who has been ejected from an MPSSAA playoff contest will be disqualified for the next MPSSAA contest in that sport (or the next MPSSAA contest, in the case of a senior).
- **Ejections are not appealable decisions.**

4. Coaches should be aware of the influence they have on their players and realize that player behavior is a direct extension and result of the behavior of the coaches with whom they have been associated. Unacceptable behavior by players is a direct reflection on their coaches. Good sportsmanship must be promoted at all times.
5. All athletes should be given a copy of team/individual expectations, player conduct rules/guidelines and training rules.
6. Coaches will be responsible for establishing their own rules and player conduct guidelines, but the following will be included in every coach's set of rules:
  - a. Students must adhere to the Charles County Public Schools Code of Student Conduct at all times.
  - b. Participants may not use, possess, or distribute drugs (including steroids and

dietary nutritional and food supplements), alcohol, or controlled paraphernalia at any time.

c. Participants may not use tobacco products at any time.

d. Participants shall refrain from hazing, assaulting or harassing other students as defined in the Code of Student Conduct.

e. Participants are to attend practice sessions regularly unless legally absent from school or excused by the coach.

f. Participants must be courteous and respectful to opponents, teammates, officials, and spectators and refrain from the use of profanity.

g. Participants are to refrain from fighting and physical altercations at all times.

h. Participants are to refrain from the destruction or theft of school or personal property.

7. Athletes who violate any of the rules listed above or set by the coach could forfeit their right to any awards at the end of the season and could be suspended or permanently removed from the team.
8. Any student who is permanently dismissed from a Charles County sports team forfeits the right to play that sport/season at any other high school during that school year.
9. Any rule infraction that permanently removes an athlete from the team must be reported to the athletic director and principal.

## **PARENT/GUARDIAN COMMUNICATION GUIDE:**

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

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

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

6. Discipline that results in the denial of your child's participation.

### **Communication coaches/sponsors expect from parents:**

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

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

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS:**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

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

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

1. Playing time

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

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

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

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

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

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

## **RETRIBUTION:**

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

## **SPECTATOR CODE OF CONDUCT FOR SPORTS EVENTS:**

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

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

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

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

**If the dispute causes (or may cause) a significant disturbance or safety risk, the game may be:**

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

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

## ATHLETIC INJURIES

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

## CARE AND PREVENTION OF SPORTS INJURIES

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

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

- Eat three well-balanced, nutritious meals each day. In between meals, eat healthy snacks that are low in fat and sugar.
- Drink plenty of fluids (preferably water) each day – especially before practices and games.
- Get at least 8 hours of sleep each night.
- Warm-up thoroughly before exercising.

- Report all injuries to your coach. Never let injuries go untreated.
- Always wear the prescribed uniform, including protective gear, for practices and games.
- Wash your uniform, protective gear and practice clothing after each use to avoid growth of bacteria and staph infections.
- Do not share equipment, uniforms or other clothing, towels or personal items such as razors.

## **SPORTS RELATED CONCUSSIONS**

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

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

## Universal Immediate Care of Athletic Injuries

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

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

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

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

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

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

# A FACT SHEET FOR High School Parents



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

## What Is a Concussion?

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

## How Can I Help Keep My Teens Safe?

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

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

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

## How Can I Spot a Possible Concussion?

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

### Signs Observed by Parents

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to or after* a hit or fall

### Symptoms Reported by Teens

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

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



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)

## CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

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



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

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

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

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

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



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

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

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

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

Revised January 2019

To learn more,  
go to [cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)



# A FACT SHEET FOR Athletes



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

## WHAT IS A CONCUSSION?

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

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



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

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



### **Give Your Brain Time to Heal.**

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

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



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

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



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)

