

Halifax County Schools

Athletic Department Handbook



Dr. Eric Cunningham, Superintendent
Dr. Tyrana Battle, Assistant Superintendent
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Dr. LaVonne McClain, Executive Director of Secondary Education



Halifax County Schools Coaches Athletic Handbook

INTRODUCTION

Dear Coaches,

Thank you for your dedication to the athletic programs in Halifax County Schools. As we begin the 2025–2026 school year, I want to reaffirm the vital role you play in shaping not only athletic excellence, but also academic and personal growth for our student-athletes.

The Public School Laws of the State of North Carolina provide that "All interscholastic athletics be conducted in accordance with rules and regulations prescribed by the State Board of Education." Generally, there are minimum requirements. The state rules and regulations for high schools are published in the North Carolina High School Athletic Association (NCHSAA) Handbook. Middle school rules are published in the Middle School Athletic Manual from the NC Department of Public Instruction. Local boards of education may also adopt policies pertaining to their athletic programs.

As a coach, you are more than an instructor of sport—you are a mentor, leader, and role model. The influence you have on student-athletes can last a lifetime. Your leadership should consistently emphasize the importance of academics, responsibility, teamwork, and character. Our goal is to develop students who are college, career, and life ready—and athletics is a key driver in that mission.

Athletics provide the perfect platform to reinforce employability skills such as communication, collaboration, leadership, and perseverance. Please continue to hold our student-athletes to high standards both in the classroom and in competition. Encourage them to be scholars first, knowing that their future success depends on the skills they build now.

Let's commit to a season of integrity, accountability, and growth. I appreciate your hard work and your partnership in cultivating well-rounded student-athletes.

Wishing you a successful and rewarding season,

Dr. LaVonne McClain

Executive Director of Secondary Education
Halifax County Schools



Halifax County Schools
Athletic Directors and Coaches Association
[2025-2026 Meeting Schedules](#)

Fall Meeting	Winter Meeting	Spring Meeting	Annual Meeting	Summer Meeting
August 6 2:00 pm	September 18 2:00 pm	January 15 2:00 pm	May 7 2:00 pm	June 18 10:00 am

The Athletic Directors and Coaches Association meetings are designed to provide a better understanding of the interscholastic athletic program in our schools.

These meetings can serve as an invaluable aid in directing, planning and administering the middle and high school athletic programs. Athletic directors, principals and all coaches are invited and encouraged to attend these meetings.

School	Principal	Athletic Director	Team
Enfield Middle STEAM Academy	Cyrus Waters	Detrick Smith	Panthers
Northwest Collegiate & Technical Academy	Dr. Kenya Grant	Deontre Pittman	Vikings
Southeast Collegiate Preparatory Academy	Kenneth Perry	Dontrell Powell	Trojans
W.R. Davie Middle STEM Academy	Dr. Tevis Harris	Keshawn Haskins	Vikings
Halifax County District-Part-time		Dr. A. Sessoms	



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Section 1: Philosophy and Objectives

The Halifax County Schools Athletics Handbook outlines the policies, procedures, and expectations governing interscholastic sports for the 2025–2026 school year. This document ensures that athletics are conducted in alignment with the North Carolina High School Athletic Association (NCHSAA), state law, and Halifax County Schools’ strategic goals. It serves as a resource for students, families, coaches, and administrators to foster equity, accountability, and excellence in school-based athletics.

A well-rounded athletics program must be concerned with the development of those abilities which are necessary in meeting the demands of living and participating in our society while holding high expectations for academic performance. Thus, it is essential that specific procedures and policies be defined and recorded to ensure that the organization and administration of district athletic events provide for a proper and enjoyable competitive atmosphere and environment for players and spectators.

In Halifax County Schools, we believe athletics is a powerful extension of the classroom. Our athletics program supports the district's strategic priorities:

- **Academic Achievement:** Athletics provides motivation and accountability for student success.
- **Student Well-Being:** Participation promotes physical health, social development, and mental resilience.
- **Community Partnerships:** Athletic events bring families and the community together to support youth achievement.
- **Equity and Access:** All students should have the opportunity to engage in athletics regardless of background.

Our guiding philosophy emphasizes teamwork, personal responsibility, and sportsmanship as vital life skills.



HCS Athletics Department Organizational Chart



Section 2: Staff Responsibilities

Principal

The principal serves as the instructional and operational leader of the school and has ultimate responsibility for overseeing the athletic program.

Key Responsibilities:

- Recommend qualified coaching candidates to Human Resources for Board of Education approval, in consultation with the school athletic director, district athletic director, and head coach.
- Ensure all coaches (including volunteers) complete pre-employment background checks as required by Halifax County Schools.
- Approve all volunteer or assistant coaches prior to their participation. No coach may serve without principal and Board approval.
- Ensure that all volunteer coaches complete the Halifax County Schools Volunteer Application and Criminal Background Check.
- Enforce the policy prohibiting non-faculty coaches from coaching their child or grandchild, unless a waiver is granted through the district athletic director due to lack of available faculty.
- Collaborate with the district athletic director to ensure all athletic activities are aligned with school culture, district expectations, and NCHSAA guidelines.

School Athletic Director

Reporting to the principal, the athletic director executes the operations, compliance, and vision of the school's athletic program.

Primary Duties:

- Ensure compliance with Halifax County Schools, NCHSAA, and NCDPI policies in coordination with the district athletic director.
- Assist in identifying and recruiting qualified coaching staff in consultation with the district athletic director.
- Coordinate logistics including crowd control, gate operations, and event staffing.
- Communicate athletic updates to principals, coaches, the district athletic director, and parents.
- Manage equipment procurement through LINQ and oversee inventory systems.
- Verify student eligibility including forms, physicals, and insurance.
- Schedule transportation and secure officials for contests.
- Train coaching staff on professional expectations and risk management.
- Submit season-end inventories and budget requests in a timely manner, with copies provided to the district athletic director.
- Perform duties assigned by the principal and district athletic director related to athletics.



Code of Conduct for Athletic Coaches and Volunteers

All coaches should successfully complete all pre-employment background checks required for Halifax County School employees annually. No coach shall solicit help from a volunteer or hire an assistant coach without the consent of the principal and Board of Education approval. All volunteer coaches must complete a Halifax County Schools Criminal Background Check. A volunteer or non-faculty coach may not coach his/her child or grandchild. The principal may ask for a waiver in circumstances in which a school does not have an available faculty coach. The waiver would be made through the principal to the county athletic director.

All coaches, whether paid or volunteer, are expected to model professionalism, safety, and integrity. Their behavior reflects on both the school and the district.

General Expectations:

- Complete background checks and gain principal and Board approval before assuming duties.
- Maintain professional boundaries and refrain from inappropriate relationships with students.
- Promote sportsmanship and represent the school with integrity.

Required Certifications (via [NFHS](#)):

- Fundamentals of Coaching (\$35)
- Concussion in Sports (Free; annual)
- Bullying, Hazing and Inappropriate Behaviors (Free)
- Spirit Safety Certification (\$75; cheer coaches)
- Mental Health Course (Recommended)

Additional Requirements:

- CPR/AED Certification
- Activity Bus Driver License (if applicable)
- Report certification completions to the school athletic director, who will then notify the district athletic director

Head Coaches

The quality of Halifax County Schools' athletic program will be determined by the professionalism of coaches working within the various activities. Coaching is a personal decision based upon the individual's desire to work with students and to contribute to the overall school program.

Head coaches are responsible for all facets of their sport's operations and report to the athletic director and principal.

Responsibilities Include:

- Teach sport-specific skills and strategies.
- Ensure compliance with district and NCHSAA rules.
- Provide equal tryout opportunities and a safe team environment.
- Submit rosters for eligibility clearance.



- Monitor academic performance of athletes.
- Plan and supervise practices.
- Coordinate pep rallies and events.
- Maintain inventory of equipment and submit needs at the end of the season.
- Collect uniforms and account for issued items.
- Submit signed team rules (by parent and athlete) to school AD, principal, and district athletic director if requested.

Assistant Coaches

Assistant coaches support the head coach in team operations and assume full responsibility in the head coach's absence.

Duties Include:

- Reinforce program expectations and skill development.
- Assist with inventory and game logistics.
- Model professional conduct and support school goals.

Risk Management

Coaches should always place the welfare of student-athletes above competition. It is the responsibility of the coach to assure a student-athlete has the pre-participation physical examination form and proper insurance coverage. Coaches should never place a student-athlete in a situation in which they know is unsafe and which the athlete is unprepared. Coaches should always supervise high-risk activities.

Decisions of the licensed First Responder or Certified Athletic Trainer are final and must be adhered to by the coach. In football, a certified athletic trainer or first responder is required for **EACH** practice and game

Equipment

The students will be expected to purchase their own shoes, socks, and undergarments required for a particular sport. Spirit packs may be offered to student-athletes but may not be a requirement for participation in a sport. Efforts should be made to provide these items for students who are economically disadvantaged.

Each school shall develop procedures for issuing equipment to coaches. Coaches will be provided instructions for the proper care equipment and should maintain all equipment in proper playing order. Coaches are responsible for keeping inventory of all equipment. The inventory list will include quantities, condition, and specific secured location. If uniforms are missing, a list of names and uniforms that were not returned will be submitted to athletic director and principal to be placed on an indebted list. All equipment should be returned to the School Athletic Director at the end of the season. The signed equipment form must be submitted with request for payment to the Director of Secondary Education.



Section 3: Fiscal Reporting Responsibilities

Procedure for Handling Gate/Concession Monies:

In order to remain in compliance with G.S. 115C-445 and Halifax County Board of Education Policy 8325 (Daily Deposits), all gate money and concession money should be deposited daily. Realizing that this creates obstacles as money received is well after regular business hours, the following steps should be taken to reduce the liability of fraud.

1. Ticket and gate receipts must be supervised by the school's athletic director, district athletic director, and/or administrator on duty.
2. Token tickets must be used to verify receipts. Ticket stubs and monies should match at the conclusion of the event.
3. The completed **Ticket Sales Report and Concession Stand Report** must be signed by those responsible for sales and uploaded to the school's designated Google Drive folder and retained in the bookkeeper's office for audit purposes.
4. Funds must be stored in a secure, fireproof location with restricted access (athletic director, bookkeeper, and/or administration only) and deposited into the school's bank account on the next business day. **Counting must be validated by the two individuals working the gate or concession for that game.** The athletic director must oversee this process and sign-off.

Concession Stand Procedures:

- Concession funds must be counted immediately after closing and secured by the school or district athletic director or administrator.
- Concession Stand Reports must include the starting change fund, total sales, and a reconciliation of inventory sold.
- Reports must be signed and filed as stated above. Monies must be deposited the next business day with **two-person verification (team members working the concession) and the athletic director.**

Booster Clubs

Booster clubs should follow the guidelines set forth by Halifax County Board of Education Policies 5010 and 6235. All functions of the booster club must be approved by the principal of the school. Any item purchased by the booster club becomes property of Halifax County Schools per Policy 5010.

No additional supplements, gratuities, gifts, etc., are to be paid to or accepted by any coach for any reason or from any source. This prohibits booster clubs from issuing gift cards or payments to coaches.

Audit Requirements

School-related organizations or organizations which engage in public fund-raising activities in the name of the school or for the purpose of supporting school programs and extracurricular activities



must be properly accountable to the public which contributes to such efforts and the school. An audit of the organizations' financial records shall be conducted annually according to Policies 8410 and 8300.

Start-up gate cash procedures

In order to secure start-up gate cash, a purchase order and transmittal must be made to a responsible party within the school from the school's "Fund 7" account. The check will be made to the aforementioned responsible party who will cash the check for the start up cash. The start up monies will be re-deposited after each game unless the school has back to back games. The monies should be secured as described in securing/handling gate and concession monies.

Concession Stand Supplies Procurement

In order to provide excellent supplies for the concession stands, each school should secure a purchase order or open purchase order with the preferred vendor in Halifax County (B&J Cash & Carry) prior actual order. The purchase order process should require a shopping cart or "dry" invoice for the purchase to be attached to the purchase order. Once the purchase order is finalized, the order may be placed. Once the goods are received a transmittal will be submitted with a copy of the receipt of the purchase order must be submitted to finance within in 2 business days. If an open or blanket purchase orders is used, receipts and transmittal seeking payment must be submitted within 2 business days of receiving goods.

Equipment and Supply Purchases

All equipment and supply purchases including coaching and spirit packs made in the name of Halifax County Schools name must have a purchase order completed through the LINQ system prior to order with an appropriate Fund 4 (district allocation) or Fund 7 (school fund) budget code. An order that is made without securing an appropriate purchase order including fall billing will result in employee discipline action up to termination.