## How Can I Tell If I Have a Concussion?

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

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

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

## How Can I Help My Team?



### **Protect Your Brain.**

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



### **Be a Team Player.**

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

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

Revised January 2019

To learn more,  
go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



Promoting Behaviors that Reduce Spread

## Heat Acclimatization

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

The Maryland General Assembly recognized the risk and has provided legislation to address the problem. The guidelines were developed through a collaborative effort of representatives from:

- Maryland State Department of Education (MSDE)
- Department of Health and Mental Hygiene (DHMH)
- Local School Systems
- Maryland Public Secondary Schools Athletic Association (MPSSAA)
- Maryland Athletic Trainers Association (MATA)
- Licensed Physicians who treat student athletes

The contents detailed in this document include:

- Education of coaches, parents, athletic administrators, and student athletes
- Heat acclimatization timeline
- Reference to each school's **Athletic Emergency Action Plan (EAP)**

The guidelines attempt to strike a safe balance between a gradual introduction and assimilation into athletic practice and competition with the need to properly teach safe playing techniques. The mitigation of other serious injuries must be considered in any pre-season practice format.

## Awareness and Responsibility

Coaches, parents, and students play a critical role in understanding the dynamics associated with heat-related illnesses. For many, the concept of **heat acclimatization** is a vague term. Likewise, awareness of **hydration** and/or **heat-related emergency procedures** is also

limited among the general population. Raising awareness of heat-related illness is a **priority of each school's athletic department**.

## Importance of a Heat-Acclimatization Plan

A proper heat-acclimatization plan in secondary school athletic programs is essential to minimize the risk of **exertional heat illness** during the preseason practice period.

- Gradually increasing the athlete's exposure to the **duration and intensity** of physical activity and to the **environment** minimizes risk while improving performance.
- **Progressive acclimatization** is especially important during the **initial 3 to 5 days** of summer practices.
- When an athlete undergoes a proper heat-acclimatization program:
  - **Physiologic function** improves
  - **Exercise heat tolerance** increases
  - **Athletic performance** is enhanced

In contrast, athletes who are not exposed to proper heat-acclimatization programs face **measurably increased risks** for exertional heat illness.

## Weather Policy

### Weather Advisories

When a **Code Red/Orange weather advisory** is issued for the Washington Metropolitan area and the **heat index reaches 100+ degrees**, CCPS sends a **weather advisory** to all principals and athletic directors via email.

This advisory, when issued, **MUST be followed**.

During heat advisories, **students involved in physical activity must always have water available**.

### Guidelines During Heat Advisories

1. All high schools are equipped with **digital psychrometers** for on-campus monitoring by the athletic director.

2. **Heat Index 105°F+** – All **outdoor activities are canceled**. Indoor practice is permitted.
3. **Heat Index 94°F–104°F** –
  - No equipment during practices
  - Mandatory water/rest breaks every 10–15 minutes
  - Water must be available at all times
4. **Heat Index 84°F–93°F** –
  - Helmets and shoulder pads only
  - Equipment should be removed during non-contact drills and breaks
  - 10-minute rest per 45 minutes of activity
  - Water must be available at all times
5. **Below 84°F** –
  - Adequate water supply required
  - Breaks every 30 minutes for rehydration
  - Monitor heat index for increases

### Cold Weather Guidelines (Real Feel Temperature Below 32°F)

Real Feel Temperature	Guidelines
30°F and below	Be aware of potential for cold injury; notify appropriate personnel.
25°F and below	Provide additional protective clothing; cover exposed skin; allow re-warming.
15°F and below	Consider modifying activity to limit exposure or allow more frequent re-warming.
0°F and below	Consider terminating or rescheduling activity.

When the real feel temperature is **30°F or below**, rules/regulations regarding **undergarments should be waived**.

## Heat Stress and Athletic Participation

Early fall sports such as **football, cross country, soccer, and field hockey** are often conducted in **hot and humid** conditions. These conditions pose a **significant risk** for heat stress, especially during the start of the season.

- **All athletes should be monitored closely.**
- **Football players** are particularly at risk due to the equipment worn.
- **All sports** require precautions to prevent heat-related illness.

### Heat Illness Awareness and Prevention

**Raising awareness and implementing proper heat-acclimatization protocols is essential to athlete safety.**

***THERE IS NO EXCUSE FOR HEAT STROKE DEATHS TO OCCUR IF THE PROPER PRECAUTIONS ARE TAKEN.***

### Types of Heat-Related Illnesses

Condition	Description
<b>Heat Cramps</b>	Acute, painful, involuntary muscle contractions during or after intense exercise. Caused by dehydration, electrolyte imbalance, neuromuscular fatigue, or a combination of these factors.
<b>Heat Syncope</b>	Weakness, fatigue, and fainting after standing for long periods, immediately after activity, or after quickly standing up. Triggered by high environmental temperatures.
<b>Heat Exhaustion</b>	Inability to continue exercise due to heavy sweating, dehydration, sodium loss, and energy depletion. Symptoms: pale skin, cramps, weakness, fainting, dizziness, headache, core temperature between 97°F–104°F.
<b>Heat Stroke</b>	Core temperature >104°F with signs of organ failure and CNS changes.

Condition	Description
	Symptoms: rapid heart rate, low blood pressure, sweating or no sweating, hyperventilation, altered mental status, vomiting, diarrhea, seizures, or coma. <b>This is a MEDICAL EMERGENCY.</b>
<b>Hyponatremia</b>	Low blood sodium levels from overhydration or inadequate electrolyte replacement. Symptoms: disorientation, altered mental status, headache, vomiting, fatigue, cramping, and swelling. Also known as water intoxication.

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

### Prevention Practices and Precautions

#### 1. Medical Screening

- Each athlete should have a physical exam and medical history on file.
- Include history of heat illness and pre-season training activities.

#### 2. Physical Conditioning

- Top performance requires top physical condition.
- Coaches must know the **physical condition** of athletes and adjust practice accordingly.

#### 3. Gradual Acclimatization

- Acclimatization is essential for safe participation in hot weather.
- Use a **graduated conditioning program**.
- 80% acclimatization occurs within **7–10 days**.
- Final stages include **increased sweating** and **reduced salt concentration** in sweat.

#### 4. Hydration

- **Withholding water is dangerous and has no scientific basis.**
- Water must be **readily available at all times**.
- Schedule **10-minute water breaks every 30 minutes** of heavy exercise.
- Encourage athletes to **drink water before, during, and after** activity.
- **Cold water is preferable.**

#### 5. Salt Replacement

- Salt should be replaced daily through **modest salting of food**.
- **Salt tablets are not recommended.**
- Focus on **fluid replacement** as the primary safeguard.

According to the American Academy of Pediatrics Committee on Sports Medicine, heat-related illnesses are all preventable. (Source: Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991)

## Activity Guidelines for Athletics Related to Heat Index and WBGT

Please refer to **SMAC Heat Acclimatization Guidelines** and your school's **Emergency Action Plan (EAP)** for further information.

- ★ Water should always be available, and athletes encouraged to take in as much water as they desire.
- ★ Watch/monitor athletes for necessary action.
- ★ Monitor for increased Heat Index or WBGT.