Ticket Sales Report

(ALL information and signatures should be legible)

School: _____
Event: _____ Date: _____**Ticket Checkout And Change Fund Verification**

(Completed by Treasurer, verified and signed by Athletic Director/Administrator/Seller)

Ticket Color(s): _____ Change Fund Amount: \$ _____

Ticket Numbers: From _____ To _____

1st Ticket Number on Roll (note color if more than one) - Last Ticket Number on Roll (note color if more than one)

Verified Receipt of Above Tickets and Change Fund: _____ Date: _____

Signature of Athletic Director/Administrator/Seller _____

Settlement Of Tickets Sold And Total Funds Collected

(Completed by Athletic Director/Administrator & Sellers)

Tickets Sold: From _____ To _____

A. Number of Tickets Sold: _____ @ \$ _____ = \$ _____

(Remember to add 1 when calculating number of tickets sold)

B. Total Value of Tickets Sold and Change Fund (Starting change fund amount + amount on line A):

\$ _____

C. Total Checks in Cash Box (Checks only): \$ _____

D. Total Currency in Cash Box (Cash only): \$ _____

E. Total Coins in Cash Box (Coins only): \$ _____

F. Total Checks, Currency & Coins in Cash Box (Add lines C, D & E): \$ _____

G. Less Total Value Tickets Sold and Change Fund (Total on line B): \$ _____

H. Difference (Over/Short) (F - G = H): \$ _____

Reason for Difference: _____

Signatures Verifying Settlement Information (including final counting out of cash box):

Signature of Seller #1: _____ Signature of Seller #2: _____

Signature of Athletic Director/Administrator: _____

Receipt Of Remaining Tickets And Total Funds Collected

Signatures Verifying Receipt and Deposit Totals the Following School Day/Day of Deposit (review reconciliation for accuracy and verify remaining tickets and cash box in the presence of principal/administrator/athletic director):

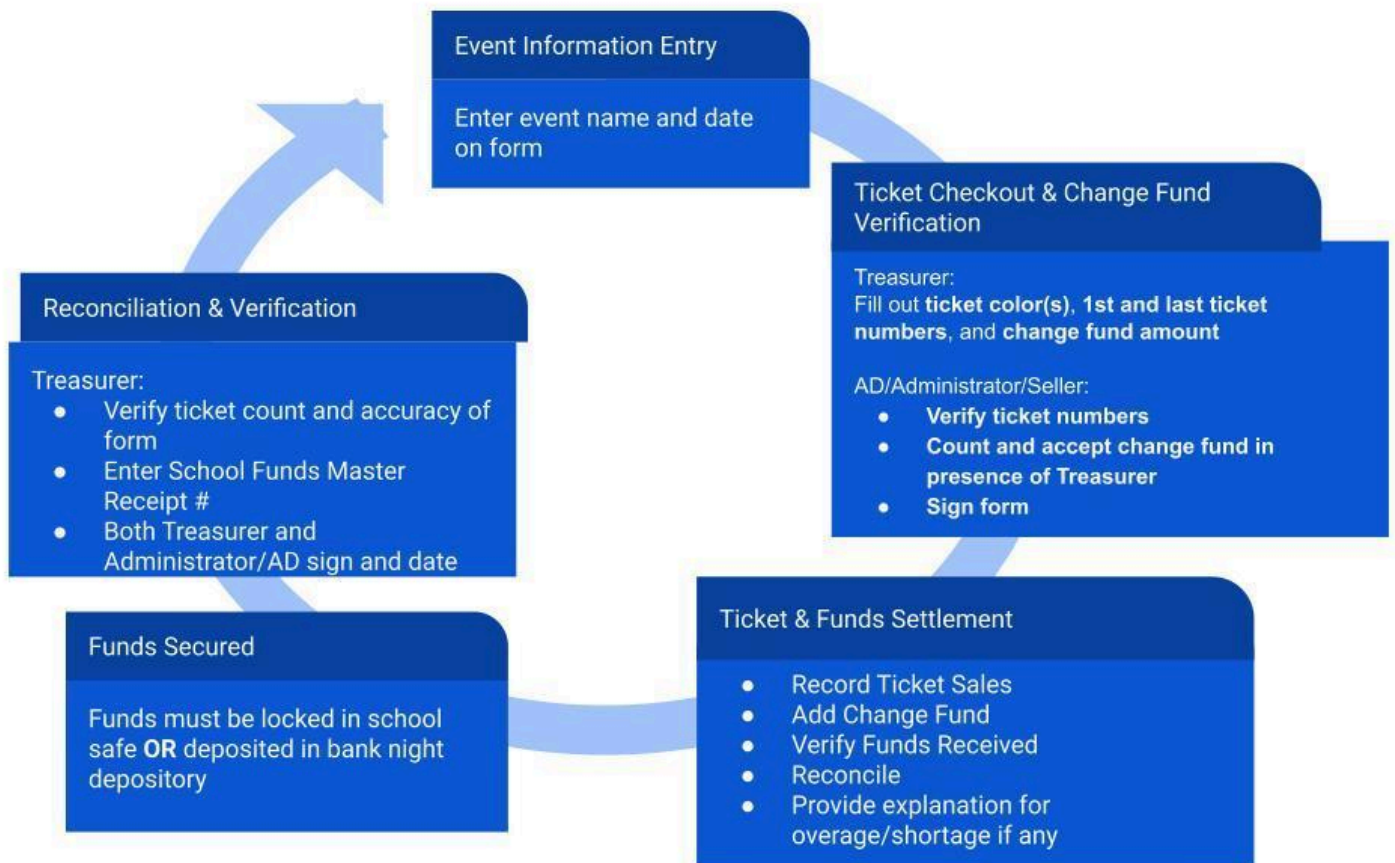
Signature of Principal/Administrator/Athletic Director: _____ Date: _____

Signature of Treasurer: _____ Master Receipt #: _____ Date: _____



Instructions for Ticket Sales Report and Cash Handling Procedures:

This form is to be completed the day of the admission event by the appropriate people listed on each section of the report. The event and date should be entered indicating what function the tickets were sold. The AD/administrator and seller(s) will explain the reason for any overage or shortage.



Ticket Sales Money Counting Grid

The following grid may be used to assist with counting money collected at the end of the event:

Section	Denomination	Quantity	Amount
Checks			
Coins			
\$0.25 (Quarters)	\$0.25		
\$0.10 (Dimes)	\$0.10		
\$0.05 (Nickels)	\$0.05		
\$0.01 (Pennies)	\$0.01		
Total Coins			
Currency (Bills)			
\$100 Bills	\$100		
\$50 Bills	\$50		
\$20 Bills	\$20		
\$10 Bills	\$10		
\$5 Bills	\$5		
\$2 Bills	\$2		
\$1 Bills	\$1		
Total Cash			



Settlement Of Concessions Sold And Total Funds Collected

(To be completed by Athletic Director/Administrator/Club Sponsor & Sellers)

A. Total Collected for All Concession Items Sold: \$ _____

B. Total Collected for Concession Items Sold and Change Fund: \$ _____

(Starting change fund amount + amount on line A)

C. Total Checks in Cash Box (Checks only): \$ _____

D. Total Currency in Cash Box (Cash only): \$ _____

E. Total Coins in Cash Box (Coins only): \$ _____

F. Total Checks, Currency and Coins in Cash Box (Add lines C, D & E): \$ _____

G. Less Total Concessions Sold and Change Fund (Total on line B): \$ _____

H. Difference (Over/Short) (Line F – Line G): \$ _____

Reason for Difference: _____

Signatures Verifying Settlement Information (including final counting out of cash box):

Signature of Seller #1: _____ Signature of Seller #2: _____

Signature of AD/Administrator/Club Sponsor: _____

RECEIPT OF TOTAL FUNDS COLLECTED

Signatures Verifying Receipt and Deposit Totals the Following School Day/Day of Deposit (review reconciliation for accuracy and verify cash box in the presence of Administrator/Athletic Director/Club Sponsor):

Signature of Treasurer: _____ Master Receipt #: _____ Date: _____

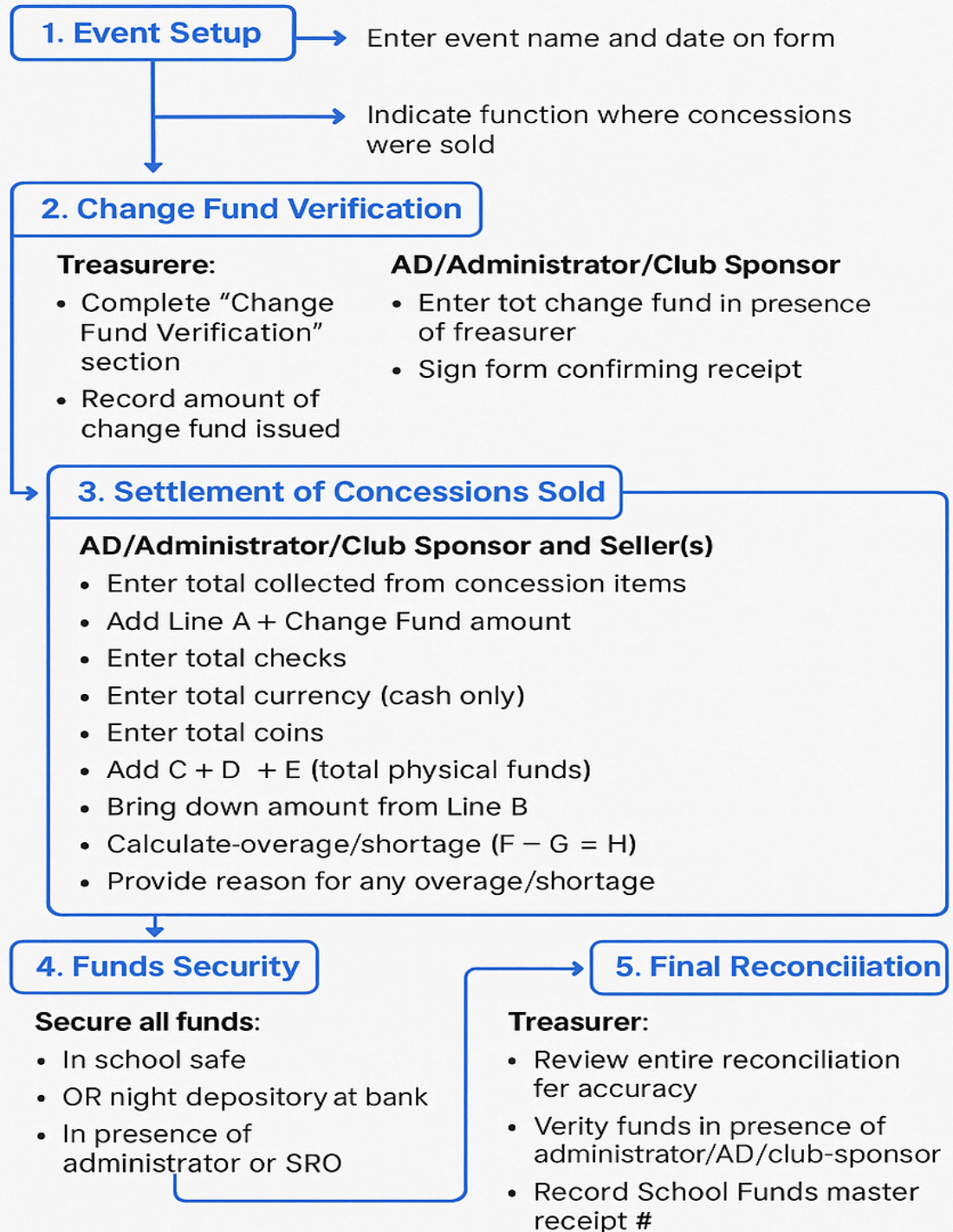
Signature of Principal/Administrator/AD: _____ Date: _____



Concession Sales Report and Cash Handling Process



Concession Sales Report & Cash Handling Process Map



Concessions Sales Money Counting Grid

The following grid may be used to assist with counting money collected at the end of the event:

Section	Denomination	Quantity	Amount
Checks			
Coins			
\$0.25 (Quarters)	\$0.25		
\$0.10 (Dimes)	\$0.10		
\$0.05 (Nickels)	\$0.05		
\$0.01 (Pennies)	\$0.01		
Total Coins			
Currency (Bills)			
\$100 Bills	\$100		
\$50 Bills	\$50		
\$20 Bills	\$20		
\$10 Bills	\$10		
\$5 Bills	\$5		
\$2 Bills	\$2		
\$1 Bills	\$1		
Total Cash			