<b>GREEN</b>	< 85.0	< 82.0	<b>NO RESTRICTIONS</b> <ul style="list-style-type: none"> <li>➤ All sports <ul style="list-style-type: none"> <li>● Provide at least three separate rest breaks of minimum duration of 3 minutes each during workout</li> </ul> </li> </ul>
<b>YELLOW</b>	85.0 - 95.0	82.0 - 86.9	<b>CAUTION</b> <ul style="list-style-type: none"> <li>➤ All sports <ul style="list-style-type: none"> <li>● Use discretion for intense prolonged exercise. Watch at-risk players carefully. Provide at least three separate rest breaks of minimum 4 minutes each.</li> <li>● Increased water breaks to promote hydration and to allow hydration as a group</li> </ul> </li> </ul>
<b>ORANGE</b>	95.1 - 104.9	87.0 - 89.9	<b>INCREASED CAUTION</b> <ul style="list-style-type: none"> <li>➤ All sports <ul style="list-style-type: none"> <li>● Maximum practice time of 2 hours</li> <li>● Consider early morning practices or postponing practice to later in the day</li> <li>● Provide at least four separate rest breaks of minimum duration of 4 minutes each</li> <li>● Increased water breaks to promote hydration and to allow hydration as a group</li> </ul> </li> <li>➤ Contact sports and activities with additional required protective equipment <ul style="list-style-type: none"> <li>● Players are restricted to helmet and shoulder pads</li> <li>● All protective equipment must be removed for conditioning activities</li> </ul> </li> <li>➤ Preparedness <ul style="list-style-type: none"> <li>● Have towels with ice for cooling of athletes as needed</li> <li>● Prepare ice bath/access to training room for possible emergencies</li> </ul> </li> </ul>

<b>RED</b>	$\geq 105$	90.0 - 92.0	<b>EXTREME CAUTION - (Heat Index <math>\geq 105</math> and WBGT b/w 90.0 - 92.0)</b> <ul style="list-style-type: none"> <li>➤ All Sports <ul style="list-style-type: none"> <li>● <b>Use of Turf Field is prohibited</b></li> <li>● Maximum practice time of 1 hour. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice.</li> <li>● After a shortened outside practice, additional practice time (up to allowable amount) permitted indoors after rest period</li> </ul> </li> <li>➤ Preparedness <ul style="list-style-type: none"> <li>● Have towels with ice for cooling of athletes as needed</li> <li>● Prepare ice bath/access to training room for possible emergencies</li> </ul> </li> </ul>
		$\geq 92.1$	<b>DANGER - (Heat Index <math>\geq 105</math> and WBGT <math>\geq 92.1</math>)</b> <ul style="list-style-type: none"> <li>➤ All Sports <ul style="list-style-type: none"> <li>● Cancel outside practices and contests.</li> <li>● Move practices inside if possible</li> <li>● Cancel indoor practices if no air conditioning.</li> </ul> </li> </ul>
<b>BLACK</b>			

## Activity Guidelines for Athletics Related to Wet Bulb Globe Temperature (WBGT)

The **Wet Bulb Globe Temperature (WBGT)** is a measure of **heat stress in direct sunlight**, which takes into account:

- Air temperature
- Humidity
- Wind speed
- Sun angle
- Cloud cover (solar radiation)

This differs from the **heat index**, which only considers **temperature and humidity** and is calculated for **shady areas**.

## Monitoring and Use of WBGT

- WBGT readings may be taken **in addition to Heat Index notifications**.
- **Athletic trainers or athletic directors** at each school are responsible for monitoring WBGT.
- Readings may be taken **as often as necessary** to ensure safe conditions for student-athletes.

These measurements help guide decisions about practice modifications, hydration needs, and potential cancellations to protect athlete health and safety.

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

## Heat Emergency Response and Prevention

### Additional Heat Safety Guidelines

#### Clothing and Cooling

- Cooling by evaporation is proportional to the **area of skin exposed**.
- In extremely hot and humid weather, **reduce clothing** as much as possible.
- **NEVER USE RUBBERIZED CLOTHING.**

#### Daily Weigh-Ins

- Athletes should be weighed **before and after practice**.
- **Weight charts must be checked.**
- A **3% weight loss** through sweating is considered safe.

- **Over 3% weight loss** is dangerous—athlete should **not be allowed to practice** in hot/humid conditions.

### Monitoring for Symptoms

- Watch athletes closely, especially those who lose too much weight or push themselves excessively.
- **Warning signs** include:
  - Nausea
  - Incoherence
  - Fatigue
  - Weakness
  - Vomiting
  - Cramps
  - Weak, rapid pulse
  - Visual disturbances
  - Unsteadiness

### Environmental Fitness

- Teams traveling to hotter climates or transitioning from cool to hot weather may be **physically fit but not environmentally acclimated**.
- Coaches should follow all heat safety recommendations and **substitute players more frequently**.

### Emergency Preparedness

- Know what to do in an emergency.
- Have a **written Emergency Action Plan (EAP)** and distribute copies to all staff.
- Be familiar with **first aid procedures** and how to obtain **medical care**, including ambulance service.

## Heat Stroke / Heat Exhaustion Emergency Plan

### KNOW YOUR EAP AND FOLLOW YOUR EAP

#### Steps to Take in the Event of Heat Illness:

1. **Remove athlete** from competition or practice.
2. **Move athlete** to a shaded or cool area and begin cooling.
3. **Remove all equipment and clothing** as appropriate.
4. **Begin Cooling the Athlete** using one or more of the following methods:

- **Cold Water Immersion** (most effective)
  - **Ice Towels**
  - **Ice Bags** (torso, neck)
  - **Cold Shower**
5. If **Heat Stroke** is suspected, **immediately activate the school’s Emergency Action Plan**.
  6. If the athlete is conscious and able, begin **rehydration with cold fluids**.
  7. **Monitor ABCs and vital signs**; watch for **central nervous system changes**.
  8. If the athlete does not respond to cooling, **activate emergency transport** to the nearest hospital.
  9. **Notify parents/guardians** and follow **Charles County incident procedures**.

## HEAT STROKE IS A MEDICAL EMERGENCY — DELAY COULD BE FATAL

- Immediately **cool the body** while waiting for transport.
- Remove clothing and apply **cool water** to the body.
- **Fan the body** to promote evaporation and cooling.

## HEAT EXHAUSTION - OBTAIN MEDICAL CARE AT ONCE

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

## Heat Acclimatization Period

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

## Heat Acclimatization Guidelines: for all Fall Sports

- On single-practice days, one walk-through is permitted.

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

## Equipment Restrictions

- **Football**
  - Practice days 1 and 2 – helmets only, and shorts/t-shirts
  - Practice days 3 through 5 – helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.
  - Beginning practice day 6 – full protective equipment and full contact may begin.
- **Field Hockey**
  - Practice days 1 and 2 – Goalies in helmet and goalie kickers, athletes may wear shin guards, goggles and mouthpieces.
  - Practice days 3 through 5 – Goalies in helmet, chest protection and goalie kickers.
  - Beginning practice day 6 – full protective equipment may be worn.
- **Soccer** – Shin guards and goalie gloves can be worn beginning day 1
- **Volleyball** - Knee pads may be worn beginning day 1

## The heat-acclimatization period is designed for students on an individual basis.

Days in which athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.

## Practice Days 1-5

- School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 1-5.
- School teams are limited to one practice per day not to exceed three hours in length.
- One walk-through session is permitted per day no longer than 1 hour in duration.

## Practice Days 6-14

School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 6-14.

Total practice and walk-through time per day should be limited to five hours with no single session longer than three hours in duration.

School teams may participate in full contact practices with all protective equipment worn.

### Sample Practice Calendar

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

**Note:** Shaded days reflect Heat Acclimatization Period

## SCHEDULING

## General Guidelines

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

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

## Number of Contests

1. Extra games that are required to determine a county entry into district, regional, or state competition and participation in district, regional, or state competition may not count in the number of games permitted.
2. All school schedules shall be established by the start of each sports season according to the following restrictions that are specified in the MPSSAA guidelines:
  - **Baseball** – 18 regular season games or 20 with designated optional tournament.
    - No more than three games per week.
    - A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 17 regular season games may be scheduled.
    - If a team elects to play in the designated optional two or three-game tournament, a fourth game may be played during that week.
  - **Basketball** – 20 regular season games or 22 with designated optional tournament.