Section 4: Coaching Supplement Information and Forms

Coaching Supplement Schedule

2025-2026

	Northwest	Southeast	Davie	Enfield
System Athletic Director	\$10,000.00			
Athletic Director	\$5,500.00	\$5,500.00	\$2,000.00	\$2,000.00
Varsity Football	\$4,800.00	\$4,800.00	\$2,400.00	\$2,400.00
Asst. Football	2250.00	2250.00		
4 high school asst: \$2,250/asst;	2250.00	2250.00		
1 middle grades asst: \$1,200	2250.00	2250.00	\$1,200.00	\$1,200.00
Varsity Basketball (M)	\$3,600.00	\$3,600.00		
Varsity Basketball (F)	\$3,600.00	\$3,600.00		
Varsity Basketball Assistant				
2 high school asst: \$1,200/asst	\$1,200.00	\$1,200.00		
(1 Varsity Boys & 1 Varsity Girls)	\$1,200.00	\$1,200.00		
JV Basketball (M)	\$2,400.00	\$2,400.00		
Basketball (M)			\$1,600.00	\$1,600.00
Basketball (F)			\$1,600.00	\$1,600.00
Baseball	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
Softball	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
Track (Co-ed)	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
Track Assistant (Co-ed)	\$1,000.00	\$1,000.00	\$750.00	\$750.00
Volleyball	\$1,600.00	\$1,600.00	\$1,200.00	\$1,200.00
Volleyball (Girl's Asst.)	\$800.00	\$800.00		
Cross Country	\$1,600.00	\$1,600.00		
Cheerleader Advisor	\$3,000.00	\$3,000.00	\$1,800.00	\$1,800.00
Athletic Trainer	\$1,600.00	\$1,600.00		
Football Conditioning/Trainer (Summer)	\$1,600.00	\$1,600.00		
Band	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00

Coaching supplements will be disbursed annually as follows:

- July - Summer Conditioning: Football Conditioning / Trainer (100%)
- November- Fall Sports (100%); Cheerleading (50%); Band (50%); and Athletic Director (33%)
- March-Winter Sports (100%); Athletic Director (33%); and Cheerleading (50%)
- May- Spring Sports (100%); Band (50%); and Athletic Director (34%)



Coaches' Code of Conduct and Sportsmanship

All HCS coaches are expected to exhibit the highest standards of sportsmanship, integrity, and professional conduct. **You are a role model** for students, representing the school and community. The following conduct expectations and policies apply:

- **Sportsmanship and Behavior:** Coaches must lead by example in treating officials, opponents, and players with respect. Profanity, taunting, baiting, or obscene gestures toward officials or others are strictly prohibited. Acts such as instigating fights, encouraging retaliation, or other unsportsmanlike behavior will not be tolerated. Coaches should teach and enforce good sportsmanship among their players at all times.
- **Ejections and Penalties:** If a coach or player is **ejected** from a contest for unsportsmanlike conduct or rule violations, state policy ATHL-001 mandates minimum penalties. **For a first offense**, the individual is reprimanded and suspended for the next contest at that level of play. (HCS aligns with NCHSAA's stricter guideline: a first offense means suspension for the next game in football or the next two games in all other sports.) **For a second offense**, the individual is suspended for the next two games (and HCS/NCHSAA recommend suspension for the remainder of that sport's season). A **third offense** results in suspension from athletics for one calendar year. These penalties are **cumulative across sports and seasons** – ejections carry over between sports and from one season to the next. A coach who is suspended may not coach at any level (middle or high school) during the suspension period.
 - **Important:** If a coach is ejected and no eligible staff member is available to assume coaching duties, the contest **must be terminated and forfeited**. Plan ahead to have an assistant or designee prepared to take over if needed.
- **Examples of Ejection-Level Offenses:** Fighting (throwing punches or kicks), leaving the bench to participate in an altercation, biting, spitting on or verbally abusing an official/opponent, or any flagrant misconduct will result in ejection. Physical contact with an official results in immediate expulsion and possible permanent ineligibility. **HCS may impose additional penalties** on top of state minimums for serious incidents, so always avoid behavior that would put you or your athletes in such situations.
- **Enforcement:** It is the coach's responsibility to reinforce these standards with their team. Any coach or player ejection must be reported to the school principal and Athletic Director promptly, and the required documentation (HCS Ejection Notification Form) must be completed. Repeated sportsmanship infractions by a team may result in program-level consequences (for example, a team accumulating multiple ejections can face sanctions).
- **Honesty and Compliance:** Coaches must follow all rules (NCHSAA, HCS, conference) in letter and spirit. Do not knowingly allow ineligible players to participate or ignore violations. Any attempt to gain an unfair advantage (using ineligible players, falsifying records, etc.) is



unethical and will subject the coach to disciplinary action. As educators, coaches are expected to instill in athletes the values of fair play and respect for rules.

By upholding this code of conduct, coaches foster a positive athletic environment that reflects well on our schools and teaches student-athletes important life lessons in character and accountability.



Coaches Contract
School Year: 2025-2026

NAME: _____ SCHOOL: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

Sport(s): _____

Coaching Status

Pre-Coaching Training Completed

- o Certified
o Non-Certified
o Non-Faculty
o Volunteer
o NFHS Online Training Courses (*required)
o * "Fundamentals of Coaching" course certification (\$35)
o * "Concussion in Sports" (Free)
o "Sudden Cardiac Arrest"(Free)
o "Heat Illness Prevention" (Free)
o * "Bullying, Hazing and Inappropriate Behaviors" (Free)
o * "Spirit Safety Certification" (\$75; cheer only)
o CPR/AED Certified
o Licensed to drive activity/school buses
o Other: _____

I agree to coach at the location shown above for the 2025-2026 school year. By signing below, I agree to the terms of this agreement and understand that I cannot be on the field until I receive approval and all requirements have been satisfied. Either Party can terminate this contract at any time

I understand the Inventory Form must be submitted with the request for payment to the Executive Director of Secondary Education.

By signing below, I attest that I have read and reviewed the Halifax County Schools Athletics Department handbook and understand my role and responsibility as a coach for Halifax County Schools. I agree to govern myself accordingly as it relates to local, state, and national athletic policies.

Athletic Coach/Band Director Initials _____ Signature _____ Date _____

Athletic Director _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____

For District Use Only

District Approval: _____ Date: _____

Stipend Amount: _____ (fall) _____ (winter) _____ (spring) _____ (summer)



Certified Coaches

A *certified coach* is a Halifax County Schools (HCS) employee serving in a licensed position who is approved to assist with coaching duties.

Guidelines:

- Whenever possible, coaching positions should be filled by certified HCS employees.
- Certified coaches will be compensated according to the Halifax County Schools Coaching Supplement Schedule.
- Certified employees with fewer than three years of teaching experience must complete the **Voluntary Acceptance of an Extra-Curricular Duty** form. This form must be submitted to **Human Resources** and the **District District Athletics Coordinator** for approval prior to assuming any coaching responsibilities.

Voluntary Acceptance of an Extracurricular Duty

Name _____ School _____

UID Number _____

Check the one that applies:

_____ Teacher with 3 years or less experience

Check all that apply:

_____ I am voluntarily requesting an extracurricular assignment as

_____ I voluntarily agree to accept an assignment to an extracurricular duty as determined by the school principal based on the operational needs of the school program.

_____ I voluntarily agree to accept temporary assignments to extracurricular duties where deemed necessary by the school principal.

Teacher’s Signature

Date

Witnessed by

cc: Personnel File & District Athletics Coordinator



Non-Certified Coaches

A **Non-Certified Coach** is a Halifax County Schools employee serving in a **classified (non-certified)** position who has been approved to assume coaching duties under the following conditions:

- A **classified employee may only coach** if the school principal is unable to fill the coaching position with a certified staff member.
- The school must have an **available coaching allotment** to support the classified employee's assignment.
- Coaching responsibilities **must not conflict** with the employee's primary duties (e.g., bus driving, custodial work, cafeteria service, etc.).
- Classified employees **who wish to coach** must complete the **HCS Request for Approval of Classified Employee Coach** form.

Process for Approval:

1. The **classified employee** completes the top portion of the form and submits it to the **school principal**.
 2. The **principal** completes the middle section and forwards the form to **Human Resources** and the **District Athletics Coordinator**.
 3. A copy of the completed form should be retained in the school's records.
(The form is located in Section 15 of this handbook.)
- **Human Resources** will verify the eligibility of the classified employee.
 - The **District Athletics Coordinator** will review and provide final approval in consultation with Human Resources.
 - Once all required signatures are obtained (Principal, HR, and District Athletics Coordinator), the form will be submitted to **Administrative Services** for documentation and forwarded to **Payroll** for processing any applicable stipends or payments.
 - **Classified employees who serve as bus drivers are prohibited from driving the activity bus for athletic teams.**



Request for Approval of Classified Employee Coach

Classified Employee’s Name: _____

School Name: _____

Current School Assignment: _____

Requested Coaching Assignment/Sport: _____

UID Number: _____ **SSN: xxx-xx-** _____ **School Year:** _____

I am requesting to serve as a coach in the position listed above. I understand that I will be serving as a volunteer in this role and will not expect payment or compensatory time for these services. I also understand that I will be provided a nominal payment to cover my expenses for serving in this role.

Classified Employee’s Signature **Date**

I verify that I have been unable to employ any faculty member of our local education agency other than the above-named classified employee for this coaching position. I also verify that the classified employee has been informed of the North Carolina High School Athletic Association and the North Carolina State Board of Education Athletic Rules and Regulations, including the sports season regulation. I recommend this classified employee for the following position:

_____ Coach at _____ School

for the _____ school year.

Principal’s Signature **Date**

The above-named Classified Employee is approved to serve in this coaching position.

HCS Human Resources Director’s Signature **Date**

Executive Director of Secondary Education Signature **Date**

Classified coaches may not begin coaching (including practicing) until approval of this application. Classified coaches are required to complete the NFHS “Fundamentals of Coaching”, “Concussion in Sports” and CPR/AED certification prior to approval. Cheerleading Coaches must have completed “Spirit Safety Certification”.

cc: Personnel File & District Athletics Coordinator



Non-Faculty Coaches

Non-faculty coaches must complete all steps in the employment process **before** performing any coaching duties. A **non-faculty coach** is defined as any adult who serves as a coach or assistant coach **and** receives payment for coaching services.

Application Process

Prospective non-faculty coaches must complete a **Non-Faculty Coach Application**, which can be:

- Obtained from the Human Resources office, or
- Downloaded from the Halifax County Schools website under the *Athletics* section:
www.halifax.k12.nc.us

Submit the **completed and signed application** to Human Resources. A complete application includes:

- Three-page Non-Faculty Coach application
- Two written references
- Signed Consent for Criminal History/Background Check
- Equal Opportunity Information form

Annual Approval Process

Each year, schools must submit a **Request for Approval of Non-Faculty Coach** form to Human Resources.

This form must be signed by the:

- Principal
- Athletic Director
- Applicant

Approval & Notification

- Human Resources will conduct the screening process and notify the **District Athletics Coordinator** of the approval status.
- Once approved, Human Resources will send a **formal letter of approval** to both the applicant and the school.
- **Coaching duties may not begin until this written approval is received.**

Renewal for Returning Coaches

Once approved, non-faculty coaches do **not** need to resubmit the full application in subsequent years. Instead, only the **Request for Approval of Non-Faculty Coach** form must be submitted annually.

Important Note

Non-faculty coaches **may not** coach their own child, grandchild, or other immediate family member.

Exception: If no faculty coach is available, the **Principal may request a waiver** through the **District Athletics Coordinator**.



Request for Approval of Non-Faculty Coach

School Name _____ Requested Coaching Assignment/Sport _____

Applicant’s Name (Please Print) _____

Applicant’s Mailing Address _____ Telephone: _____

Applicant’s Social Security Number _____

Applicant’s Date of Birth _____

Number of prior years scholastic coaching experience _____

Applicant’s Signature _____ Date _____

I verify that I have been unable to employ a bona-fide faculty or an instructional staff member of our local education agency for appointment to the above named coaching position, and further verify that the above named applicant has been informed of the North Carolina High School Athletic Association and the North Carolina State Board of Education Athletic Rules and Regulations, including the sports season regulation. I recommend this applicant as coach for:

(Sport) _____ at _____ School for the _____ school year.