- No more than two games per week.
- Three games in one week may be scheduled twice during the season.
- A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 19 regular season games may be scheduled.
- **Cross Country** – 10 regular season meets
  - No more than two meets per week.
  - Three meets in one week may be scheduled once during the season.
- **Field Hockey** – 12 regular season or 14 with designated tournament.
  - No more than two games per week.
  - Three games in one week may be scheduled twice during the season.
  - A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 11 regular season games may be scheduled.
- **Football** – 9 regular season games
  - No more than one game per week.
- **Golf** – 12 regular season matches
  - No more than three matches per week.
- **Indoor Track** – 10 regular season meets
  - No more than two meets per week.
  - Three meets in one week may be scheduled once during the season.
- **Lacrosse** – 12 regular season games or 14 with designated optional tournament
  - No more than two meets per week.
  - Three meets in one week may be scheduled twice during the season.
  - A team may elect to play in one designated optional two-game tournament.
- **Outdoor Track** – 10 regular season meets
  - No more than two meets per week.
  - Three meets in one week may be scheduled once during the season.
- **Soccer** – 12 regular season games or 14 with designated optional tournament
  - No more than two games per week.
  - Three games in one week may be scheduled twice during the season.
  - Team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 11 regular season games may be scheduled.
- **Softball** – 18 regular season games or 20 with designated optional tournament
  - No more than three games per week.
  - A team may elect to play in one designated optional two or three-game tournament. If a team elects to play in a designated optional three-game tournament, only 17 regular season games may be scheduled.

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

## Starting Times and Days Contests Are to Be Played

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

## Scrimmages

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

1. The first scrimmage may be scheduled on the 9th calendar day including the first practice.
2. **Football only:** The second scrimmage may take place on the 6th calendar day starting the day after the first scrimmage.
3. Varsity sport teams may participate in two (2) scrimmages with other schools. Teams may participate in multi-team scrimmages. Multi-team scrimmages will count as one (1) scrimmage date.
4. JV teams may participate in two scrimmages per season following all guidelines pertaining to varsity scrimmages. One home, one away or two home. JV teams must use same buses as varsity. Freshman teams may have one (1) inter-county scrimmage.
5. Basketball, baseball, softball, soccer, field hockey, and volleyball teams qualifying for state or regional competition may have one additional scrimmage at the end of the season if time permits. The director of student activities must approve this additional scrimmage.
6. No regular game, practice or scrimmage shall be scheduled during or on any school holiday (Thanksgiving Day, Dec. 24 & 25, and Good Friday). Coaches should avoid practicing on Labor Day if possible. Practice on this day should be voluntary.
7. No games shall be scheduled on Rosh Hashanah, Yom Kippur and Passover from sunset to sunrise.

## Starting and Ending Dates

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

## Other Scheduling/Practice Regulations

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

## Rescheduling Postponed Contests

## **1. Basketball**

- a. Rescheduled contests are to be played on the following school day if possible.
- b. All scheduled contests are to be rescheduled in the chronological order of postponement. No more than one (1) postponed game shall be played in any one week, i.e., two (2) regular scheduled and one (1) postponed or one (1) regular scheduled and one (1) postponed. (See MPSSAA Guidelines)

## **2. Baseball/Softball**

- a. Rescheduled games are to be played on the following school day if possible.
- b. All games should be made up in the chronological order of postponement.

## **3. Football**

- a. When a school must postpone a Saturday contest, the game should be moved to Monday if possible.
- b. When a school must postpone a Friday contest, the game should be moved to Saturday if possible.

**4. Soccer** – Same procedures utilized to reschedule basketball contests.

**5. All sports not listed** should be rescheduled on the next playable date if possible. However, all rules concerning time lapse between contests should be enforced. When in doubt, check with the MPSSAA handbook, the SMAC schedules and the director of student activities.