This applicant has the appropriate credentials for this position.

Principal’s Signature _____ Date _____ Athletic Director’s Signature _____ Date _____

APPROVAL OF NON-FACULTY COACH

HCS Human Resources Director _____ District Athletics Coordinator _____

Date Approved _____

Non-Faculty coaches may not begin coaching (including practicing) until approval of this application. Non-Faculty coaches must complete the application/security process through our Human Resources office prior to employment. Non-Faculty coaches are required to complete the NFHS “Fundamentals of Coaching”, “Concussion in Sports” and CPR/AED certification prior to approval.

cc: Personnel File & District Athletics Coordinator



Volunteer Coach

A **volunteer coach** is an adult who assists with athletic coaching responsibilities without receiving compensation.

Requirements:

1. District Volunteer Approval

All volunteer coaches must first be approved as district volunteers. To obtain approved status:

- Submit a *Volunteer Application*.
- The application must be signed by the **Principal, Athletic Director**, and the **applicant**.

2. Annual Submission

Each school year, a *Request for Approval of Volunteer Coach* form must be submitted to **Human Resources**.

3. Screening & Notification

- Human Resources will conduct the necessary background screening.
- Once complete, Human Resources will notify the **District Athletics Coordinator**.
- The District Athletics Coordinator will then notify the **Principal** of the final decision.

4. Start Date

A volunteer coach **may not begin coaching** until written approval has been received from the **District Athletics Coordinator**.

Important Note:

Volunteers are **not permitted to coach their own child, grandchild, or any immediate family member**.

If no qualified faculty coach is available, the **Principal may request a waiver** by submitting a formal request to the **County Athletic Director** for consideration.



Request for Approval of Volunteer Coach

School Name _____

Requested Coaching Assignment/Sport _____

Applicant's Name _____

Are you a current Halifax County School employee? _____ (yes or no)

Applicant's Mailing Address _____

Applicant's Social Security Number _____

Applicant's Date of Birth _____

Number of prior years scholastic coaching experience _____.

I understand that I will be volunteering if approved for the above referenced coaching assignment.

Applicant's Signature

Date

I recommend this applicant as volunteer coach for (sport) _____ at

_____ School for the _____ school year.

This applicant has the appropriate credentials for this position.

Principal's Signature Date

Athletic Director's Signature Date

APPROVAL OF VOLUNTEER COACH

HCS Human Resources Director

Approved

District Athletics Coordinator

Date Approved

Volunteer coaches may not begin coaching (including practicing) until approval of this application. Volunteer coaches must complete the application/security process through our Human Resources office prior to volunteering. Volunteer coaches are required to complete the NFHS "Fundamentals of Coaching", "Concussion in Sports" and CPR/AED certified prior to approval. Cheerleading coaches must have completed "Spirit Safety Certification".

cc: Personnel File & District Athletics Coordinator



Section 5: Field Trip Transportation and Supervision Guidelines

Transportation

- **Primary Transportation:** Activity buses should be the primary mode of transportation for all school-sponsored field trips. These should be reserved through the **Travel Tracker System**.
- **School-Level Guidelines:** Each school must establish procedures for checking out activity buses and monitoring mileage usage.
- **Charter Bus Use:** For certain trips, charter buses may be used **only** if the provider is listed on the **approved Motor Coach list**. The list of certified companies is available from **Transportation Services**.

Bus Use Costs

- Mileage is calculated at a **rate of \$2.00 per mile (round trip)**.
- Trip planners should **overestimate mileage by 10–15 miles** to account for potential detours or navigation issues.
- If the mileage estimate is insufficient, the **coach or trip sponsor** will be held responsible for paying the difference upon return.

Supervision Requirements

- **Chaperone Ratio:** A **minimum of one (1) chaperone per ten (10) students** is required. Adequate supervision must be provided to ensure student safety and compliance with all guidelines.
- **Overnight Trips:** If both male and female students are attending, **male and female chaperones** must be present.
- **Room Assignments:** At no time may a chaperone share a room with a student of the opposite sex.

Chaperones must:

- Be cleared through the district's **volunteer background check process**.
- **Not ride on activity buses** (exceptions may apply for medical personnel—see below).
- Be **approved by the school principal**.

*Note: The **Halifax County Schools Code of Student Conduct** applies to all students participating in school-sponsored field trips, regardless of location.*

Medical Provisions

- **Diabetic Students:** A **Diabetic Care Manager** must accompany any diabetic student on a field trip and be readily available at all times.
 - The care manager may drive the activity bus **only** if the diabetic student is also on board.
 - The care manager **must not** be assigned any responsibilities that could interfere with the supervision and care of the student.
- **Prescription Medications:** Procedures must be established to ensure proper administration and storage of all student medications during the trip.

REMEMBER: The bus seating chart, field trip route, signed permission slips, field trip passenger list and information are mandatory for any athletics trip.



Coaches must submit the [Field Trip Checklist Form](#) in the forms section of this document approved by their principal, to the Executive Director of Secondary Education for prior approval of overnight athletic team trips.

Field Trip/Athletic Team Trip Checklist:

- Trip permission form approved by principal
- Trip permission form approved centrally, if required
- Parent permission form signed and returned
- Appropriate travel secured
- List of students on trip turned in to the school office
- List of students who have special medication needs
- Student medical information/care plans
- Appropriate chaperones secured
- Activity Bus/Approved Charter Bus secured
- Seating charts complete
- Bus returned and mileage recorded
- Complete pre-trip inspection
- Secure all medications for student(s) who take prescription medications and have a trained staff member assigned to dispense medication.

Transportation

All student athletes should travel to and from games and practices on the activity bus with the rest of the team. Buses should be secured using the Travel Tracker system. In some cases, coaches may permit students to ride home from away games with parents with the appropriate written documentation/permission.

All coaches or other individuals who drive an activity bus must have a CDL-P/S license and valid school bus driver's certificate. The activity bus license and pocket card are no longer valid credentials.

Each head coach is responsible for making sure the activity bus is cleaned after each use.

As a reminder, anytime there is a bus incident of any type a police report must be filed in order for our insurance to cover the damages. Any damages that occur as a result of an accident with an activity bus will be the responsibility of the driver if the police are not contacted. In addition, drivers who are at fault in an accident will be required to be drug tested if they are cited by police.

It is a violation of state and federal law to transport students in vans. At no time is it permissible to use vans to transport student-athletes.



Overnight Athletic Team Trip Request Form

Directions: All overnight field trips must be approved by the Superintendent and submitted to the HCS Board of Education. Coaches or Athletic Directors should submit this form **to their principal for approval**. If approved by the principal and the athletic team trip requires overnight stay; then, the form is submitted to the District Athletics Coordinator two weeks prior to the trip when possible. After final approval, the signed form is returned to the principal and Athletic Director.

School: _____ **Athletic Team** _____

Coach _____ **Dates of Trip:** _____

Time of Departure: _____ **Time Returning:** _____

Destination and Intermediate Stops: _____

Number of Students: _____

(Names of students should be available in school office and a Halifax County Field Trip permission form on file.)

Mode of Transportation: _____

Number of School Staff: _____ **Number of Other Adults:** _____

(Names of staff and other adults chaperoning the trip should be available in school office.)

Funding Sources: _____

Purpose of Trip: _____

Participants:

Females Only _____ **Males Only** _____ **both Female and Male** _____

Why does the trip require overnight stay?

Athletic Coach _____ **Signature** _____ **Date** _____

Athletic Director _____ **Signature** _____ **Date** _____

Principal _____ **Signature** _____ **Date** _____

Dir. of Athletics _____ **Signature** _____ **Date** _____

Superintendent _____ **Signature** _____ **Date** _____



Field Trip/Athletic Trip Parental Agreement and Permission Form

Date: _____

Dear Parent(s) or Guardian(s):

(Schools will fill in this space with pertinent information about the field/athletic trip experience, such as destination, purpose, mode of transportation, dates and times, information about chaperons, meals, etc.)

Teacher(s) or Coach(s) Signature: _____
-----**Field/Athletic Trip Permission Slip (Detach and return to school on or before):** _____

By signing this form and giving permission for my child to go on the field/athletic trip, I make it known that I am aware of the risks associated with this field trip and hereby release the school board and its employees, agents and volunteers from all liability for accidental injuries incurred due to the negligence of my child or third parties not associated with the school system. Therefore, I understand that I have a duty to make sure that my child is aware that he/she should exercise the utmost care on the trip and that he/she should stay with his/her group and follow the instructions of his/her teacher or chaperone closely. Furthermore, I authorize the official chaperone to sign for all medical needs that may arise. I will assume financial liability and give my permission for treatment to any appropriate agency.

Parent or Guardian Signature _____ Date _____

Student's Name _____ Home Telephone _____

Work Telephone _____ Emergency/Cell Telephone _____

Medical Insurance Company _____ Policy Number _____

Policy Holder Name _____ Physician & Phone Number _____

Transportation Permission for Field Trips(If student is being transported from a field trip other than a bus)

Students attending a school sponsored field trip may ride home from a field trip in a private vehicle with a parent/guardian or an approved adult on the "student information/ contact" list with permission from the student's parent/guardian and school principal. This approval is required by the school principal in advance of the trip. When privately owned vehicles are used to transport students, only the vehicle owner's liability coverage is applicable. A parent/guardian or adult driver should be aware that they may be held responsible for injuries to any individuals that they are transporting and must certify that any private vehicle used is covered by at least North Carolina State required insurance coverage.

___ I agree for _____, who is on the approved contact list for my child, to transport _____ home from the field trip to _____ on _____ (date).

___ I certify that the parent/ guardian of the student or approved adult possesses a current operator's license that has not been suspended or revoked for any reason.

___ I certify that this parent/ guardian of the student or approved adult is covered by at least North Carolina State required insurance coverage.

___ I release the Halifax County Board of Education and its employees from liability for any injuries sustained as a result of this non-school sponsored transportation arrangement.

Parent Signature: _____

Adult approved for Transportation Signature: _____

Principal Signature: _____

Date: _____



Section 6: Student Athletes Eligibility and Supports

Title IX Compliance and Gender Equity

HCS is committed to **gender equity in athletics** in compliance with Title IX, which prohibits sex-based discrimination in any education program or activity receiving federal funds. All coaches must ensure that male and female student-athletes are treated equitably in all aspects of the athletic program. Key expectations include:

- **Equal Opportunities:** Schools must provide equitable opportunities for both girls and boys to participate in sports. This does not require identical sports teams, but the proportion of athletic opportunities should be similar to the student enrollment or interests (e.g. if roughly 50% of students are female, about 50% of sports participants should be female, absent unmet interest). Coaches should encourage participation and help identify any unmet interest among the underrepresented sex. If sufficient interest/demand exists for a girls' sport not currently offered, communicate with the Athletic Director about expanding opportunities.
- **Equal Treatment and Resources:** Female and male teams must receive equitable treatment in terms of facilities, equipment, uniforms, scheduling of games and practice times, travel and per diem, coaching quality, locker rooms, and publicity. Booster club donations or fundraising should not create major disparities; schools cannot accept contributions that result in unfair advantages for one gender's team. Coaches should coordinate with the Athletic Director to ensure equipment and facilities for boys' and girls' teams are comparably adequate and that game schedules and practice slots are fairly distributed.
- **Team Composition (Boys/Girls Teams):** In accordance with Title IX guidance, girls are allowed to try out for a boys' team if no equivalent girls' sport is offered (for example, a girl may play on the baseball team if the school has no softball team). However, boys are **not permitted** to play on girls' teams, as per the Office for Civil Rights' Title IX interpretation. Coaches must follow this rule when determining team rosters.
- **No Gender-Based Discrimination or Harassment:** Coaches must ensure a team environment free from gender-based harassment, biased behavior, or stereotyping. Any language or actions that demean athletes based on gender (or gender identity) are prohibited. **Sexual harassment** is also a form of sex discrimination under Title IX. Coaches are **mandatory reporters** – if you witness or learn of any sexual harassment or assault involving students or staff, you must report it to your school administration or HCS Title IX Coordinator immediately, so the district can investigate and respond per policy.
- **Title IX Coordinator and Complaint Procedure:** HCS has designated a Title IX Coordinator (at the district level) to oversee compliance. Coaches and students who have concerns about gender inequity or sex discrimination in athletics should know the reporting process. Typically, issues can be raised to your Athletic Director or principal. HCS policy allows for an informal resolution (discussing the concern directly) and a formal complaint process for Title IX violations. A formal Title IX complaint can be filed in writing with the school principal or directly with the Title IX Coordinator (HCS Director of Operations) if



needed. Coaches should assist students and parents in understanding these rights and refer them to the Title IX Coordinator if they wish to file a complaint. Retaliation against anyone filing a Title IX complaint is strictly prohibited.

By adhering to these guidelines, coaches ensure fairness and equal opportunity, which is not only a legal obligation but also vital to the integrity of our athletic programs. **Gender equity is everyone's responsibility**; coaches are expected to model inclusivity and to proactively address any inequities in their programs.

Student-Athlete Eligibility Requirements

Ensuring all student-athletes meet eligibility criteria is fundamental. **Head coaches are responsible** for verifying each athlete's eligibility under NCHSAA and HCS standards. No student may participate in practices or contests unless they satisfy all requirements and are listed on an official eligibility roster. Key eligibility rules include:

- **Academic Standards:** Student-athletes must meet both state/NCHSAA and local academic requirements:
 - **Course Completion:** Students must have passed a minimum academic load during the previous semester to be eligible for the current semester. (Typically, this means passing at least **5 out of 6 classes** or **3 out of 4 block courses**, as defined by NCHSAA's "minimum load" standard.) They also must be meeting HCS promotion standards toward the next grade level.
 - **GPA Requirement:** HCS requires that athletes maintain at least a "C" overall average (equivalent to a 2.0 GPA) each semester. Middle school students, in particular, **must have a C average for the previous semester** to participate. (An academically eligible student on day one stays eligible that entire semester; an ineligible student on day one cannot regain eligibility until the next semester.) While this GPA rule is emphasized at the middle school level, **high school coaches should also monitor athletes' grades** – HCS local policy expects students to maintain satisfactory academic progress (C average) in addition to merely passing courses.
 - Coaches should work with school counselors to support any athletes at academic risk. If a student is struggling academically, encourage tutoring or academic assistance. **Student-athletes are students first.**
- **Attendance:** A student must have attended at least **85% of the previous semester's days** to be eligible. Chronic absenteeism can affect eligibility. Also, it's recommended (and in some schools required) that a student attend school on the day of a game in order to play. Coaches should reinforce attendance and check with administration if any player has attendance issues.
- **Age Restrictions:**
 - **High School:** A student is ineligible for high school sports if he or she turns **19 years old on or before August 31** of that school year. (In other words, a student whose 19th birthday falls before September 1 cannot compete in any sport that school year.)

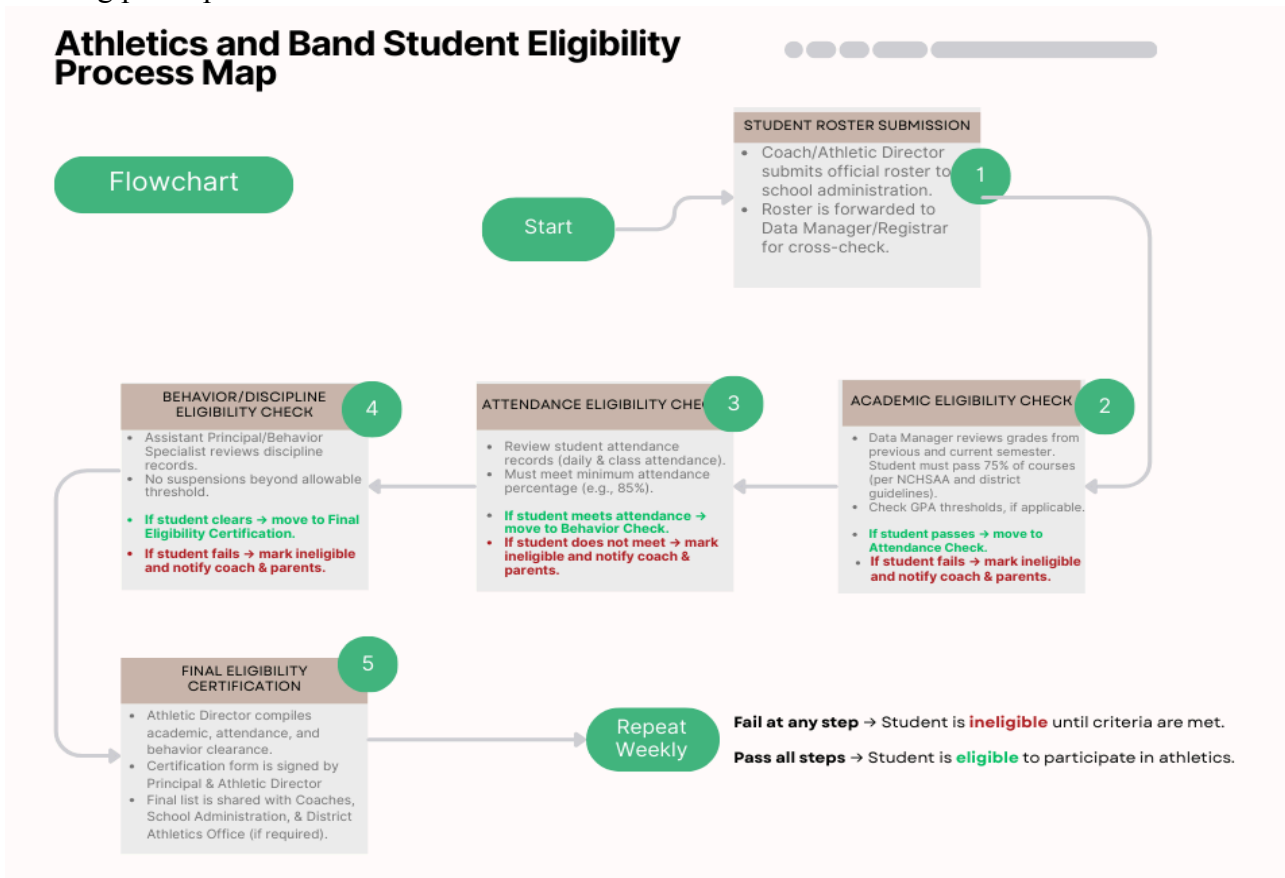


- **Middle School/Junior High:** A student may not participate on a 6th-8th grade team if he or she turns **15 on or before August 31** of that year. For 9th graders on a junior high team (if 9th is housed with middle school), the cutoff age is 16 by Aug 31. Any middle school student who exceeds the age limit for middle school athletics becomes eligible at the high school level (i.e. an over-age 8th grader can play high school sports). Coaches must verify birthdates (the principal should have legal birth date on file).
- **Eight-Semester Rule (High School):** A student has a maximum of **8 consecutive semesters** of athletic eligibility upon entering 9th grade. This clock starts with the student's first entry into ninth grade (or first participation on a high school team, if earlier) and runs for four years. After eight semesters, a student cannot compete in high school athletics. No waivers for extra semesters are allowed except in rare hardship cases per state policy. Coaches should track each athlete's entry year; **no student beyond their 8th semester** may appear on a roster.
- **Six-Semester Rule (Middle School):** Similarly, a student has only **6 consecutive semesters** of eligibility starting in 6th grade for middle school sports. A student who is retained in middle school might exhaust eligibility before 8th grade completion. However, as noted, over-age or over-term middle schoolers may move up to high school teams if appropriate. Always check a middle school athlete's entry date to 6th grade to ensure they haven't exceeded 6 semesters of participation.
- **Residency and School Assignment:** A student must compete for the school to which they are **assigned by HCS district policy** (their attendance zone school). Any transfers must comply with NCHSAA transfer rules:
 - If a student transfers between HCS schools (intra-district), they are ineligible for 365 days unless a hardship waiver is granted by HCS (or unless the transfer is promoted by school reassignments as allowed).
 - If transferring from outside the HCS district (new to HCS), NCHSAA's 365-day sit-out rule applies unless a waiver is approved. The Athletic Director will coordinate any needed paperwork for transfer eligibility appeals.
 - Non-traditional or home-schooled students, or those in non-boarding parochial schools, must meet the specific criteria set by NCHSAA (residing in the county or within 25 miles of the school, etc.). Consult the Athletic Director for guidance on these cases.
 - Coaches should **never allow a transfer student to participate** until the Athletic Director confirms eligibility. A master eligibility list must list all athletes and be certified by the principal each season.
- **Conduct Eligibility (Felony Rule):** Any student-athlete **convicted of a felony** under North Carolina or federal law (or adjudicated delinquent for an equivalent juvenile offense) is immediately **ineligible for interscholastic sports** from that point forward. This is a State Board of Education rule aimed at maintaining school safety and integrity. The ineligibility for a felony offense in middle school extends through the end of middle school career, and at the high school level, a felony conviction typically ends a student's high school athletic eligibility permanently. If such a situation arises, inform the Athletic Director immediately.



- Medical Clearance:** Each athlete must have a **current sports physical examination** (on the approved NCHSAA form) dated within the last 365 days, and it must remain current through the end of the sports season. Coaches should collect or confirm physical forms **before the first tryout or practice**. Additionally, HCS requires proof of insurance coverage for each athlete (either through personal insurance or a waiver acknowledging risk).
- Eligible Semester Status:** As a reminder, a student who is academically eligible or ineligible on the first day of the semester retains that status for the entire semester. There is no mid-semester reinstatement if grades improve, nor mid-semester removal if they fall, for that term. However, **coaches should still monitor ongoing academic performance** and emphasize that semester-end grades will determine next semester's eligibility.
- Required Documentation:** All eligibility criteria must be documented. Principals and Athletic Directors must sign off on eligibility rosters before the first contest in each sport. Coaches must ensure that all players (including late additions or JV call-ups) are properly added to the eligibility list **before participating**. Failure to do so can result in forfeits and fines. Head coaches who negligently allow an ineligible player to participate will face disciplinary action and will be responsible for any fines imposed by NCHSAA.

By following these rules, we maintain a level playing field and uphold academic integrity. When in doubt about a student's eligibility, **always check with your District Athletic Coordinator** before allowing participation.



North Carolina High School Athletic Association Student – Athlete Eligibility Checklist

This form is to be used for student-athletes when questions have been raised about their eligibility during the completion of the NCHSAA Master Eligibility List, Parental Consent Form and the review of the NCHSAA Team Eligibility Checklist. This Eligibility Checklist is a guide and does not comprehensively ensure eligibility compliance.

STUDENT _____ GRADE _____ SPORT _____

CURRENT HOME ADDRESS _____

- o Primary residence is in assigned district/attendance area (if answer is “no”, please note below how assigned to school by LEA)
- o Transfer (within the same LEA) _____ Satisfied 365 day ineligibility rule; or
- o Granted LEA waiver of 365 day ineligibility rule _____ Transfer (from LEA to a different LEA)
- o Satisfied 365 day ineligibility rule; or
- o Granted NCHSAA waiver of 365 day ineligibility rule
- o Non-Traditional/Non-Boarding Parochial School Attendance
- o Residence is located within the same county as the non-traditional/nonboarding parochial school; or
- o Residence is not located within the same county as the nontraditional/ non-boarding parochial school but is located within a 25 mile radius; or
- o Student is a member of a parochial church and submits an authorized pastor verification form
- o Other (please note reason) _____ Student lives with biological parent(s)
- o Student lives with legal (court-ordered) custodian(s)
- o Student has attended current school past two (2) semesters (and has not otherwise transferred)
- o Other (please note) _____
- o Is the address listed above the residence for the past 12 months? (If the answer is “no” please note below former residence)



Health and Safety Protocols

The safety of student-athletes is the top priority. Coaches must strictly adhere to all health and safety guidelines set by NCHSAA, the HCS district, and state law. Key areas of concern and responsibility include:

- **Pre-Participation Requirements:** Before practicing or competing, each student-athlete must have:
 - A **current physical exam** on file (as noted above).
 - A signed **parental consent** for athletic participation and emergency medical care.
 - Completed the **Gfeller-Waller Concussion Awareness** process: North Carolina's Gfeller-Waller Concussion Safety Act requires that schools **provide concussion information** annually to athletes, parents, coaches, and staff. **Student-athletes and their parents/guardians must read, sign, and return** the NCHSAA concussion information sheet each year before participation. Coaches, along with other designated school personnel (athletic directors, first responders, etc.), must also sign an acknowledgement form indicating you've reviewed concussion safety information. It is the coach's duty to ensure no athlete practices or plays until these forms are turned in.
- **Concussion Protocol:** Coaches must be vigilant in recognizing signs of concussion or other serious injuries. If an athlete is suspected of having a concussion: **remove them from play immediately**. North Carolina law requires that any athlete exhibiting concussion symptoms be removed and not allowed to return on the same day, and **only cleared by a medical professional** (MD, DO, licensed athletic trainer, NP, or PA) in writing for a subsequent day. Follow the HCS concussion management plan:
 - When in doubt, sit them out. Inform the athletic trainer or first responder at once.
 - Ensure parents are notified and the student gets appropriate medical evaluation.
 - Do not allow the student to resume sports until they have completed a return-to-play protocol and have written clearance.
 - Complete any required injury report forms and inform the Athletic Director of the incident.
- **Emergency Preparedness:** Each coach must know the emergency action plan (EAP) for their venue. This includes:
 - Location of the nearest AED (Automated External Defibrillator) and being trained in its use.