**6. Saturdays** may be used as a make-up date if both teams agree or if SMAC committees decide to use Saturday. Games should be made up in chronological order.

## **TRANSPORTATION**

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

1. Under no circumstances are student drivers allowed to transport athletic teams or team members. Under extenuating circumstances, students can ride home with their parents or guardians if the request is in writing and approved by the coach one day in advance.
2. Team members shall be required to go to the host school together and return together. Exception to this rule is when parents personally request permission of the coach that they are allowed to take the student home with them. This request shall be in writing.
3. No one except school officials, team members, student managers, and cheerleaders, when accompanied by their coach, shall be permitted to ride the team bus.
4. The coaches will always accompany athletic teams on the bus.

5. It should be an axiom with all coaches that team members must be clean and dressed neatly when going on athletic trips.
6. Coaches are permitted to drive players to contests when a small number of contestants are involved. This is only with Central Office approval and when using a Board of Education vehicle.
7. At the conclusion of each bus trip, coaches are to sign the mileage sheet that is provided by the bus driver. Coaches are also to record the time returned to the school.
8. All buses transporting athletic teams must carry bonded carrier insurance.

**Minivan Transportation** – The system has minivans available for use by school system personnel and for the transporting of small groups of students by school system personnel. Any request for use must be made through the Transportation Department. When calling in your requested date(s), please include the name of the driver and the number of passengers to be transported. When system personnel arrive at the central office to pick up the minivan, they must have their current driver's license for use to copy and a copy of their automobile insurance card. The driver will be orientated by transportation staff on use of the van and how to return it to the transportation office. Requests will be honored on a first-come, first-served basis. Make sure there is a need for use of the minivan before calling in your request.

9. Only drivers with valid Maryland licenses may operate Charles County Public School vehicles.
10. Rental vans or cars are not permitted to transport CCPS students.

## **SECURITY COVERAGE FOR ATHLETIC EVENTS**

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

1. Officer in charge is to report to school administrators in charge of activity at prescribed time for purpose of outlining duties required.
2. All officers are to sign in and sign out on forms provided by the athletic director or school administrator.
3. Officers are expected to help with disbursement of crowd prior to signing out.
4. School administrators and officers assigned to an activity will work cooperatively to prevent disruptive incidents from taking place through high visibility and effective supervision.

5. School administrators are expected to notify your school's resource officer (SRO) as soon as possible if the activity is canceled for any reason other than inclement weather. Failure to notify the resource officer of cancellation of activity results in the officers being paid one hour for reporting.
6. If schools are closed due to inclement weather, all after school activities are cancelled.
7. It is the responsibility of the host school to provide proper administrative and staff support for games, matches, etc.
8. Schools will pay the officer at the event based on the \$75.00 hourly rate.

## LETTERING CRITERIA

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

## INDIVIDUAL AWARDS

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

## ATHLETIC CHAMPION AWARDS

1. **SMAC CONFERENCE / COUNTY CHAMPIONS**  
Team members for conference champions will receive an award for their particular

sport. The Charles County Public Schools athletic department and/or athletic booster organization will fund these awards.

2. **MPSSAA / MPSSCC SECTIONAL / REGIONAL CHAMPIONS**

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

3. **MPSSAA / MPSSCC STATE CHAMPIONS**

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

4. **TEAM PICTURE PLAQUES**

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

5. **RINGS / JACKETS / PENDANT**

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

**MPSSAA** – Maryland Public Secondary Schools Athletic Association

**MPSSCC** – Maryland Public Schools State Cheerleading Committee

**COUNTY** – Charles County Public Schools

## Awards and Recognition

### A. Awards may be made as follows:

1. A school may purchase and present to a student for athletic improvement a school insignia, medal, pin, or similar article of intrinsic value.
2. Only non-profit and non-commercialized individuals may give awards from outside the school to individual school athletes or group donors, provided the school approves the awards and the presentation is made at a school-approved function.
3. A symbolic award of appreciation may be given to a school team by an outside non-profit organization, and the award becomes the permanent possession of the school.