- Access routes for EMS and protocols for calling 911 if needed.
 - Assigning specific roles to staff in emergencies (who calls EMS, who meets ambulance, who secures the area, etc.).
 - Having parent contact information and medical info for each athlete readily available at practices and games.
 - At least one coach or assigned first responder with each team should be CPR/AED certified and trained in basic first aid. **HCS requires coaches to maintain CPR/AED certification** and to carry proof of training.
- **First Responders & Athletic Trainers:** HCS endeavors to have a **licensed athletic trainer** or a designated **first responder** at high-risk sporting events and practices. A “First Responder” is a coach or school staff member who has completed sports medicine training (including injury prevention, first aid/CPR, concussion management, etc.). If you are assigned as a team’s first responder, you must complete required training and 10 hours of sports medicine continuing education annually. The NCHSAA recommends using courses like “Concussion in Sports,” “Heat Illness Prevention,” “Sudden Cardiac Arrest,” and others from NFHS Learn to fulfill this requirement. Be sure to renew any required certifications (for example, the NFHS Concussion course must be taken annually). The first responder or athletic trainer should be present at all contests; special note that for **football**, any 7-on-7 summer events or full-pad practices require a first responder or ATC on-site, and for **wrestling matches**, a medical responder must attend. Coaches must cooperate with these medical professionals and prioritize athlete safety over competitive goals.
 - **Environmental Safety (Heat, Lightning, etc.):** Coaches must monitor weather and field conditions. Follow the heat index guidelines provided by NCHSAA/HCS for outdoor activities – including required water breaks, practice length modifications, and equipment removal (e.g., football pads) in high heat/humidity. If thunder or lightning is observed, **suspend outdoor activity immediately** and shelter per the 30-minute rule (no return until 30 minutes after last thunder). Always err on the side of caution and follow HCS athletics weather protocols. Ensure athletes have access to water at all times and encourage hydration to prevent heat illness.
 - **Injury Management and Return to Play:** If an athlete is injured, the coach should provide appropriate first aid within the scope of your training and immediately seek advanced care if needed. Follow all physician orders regarding an injured student’s participation. An athlete **must be cleared by a healthcare provider** for any serious or significant injury (not just concussions but also fractures, etc.) before returning to practice or games. Require written clearance notes and coordinate with the athletic trainer on any return-to-play progression for injuries.
 - **Student Medical Needs:** Be aware of any athletes with chronic conditions (asthma, diabetes, allergies, etc.). Ensure those students have their needed medications (inhalers, EpiPens) available, and know how to respond if an emergency related to their condition occurs.



- **Equipment Safety:** Coaches are responsible for checking that all equipment and facilities are safe. This includes ensuring athletes have the proper protective gear (helmets, pads, mouthguards, etc.) and that it fits correctly. No student should be allowed to practice or play without the required safety equipment for that sport. Inspect fields, courts, and gyms for hazards before each practice or game.

In summary, **safety cannot be compromised**. HCS expects coaches to create a safe environment, respond to injuries appropriately, and follow all health protocols. By doing so, we protect our student-athletes and allow them to perform at their best.

Student-Athlete Mental Health and Wellness Support

HCS recognizes that the mental and emotional wellness of student-athletes is just as important as their physical health. Coaches play a crucial role in fostering a supportive environment and being attentive to students' mental health needs. With youth mental health challenges on the rise (including anxiety, depression, stress, and other issues), coaches must be proactive in supporting athletes' well-being. Key guidelines and responsibilities for coaches include:

- **Build a Supportive Team Culture:** Create a team atmosphere where athletes feel safe to communicate and seek help. Encourage camaraderie, positive reinforcement, and an **open-door policy** for athletes to talk about any struggles whether sports-related or personal. Discourage any stigma around seeking help; reinforce that mental health is as important as physical health.
- **Recognize Warning Signs:** Coaches should educate themselves on common signs of mental health distress in adolescents. These may include sudden changes in mood or behavior, withdrawal from teammates, a drop in academic or athletic performance, expressions of hopelessness, excessive worrying, extreme sensitivity to failure, or talk of self-harm. If you notice an athlete displaying these or other concerning behaviors, do not ignore it. **Early recognition is key** to getting them support.
- **Empathy Over Apathy:** In coaching, it was once common to tell kids to "suck it up" or "push through" tough times. Modern coaching recognizes that approach can be harmful if a student is facing a real mental health challenge. Instead of downplaying a student's feelings, show empathy. For example, if a player seems unusually anxious or upset, have a private conversation to ask how they're doing. Let them know you care about them regardless of performance. Sometimes a listening ear and some understanding is all a student needs; other times they may reveal a deeper issue where you can encourage professional help.
- **Know Your Referral Resources:** Coaches are **not expected to be counselors or therapists**. Your role is to notice issues, have supportive conversations, and refer the student to appropriate help. Be familiar with your school's support system:
 - The school **Counselor or School Social Worker:** Usually the first line of support for student mental health concerns. If you're worried about a student, discreetly share your concern with the counselor, who can then speak to the student and possibly involve parents or outside professionals.



- **School Psychologist or Nurse:** They can also be resources for advice on handling a situation or conducting a risk assessment if needed.
- **HCS Mental Health Resources:** HCS provides resources and partnerships for mental health and wellness (see the “**Mental Health and Wellness Resources for Families**” on the HCS website for community counseling resources and crisis lines). Know how to contact the local mental health liaison or get information to give to parents.
- **Emergency Protocol:** If a student-athlete ever expresses suicidal thoughts or intentions, or any intent to harm themselves or others, that is considered a **mental health emergency**. Follow district crisis protocol immediately: stay with the student (or ensure they are not left alone), notify a school administrator or counselor at once, and if necessary call emergency services. It’s better to overreact than underreact in a potential life-threatening situation.
- **Referral and Communication Procedure:** When concerned, approach the student in a private setting. Use a caring tone; for example: *“I’ve noticed you haven’t seemed yourself lately. Is there anything you’d like to talk about, or anything I can do to help?”* If the student shares a problem, listen without judgment. Based on what they share:
 - If it’s a manageable issue (normal stress, etc.), you might just continue to check in on them and maybe adjust some pressures in practice.
 - If it’s something beyond your expertise – say, feelings of depression, or trouble at home, or anything concerning – **encourage them to speak with the school counselor**. You might say, *“It might help to talk to Mrs. ____ (counselor). I can walk over with you to her office if you want.”*
 - In some cases, you should proactively inform the counselor yourself (especially if you suspect the student may not follow through). Maintain the student’s privacy to other team members, but looping in professionals is critical for their safety.
 - Always follow up later with the student – let them know you support them.
- **Training Expectations:** All coaches are expected to pursue training in student mental health awareness. A proposed state law, the *Coaches Care Act* (Senate Bill 550), is under consideration to **mandate mental health first aid training for all middle and high school coaches and athletic directors**. This training is designed to help coaches recognize symptoms of mental health challenges (and substance abuse issues) and connect students with appropriate help. HCS supports this initiative. Even before any legal mandate, coaches should take advantage of such courses:
 - **NFHS “Student Mental Health & Suicide Prevention”** – a free course covering warning signs, response strategies, and resources.
 - **Youth Mental Health First Aid** – a certification program that teaches how to identify, understand, and respond to signs of mental illnesses and crises in youth.



- **Team Education & Dialogue:** Within appropriate bounds, coaches can help de-stigmatize mental health by occasionally addressing it with the team. For example, reminding athletes during stressful times (like playoffs or exam week) about healthy ways to cope with stress, and encouraging them to look out for each other. Emphasize that seeking help is a sign of strength, not weakness. Some teams invite school counselors to briefly speak to athletes about available supports.
- **Monitoring and Adjusting Pressure:** Be mindful of the pressures athletes face not just from sports, but from school, family, and social media. As one local coach noted, “*Social media rules the world*” for youth, and constant online scrutiny over performance or college offers can damage athletes’ mental health. Coaches should strive for a healthy balance between competition and fun, set realistic expectations, and avoid berating or humiliating players. You can be demanding and push athletes to improve, but also show that their worth isn’t solely tied to athletic success. If an athlete seems overwhelmed, consider easing their workload or giving a mental rest day when possible.
- **No Tolerance for Bullying or Hazing:** Part of mental wellness is ensuring no athlete is subject to bullying or hazing. Coaches must actively prevent and address any such behaviors on their team. Team initiation rituals that humiliate or endanger students are forbidden. Foster a culture of inclusivity and encourage athletes to inform you of any bullying. Address issues immediately and involve school administration as needed. Remember that a student who feels safe and supported by coaches and teammates is more likely to thrive both mentally and physically.

In summary, **coaches are key “gatekeepers” for student-athlete mental health**. By showing that you care about your players beyond the scoreboard and being knowledgeable about warning signs and resources, you can literally save lives or at least significantly improve them. HCS is dedicated to supporting you in this role through training and resources. Always err on the side of compassion; the positive impact you have on a young person’s life will be far more important than any win or loss.

Name, Image, and Likeness (NIL) Guidance

The landscape of amateur athletics is evolving with respect to **Name, Image, and Likeness (NIL)** opportunities. In North Carolina, high school student-athletes are now permitted (under specific regulations) to earn compensation for the use of their name, image, or likeness, such as through endorsements or sponsorships. The NCHSAA, following State Board of Education rules, lifted the previous ban on NIL deals for public high school athletes in late 2024. As a coach, it is crucial to understand the **NIL policy** to guide your athletes and avoid any violations. Below are the key points and coach responsibilities:

- **Definition of NIL:** NIL refers to a student’s right to be compensated for the use of their name, image, or likeness (for example, appearing in an ad, sponsoring a product on social media, signing autographs for money, etc.). This compensation can be money or anything of value (such as free products, discounts, etc.). High school NIL is **not** the same as pay-for-play; athletes cannot be paid simply for their athletic performance or for membership on a team; it must be tied to using their name/image in a commercial way.
- **Eligibility to Engage in NIL:** All students at NCHSAA member schools (including public and the few private schools in NCHSAA) may engage in NIL activities **provided they meet all requirements**. There is no restriction by grade or age, aside from parental involvement for



minors. However, **NIL opportunities cannot be used as recruiting inducements** to get a student to attend a certain school or join a certain team; this is explicitly forbidden.

- **Advance Disclosure Requirement:** Before a student enters any NIL agreement, they **must provide a copy of the proposed agreement to the school principal and athletic director**. Additionally, the student's **head coach, school superintendent, and local Board of Education chair** must be given access to the agreement. This transparency is required so that the school and NCHSAA can ensure the deal follows all rules. As a coach, if a student (or their parent) informs you of a potential NIL deal, direct them to immediately share the written agreement with the principal and AD *before* signing anything. The student should not perform any NIL activity until this step is done.
- **Mandatory Education Course:** The student-athlete must complete the NFHS “**Name, Image & Likeness**” education course prior to entering an agreement. This is a free online course about NIL fundamentals and rules. If the student is under 18, their parent/guardian must also take the course. The student (or parent) will receive a certificate of completion – **this certificate must be provided to the NCHSAA** as proof of compliance. Coaches should verify that any athlete pursuing NIL opportunities has completed this course (ask the athlete for confirmation or see a copy of the certificate) and remind them that it's not just a suggestion but a requirement.
- **Permissible NIL Activities:** The following types of activities *are allowed* for high school athletes under NIL rules:
 - Paid **appearances** or commercials (e.g., showing up at a business opening, or acting in an advertisement).
 - **Autograph signings** for money.
 - Teaching or coaching at **sports camps/clinics** for compensation (as long as it's the athlete's own NIL being used to promote it).
 - Sale of **personal merchandise or NFTs** (non-fungible tokens) that utilize the athlete's name or image.
 - **Endorsements or promotions** of products and services, including social media influencer posts, sponsored content, etc.
- Essentially, an athlete can be paid to endorse or promote third-party brands, run their own sports camp under their name, or similar ventures – as long as they follow the restrictions below.
- **Prohibited NIL Activities and Restrictions:** High school NIL comes with **strict guardrails** to preserve amateur integrity and avoid conflicts:
 - **No school logos or branding:** Students cannot use any HCS school name, mascots, logos, uniforms, or identifying marks in their NIL activities. They also cannot reference the school, their team, their conference, or the NCHSAA in advertisements. For example, a student could appear in a car dealership ad, but they cannot wear their school jersey or say “star player at [School Name]” in the ad. They also cannot do NIL promotions **during school events or games** (no wearing sponsor's gear during a



game, no on-field product pitches, etc.).