Team awards may be presented to schools by recognized newspapers, radio, and television stations.

4. Awards may be presented to seniors when athletic ability, athletic achievement, or contributions to school sports are among the criteria established for the award. These awards will be presented at a school-approved function.

**B. Recognition of individual school athletes and teams**, other than through awards, shall be limited to appreciation banquets given by outside individuals or non-profit organizations with the approval of the school principal.

## FINANCING ATHLETICS

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

### Guidelines

1. Each high school has its own accounting or bookkeeping system. This system must operate within the guidelines as established by the Board of Education. All income and expenses related to this program must be accounted for within these guidelines and are subject to an audit by the Board's appointed auditors.
2. The athletic director, with approval of the principal, guides the disbursement of funds for athletics. Coaches should present an itemized budget to the athletic director for consideration and approval, and purchases of all equipment and supplies should be presided over by him/her with the approval of the principal. The school principal has the authority to review all purchases and practices within the athletic department, and in the final analysis, all subordinates are responsible to the principal.
3. All expenses incurred in the operation of the interscholastic athletic program shall be the responsibility of the school.
4. Certain interscholastic athletic expenses may be underwritten by the Board of Education. These items will be listed in writing with set limitations and submitted to the principal.
5. Invoices for expenses underwritten by the Board of Education must be submitted with a requisition for reimbursement to the director of student activities for Charles County.
6. Gate receipts from all sports shall be retained by the schools in their athletic accounts.
7. Schools will purchase their own supplies and equipment.

8. The Board of Education policy requires that athletic accounts be audited at the end of each school year.

## ADMISSION CHARGE – ACCOUNTING PROCEDURES

1. When an admission fee is charged, admission to SMAC sporting events shall be at the following rates:
  - **Varsity** – \$6.00
  - **Freshman/Junior Varsity Double Header** – \$6.00
  - **Freshman** – \$6.00
  - **Junior Varsity** – \$6.00

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

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

## ACCOUNTING FOR CO-CURRICULAR STUDENT ACTIVITY EVENTS

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

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

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

If the money is counted and deposited by the activity sponsor, the report forms must still be completed by the game manager/athletic director or the activity sponsor and reviewed by the financial secretary. The form will be attached to the deposit slip and given to the financial secretary.

- The financial secretary will still follow the receipt policy of writing out a 3-part pre-numbered receipt. One part of the receipt will still be given to the person who turned in the deposit slip.
- The cash bank should be counted by the financial secretary to verify the balance on the Activity or Athletic Financial Report.

**Example:** If the athletic director is in control of entrance receipts during basketball season, and he/she carries a \$200 cash bank from game to game, then he/she could directly deposit the profit from the weekend's games, leaving \$200 in cash in the safe until the next game. This cash box is accounted for on the Athletic Financial Report.

At no time should a cash box go unaccounted (financially or physically) for during the entire season.

Any amount over \$100 should be maintained in the safe or vault. A \$200 cash box should not be in a locked drawer of the game manager/athletic director or activity sponsor.

## **APPROVAL PROCEDURE FOR SCHOOL SPONSORED BUILDING AND GROUNDS IMPROVEMENTS**

A committee has been formed to revise and expand the current process required of principals to obtain approval to:

- Construct anything on school grounds
- Move any structure onto school grounds
- Alter in any way athletic fields maintained by Charles County Public Schools
- Make changes to scheduled Public Facilities activities at schools

The committee will be known as the **Athletic Facilities Committee** and will be composed of the following personnel:

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

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

## **CHANGES TO ATHLETIC FIELDS**

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

## **Contact Person between Board of Education and Public Facilities**

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

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

## **Condition of Athletic Fields/Facilities**

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

## Scheduling of High School Athletic Fields

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

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

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

***Alignment with MPSSAA  
Guidelines***

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