- **No adult/vice industries:** Athletes are **forbidden from NIL deals involving certain products or services**, even outside school. These banned categories include alcohol, tobacco or vaping products, nicotine products, cannabis or controlled substances, prescription pharmaceuticals, adult entertainment or sexually explicit products, weapons/firearms, casinos or gambling (including sports betting), or any product that would violate law or school policy. In short, the content of their endorsements must be appropriate for a school-aged individual.
- **No performance-based pay:** The NIL agreement **cannot compensate the student based on their athletic performance or achievements**. For instance, a deal cannot say “you get \$100 for every touchdown you score.” Compensation must be for the promotional activity itself, not for how well the student plays.
- **No disruption of school:** NIL activities cannot interfere with instructional time or team obligations. Athletes cannot engage in promotional activities during the school day or during team activities. Additionally, an NIL arrangement should not cause the student to miss practice or games (unless pre-approved in rare cases by the Athletic Director).
- **Hold Harmless Clause:** Every NIL contract **must include specific language holding harmless** HCS (and its employees), the NCHSAA, and the State Board/DPI from liability. This means the school or governing bodies won’t be liable for anything arising from the NIL deal. The student’s agreement should have this clause.
- **Role of Schools and Coaches: Coaches, athletic staff, and booster clubs CANNOT be involved in arranging or facilitating NIL deals** for players. This is critical: You must not broker deals, pitch your athletes to businesses, or provide school resources for their NIL activities. Likewise, **NIL cannot be used as a recruiting tool** – you must never promise a prospective student (or imply) that coming to your school/team will get them NIL opportunities. Any such inducement is a serious violation. Coaches also may not act as the athlete’s agent or marketing representative. Essentially, keep a clear line: NIL deals are between the student (and family) and third parties, **completely separate from the school’s involvement**. Your role is primarily educational – making sure your athletes understand the rules and report their deals appropriately.
- **Reporting Obligations:** Once a student submits an NIL agreement to the school and it’s deemed compliant, the **school’s Athletic Director must report the agreement to NCHSAA within 30 days**. If the terms of the deal change or the deal is terminated, those changes must also be reported. Coaches should communicate closely with the Athletic Director if you know of athletes on your team with NIL deals, to ensure all reporting is done timely. The NCHSAA will keep a record of all NIL agreements and compile an annual report for the State Board of Education.
- **Potential Consequences:** If an athlete violates the NIL rules (for example, doesn’t report a deal, endorses a prohibited product, or uses the school name/logo), or if a coach/school is involved inappropriately, there can be penalties. The State Board and NCHSAA have indicated that violations will be subject to **disciplinary action**. This could range from the



athlete being ruled ineligible (temporary or permanent) to fines or sanctions on the school's athletic program. Coaches must help prevent this by educating athletes and quickly addressing any issues.

Coach's Action Steps for NIL:

- Discuss NIL in a team meeting early in the season. Ensure your athletes know that if they are considering any money-making opportunity tied to their sports identity, they must inform you or the AD first to verify it's allowed.
- Emphasize that **transparency and compliance** are non-negotiable; hiding a deal or “just doing it on the side” could jeopardize their eligibility.
- Encourage athletes and parents to take the NFHS NIL course even if they don't currently have an offer; it's good knowledge for them to have.
- If an athlete comes to you with an NIL opportunity, help them by reviewing the basic checklist:
 - Did you give the contract to the principal/AD?
 - Did you and your parent take the NFHS course?
 - Does the deal avoid any school references or banned categories?
- Maintain professional boundaries. You can advise a student in general terms (for example, “Make sure you get your parent to help read the contract,” or “Remember you can't wear our jersey in that ad.”), but **do not negotiate with the third party or sign anything**. When in doubt, direct the family to NCHSAA's resources or suggest they seek legal advice for contract questions.

NIL is a new frontier and can be positive for students, but it must be navigated carefully. HCS will provide periodic updates as rules evolve. Coaches should stay informed through NCHSAA communications and district training on NIL. By guiding your athletes to follow the rules, you help protect their eligibility and the integrity of our programs.

Communication and Parent/Guardian Relations

Successful athletic programs are built on clear, respectful communication between coaches, student-athletes, and parents/guardians. HCS expects coaches to establish appropriate channels and protocols for communication. The following guidelines can help manage expectations and foster positive relationships:

- **Pre-Season Parent Meeting:** Coaches should conduct a parent meeting at the start of each season. In this meeting, communicate your coaching philosophy, team rules, expectations for players, and how parents can reach you with concerns. Provide contact information and best times/methods to communicate (e.g. email hours, phone availability). Outline the proper **chain of communication**: typically, if a player or parent has a concern, they should address it with the **coach first**, then, if unresolved, with the Athletic Director, and lastly school administration if needed. Emphasize that you welcome constructive communication at appropriate times.



- **Topics of Discussion:** Let parents know what is appropriate to discuss with coaches:
 - **Their child's well-being** (physical or mental), including injuries or personal issues that might affect participation.
 - **Ways to help their child improve** (skill development, additional practice ideas, etc.).
 - **Behavioral or academic issues** their child might be facing.
 - Clarification of team rules or expectations.
- And also clarify which topics are **not appropriate** to debate:
 - **Playing time or position** assignments (unless it's a discussion initiated by the student-athlete with the coach).
 - **Team strategy or play-calling.**
 - **Other students:** parents should never discuss other athletes' roles or abilities with the coach.
 - **Selection of squad** (who made varsity/JV, etc. – those decisions are at the coach's discretion).
- By setting these boundaries early, you can prevent many misunderstandings.
- **Procedure for Concerns:** If a parent does have a concern to discuss with you, encourage the **24-hour rule** (i.e. waiting at least 24 hours after a game before discussing frustrations – this cooling-off period helps avoid emotional confrontations). Arrange a private meeting or phone call at a mutually convenient time. Listen actively to the parent's viewpoint. Respond calmly and respectfully, focusing on facts and what is best for the student-athlete's development. If a parent is angry or hostile, keep your composure and redirect the conversation to productive ground. If a resolution isn't reached, you may involve the Athletic Director to mediate further discussions.
- **Communication with Athletes:** Coaches should also regularly talk with their athletes about their role on the team, what they can do to improve, and how they contribute. Encourage athletes to advocate for themselves – for instance, if a player is unhappy with their playing time, invite them to discuss it with you. **Open athlete-coach communication** often pre-empts parent concerns. Make sure athletes know they can approach you with any issue.
- **Accessibility:** While coaches are not expected to be on-call 24/7, be reasonably accessible to parents. Promptly return emails or calls (within 1-2 business days). If you primarily teach and cannot take calls during the day, let parents know that and that you will respond after school. Utilize tools like team newsletters, group messaging apps, or emails to keep parents informed of schedules, changes, and important updates. Being proactive with information (such as practice schedules, departure/return times for away games, any incidents that



occurred, etc.) builds trust.

- **Professionalism:** Always interact with parents professionally. Even if confronted with criticism, remain respectful. Remember you represent HCS. Avoid arguing or using defensive language. If a parent meeting becomes unproductive or abusive, politely end it and seek assistance from administration. Keep documentation of significant communications (date, issues discussed, any resolutions).

In summary, clear communication prevents many problems. By establishing respect and understanding with families, coaches can ensure the focus remains on providing the best experience for our student-athletes.



Agreement between Student Athlete, Parent/Guardian, and School

(This signed agreement must be kept on file at the school through the end of the current school year)

That the parties recognize that participation in extra-curricular activities is a privilege and not a vested educational right, and recognizing that student/athletes are a group of students who represent their school and community and should be held to a certain degree of responsibility for their actions, and further recognizing that the Halifax County Board of Education, through its schools, offers the students the opportunity to participate in extra-curricular sports, the parties hereby agree to the following terms and conditions to playing sports at the above and below named school.

That this agreement shall commence on the date it is signed and shall continue for as long as the student is a member of the athletic team at the above and below named school, which shall run until the end of the school year if appropriate. The terms and conditions shall apply to activities on the property of the Halifax County Board of Education or any other place where the student participates in athletics, within or outside of the county. Further, it is understood that the actions of the student/athlete could apply outside of school hours and outside of the educational or sports setting and the student can be disciplined, suspended, or removed from a team for actions away from school if the action falls within the terms of this agreement.

It is understood that any student who is convicted of, or pleads guilty or no contest to a felony will not be allowed to participate in any sport at any school in Halifax County for the remainder of his high school career.

TEAM DISCIPLINE

It is understood that the coach of any team that the student is a member of has the right to formulate rules and regulations for that team and the coach has the right to enforce such rules. The rules shall be put in writing and a copy shall be given to every member of the team. These rules shall include, but not be limited to, inattention to or refusal to follow directions, horseplay, tardiness or unexcused absences from practice or games, or bad conduct. These rules shall be approved by the school principal. The coach may impose reasonable discipline short of removal in these cases.

SUSPENSION

It is understood that the coach or principal can suspend a member of a team for certain misconduct of the student. The coach and principal will confer and agree on the suspension before the action is taken. The length of the suspension from the team shall be at the discretion of the coach and principal. Causes for temporary suspension from a team may include, but not be limited to, the following:

- A. Insufficient grades for passing courses;
- B. Personal misconduct during the school day or after school while on school grounds;
- C. Unexcused absences from team meetings, practices or games;
- D. Violation(s) of Halifax County Board Policy 4300 "Student Behavior Policies" or any school athletic policy;
- E. Unsportsmanlike conduct while participating in an athletic event;



F. Being charged with a felony under the laws of the State of North Carolina, or if a juvenile petition is filed, it would be a felony if the student was an adult.

REMOVAL FROM A TEAM

It is understood that a student may be removed permanently from a team. The removal from the team shall be made by the coach of the team, and the principal, who will meet and confer before any action is taken. Causes for removal from a team may include, but not be limited to, the following:

- A. Illegal use or possession of alcohol, tobacco, or drugs not prescribed for the student by a doctor;
- B. Any major violation of Board Policy 4300 Student Behavior Policies”;
- C. Repeated violations of team or school athletic policies;
- D. Misconduct by the student that involves law enforcement and results in a conviction, guilty plea, or no contest plea by the student, said conduct being during or after school hours. Said violations shall not include infraction or minor traffic offenses;
- E. Verbal abuse or communication (including vulgarity or obscene language) toward any opponent, teammate, coach, referee, or any other person;
- F. Any physical assault on an opponent, teammate, coach, referee or other person of a serious nature;
- G. Continued or repeated acts of unsportsmanlike conduct after being warned by a coach or principal.

The parties understand the terms of this agreement and agree to be bound by it. The parties understand that if there is a part of the agreement that they do not understand, they can ask a coach, principal, or someone of their own choosing to read the agreement and explain it to them. Therefore, the parties agree that they signed the agreement understanding what they are signing.

The parties further understand that any action involving suspension from a team or removal from a sport can only be disputed under Halifax County Board of Education 1740/4010 Student and Parent Grievance Procedure

It is understood that the principal has the right to remove a student from all sports for the remainder of the school year for a substantial violation(s) of this agreement. The principal’s decision can also only be disputed under Halifax County Board of Education 1740/4010 Student and Parent Grievance Procedure.

Athletic Coach _____ **Signature** _____ **Date** _____

Athletic Director _____ **Signature** _____ **Date** _____

Principal _____ **Signature** _____ **Date** _____

Student Athlete _____ **Signature** _____ **Date** _____

Parent/Guardian _____ **Signature** _____ **Date** _____



Additional Policies and Information

- **College Recruiting:** If one of your student-athletes is being recruited by colleges, support them through the process. Athletes (and their families) should inform the coach and Athletic Director if they are contacted by a college recruiter. Coaches can assist by providing honest evaluations to college scouts, arranging highlight film or stats, and making sure the athlete meets NCAA academic eligibility requirements (work with the school counselor to monitor core GPA and test scores for NCAA). Be mindful of NCAA rules on contact periods and signing; guide without infringing. Ultimately, help the student make informed decisions about college programs, but respect that the choice is the student's. **Do not promise scholarships.** You can promote your athletes, but scholarship offers are solely at colleges' discretion.
- **Multi-Sport Participation:** HCS encourages athletes to participate in multiple sports if they desire. Coaches should cooperate to allow students to explore various sports. Off-season and pre-season workouts should be optional and not conflict with other in-season sports. Per NCHSAA, you cannot require off-season training; open workouts must be truly voluntary. Communicate with other coaches if sharing athletes, especially regarding conditioning or overlapping practice times, to ensure the student isn't overextended or caught between two coaches' demands.
- **In-Season and Off-Season Rules:** Follow all NCHSAA regulations about practice dates, limits on weekly contests, and off-season skill development:
 - Each sport has specific start dates for practice and games. Do not hold official practice before the allowed start date.
 - Observe weekly game limits (e.g., only one football game per week; usually two games per week in other sports except tournaments).
 - No Sunday practices or games are allowed by state policy.
 - Off-season "skill development" sessions must comply with rules (they are voluntary, certain sports-specific limitations apply, and not allowed during certain dead periods). No 8th grader can participate in a high school open workout during the school year.
 - Always consult the District Athletic Coordinator for the latest NCHSAA handbook rule changes each year.
- **Transportation and Travel:** Coaches are responsible for the supervision of athletes during travel to away contests. Follow HCS transportation policies:
 - Ensure **permission slips** or travel consent forms are on file for each away game.
 - Maintain an accurate roster for who is on the bus. Perform headcounts before departure and before coming back.
 - Enforce bus behavior rules (all school conduct rules apply).
 - If allowing parents to take their student home from an away game instead of the bus, require the parent to sign the student out with you or obtain prior written notice to avoid confusion. Do not allow athletes to ride home with anyone other than their



parent/guardian unless pre-approved in writing through the school.

- For long trips, plan rest stops and meals as needed. Work with the Athletic Director for any overnight trip approvals well in advance (board approval may be needed).
- HCS transportation typically covers travel within our athletic conference (Tar Roanoke Conference) and designated non-conference games. Any travel outside of our normal area may need special permission..
- **Equipment and Uniforms:** Coaches oversee issuing and collecting all school-owned equipment/uniforms. Keep an inventory and ensure athletes return everything at season's end. Athletes may be charged for lost or damaged items. When selecting uniforms or equipment to purchase, work with the Athletic Director to stay within budget and ensure Title IX equity. Any outside donations of gear must be approved so they do not violate equity or NCHSAA amateur rules.
- **Social Media and Media Relations:** Coaches should be mindful of their social media presence. Do not post derogatory or inflammatory comments about players, opponents, officials, or the school. Model good digital citizenship. Encourage your athletes to do the same. Remind them that they represent the school even online and that trash-talking or inappropriate posts can have consequences. With local media or on social platforms, always speak of your team, opponents, and the program in a positive, sportsmanlike manner. Never discuss specific student discipline or academic matters with media. If media requests an interview or information, follow school protocols (often through the Athletic Director or principal for approval).
- **Awards and Recognition:** HCS participates in the NCHSAA Scholar-Athlete program and other awards:
 - **Scholar-Athlete Awards:** Teams with a collective GPA above a certain threshold and individuals with high GPAs may qualify for awards. Coaches should assist in submitting the needed academic information to recognize student-athletes who excel in the classroom.
 - **Letters and Team Awards:** Follow school guidelines for awarding varsity letters, MVP, etc. Make sure criteria for earning a letter are explained (playing time, good standing, etc.). We recommend hosting a **post-season team banquet or awards night** to celebrate your athletes' accomplishments and thank those who support the program.
 - **Sportsmanship Awards:** Emphasize to athletes that there are often sportsmanship recognitions (some conferences have an award for least ejections or for exemplary behavior). Strive to earn those as a team.
- **Policy Acknowledgement:** Coaches should review this handbook thoroughly and keep it as a reference. Many schools require coaches to sign an acknowledgment of receiving the coaches handbook. By adhering to these policies, you help ensure a consistent, fair, and positive experience for all HCS student-athletes.



Section 7: Local and State Regulations

Interscholastic Athletics

Interscholastic athletics have a vital place in the total educational program when they are effectively planned, organized, administered, supervised, and evaluated. Through school athletics, many of the interests and needs of young people can be served better than through any other channel. For this reason, it is important that school administrators, teachers, students, parents, and community personnel determine what educational objectives seem most desirable and plan athletic programs in keeping with the overall purposes of the school program. These additions should be printed in handbook format and provided to all member schools to ensure compliance and fairness.

Underlying every phase of the athletic program should be a primary concern for the athlete as a person, student, and a member of society. At all times, emphasis should be placed upon progressing levels of maturity both physical and emotional, upon integrity both personal and social, and upon responsibility, both for one's self and to all involved in the athletic program. Any play between organized teams or individuals from different schools is defined as an "interscholastic athletic contest" and shall be subject to all regulations pertaining to such contests.

Statutory provisions state that "Local boards of education shall make all rules and regulations necessary for the conducting of extracurricular activities in the schools under their supervision, including a program of athletics, where desired, without assuming liability therefore provided, that all interscholastic athletic activities shall be conducted in accordance with rules and regulations prescribed by the State Board of Education." G.S. 115C-47(4)

Athletic Eligibility Rosters

It is the responsibility of the head coach to verify that all student-athletes meet the requirements set forth by the North Carolina High School Athletic Association and the Halifax County Schools local promotion standards.

No student shall participate in an athletic event without being added to the eligibility roster. The revised roster must be submitted to the county athletic director's office prior to his/her game.

Athletic eligibility sheets should be typed, completed in full, and submitted to the county athletic director after all of the appropriate personnel have checked the eligibility status of the athletes including an academic counselor. Head coaches who negligently fail to comply with the eligibility standards will receive a written reprimand and will assume responsibility for paying fines which might be levied by the North Carolina High School Athletic Association.



North Carolina High School Athletic Association Student – Athlete Eligibility Checklist

This form is to be used for student-athletes when questions have been raised about their eligibility during the completion of the NCHSAA Master Eligibility List, Parental Consent Form and the review of the NCHSAA Team Eligibility Checklist. This Eligibility Checklist is a guide and does not comprehensively ensure eligibility compliance.

STUDENT _____ GRADE _____ SPORT _____

CURRENT HOME ADDRESS _____

- Primary residence is in assigned district/attendance area **(if answer is “no”, please note below how assigned to school by LEA)**
- Transfer (within the same LEA) _____ Satisfied 365 day ineligibility rule; or
- Granted LEA waiver of 365 day ineligibility rule _____ Transfer (from LEA to a different LEA)
- Satisfied 365 day ineligibility rule; or
- Granted NCHSAA waiver of 365 day ineligibility rule
- Non-Traditional/Non-Boarding Parochial School Attendance
- Residence is located within the same county as the non-traditional/nonboarding parochial school; or
- Residence is not located within the same county as the nontraditional/ non-boarding parochial school but is located within a 25 mile radius; or
- Student is a member of a parochial church and submits an authorized pastor verification form
- Other (please note reason) _____ Student lives with biological parent(s)
- Student lives with legal (court-ordered) custodian(s)
- Student has attended current school past two (2) semesters (and has not otherwise transferred)
- Other (please note) _____
- Is the address listed above the residence for the past 12 months? **(If the answer is “no” please note below former residence)**



Attendance, Scholastic Requirement, Promotion, Age, 8-Semester Rule, Sport Season(s)

- o Student currently enrolled and attending this school ____ Student has satisfied local attendance policy
- o Student is/will take minimum academic load each semester (must be credited courses)
- o Student passed minimum academic load previous semester
- o Student has met local promotion standards and local GPA requirements of LEA ____
- o Student will not turn 19 years of age on or before August 31st of current year _____ Date of birth
- o Year of 1st entry in 9th grade ____
- o Student has/will not exceed four (4) separate seasons in that sport(s) w/ participation in the current year
- o Student has not been convicted of a felony.
- o Student has medical examination (365 day period through end of season)
_____ Date of Medical Examination
- o Student Insurance
- o School
- o Parent/Custodial waiver

Athletic Coach _____ **Signature** _____ **Date** _____

Athletic Director _____ **Signature** _____ **Date** _____

Principal _____ **Signature** _____ **Date** _____



College Recruitment Policy

In the event an athlete should be contacted personally by a college recruiter, he or she has an obligation to work through his or her high school coach and athletic department. Inform your coach of such contact as soon as possible. In addition, it would be beneficial to the athlete to notify his/her school's guidance counselor to ensure proper academic eligibility requirements have been met.

National Collegiate Athletic Association (Ncaa) Eligibility Information

www.ncaa.org/lwps/incaa?ContentID=263

Core Courses:

- o NCAA Division I requires 16 core courses
- o NCAA Division II requires 16 core courses

Test Scores:

- o The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used for NCAA purposes.
- o NCAA Division I has a sliding scale for test score and grade point average. See your guidance counselor for specific score requirements.
- o NCAA Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- o SAT and ACT scores must be reported directly to the NCAA Initial Eligibility Clearinghouse by the testing agency.
- o See your guidance counselor for additional information regarding testing procedures.

Grade-Point Average:

For NCAA purposes, only core courses are used in the calculation of GradePoint Averages. Students should see their guidance counselors for minimum grade-point average requirements.

Course Requirements

Division I/16 Core Course Rule

- o 4 years of English
- o 3 years of mathematics (Algebra I or higher)
- o 2 years of natural/physical science (1 lab)
- o 1 year of additional English, mathematics, or natural/physical science
- o 2 years of social science
- o 4 years of additional courses (from any above area, foreign language, or non-doctrinal religion/philosophy).

Division II/16 Core Course Rule

- o 3 years of English
- o 2 years of mathematics (Algebra I or higher)
- o 2 years of natural/physical science (1 lab)
- o 2 years of additional English, mathematics, or natural/physical science
- o 2 years of social science
- o 3 years of additional courses (from any above area, foreign language, or non-doctrinal religion/philosophy).



Appendix A: State Board of Education Regulations

Realizing the need for acceptable standards for the operation of sound athletic programs on a statewide basis, county and city superintendents, principals, and coaches of the state devised and recommended minimum regulations for consideration by the North Carolina State Board of Education (SBE). The standards, "Regulations Governing Athletes," (page 16) were first adopted by the North Carolina SBE on June 5, 1952. These regulations, which are kept up-to-date through frequent amendments, have been considered as minimum standards for each local administrative unit to abide by or surpass in its efforts to maintain the highest possible standards relative to its interscholastic athletic program.

State Board of Education ATHL-001 Policy Regarding Interscholastic Athletics

- (a) Local education agencies (LEAs) and charter school boards are authorized to determine whether and to what extent students in grades 6-12 may participate in interscholastic athletics; provided, however, that students in sixth grade are not eligible to participate in football. In order to qualify for public school participation, a student must meet the following requirements:
- (1) The student must meet the residence criteria of G.S. 115C-366(a). The student may participate only at the school to which the student is assigned by the LEA or, if over the age requirements, the school to which the student would be assigned at the next higher grade level.
 - (2) The student must meet age requirements at each grade level to participate. The principal must have evidence of the legal birth date of the student. A student who is ineligible to participate at one grade level due to age is eligible to participate at the next higher grade level only. However, no student may participate at the high school level for more than eight consecutive semesters, beginning with the student's first entry into grade nine or participation on a high school team, whichever occurs first. No student may be eligible to participate at the middle school level for a period lasting longer than six consecutive semesters, beginning with the student's entry into sixth grade.
 - (A) A student is eligible to participate in high school athletic contests during a school year if the student does not reach the 19th birthday on or before August 31 of that school year.
 - (B) A student shall not participate on a ninth grade junior high school team if the student becomes 16 years of age on or before August 31 of that school year.
 - (C) A student shall not participate on a sixth, seventh or eighth grade team if the student becomes 15 years of age on or before August 31 of that school year.
 - (3) In grades 9-12, the student must pass at least five courses (or the equivalent for non-traditional school schedules) each semester to be eligible anytime during the present semester and meet promotion standards established by the LEA/Charter School. In grades 6, 7 and 8, the student must pass at least one less course than the number of required core courses each semester and meet promotion



standards established by the LEA/Charter School. Regardless of the school organization pattern, a student who is promoted from the eighth grade to the ninth grade automatically meets the courses passed requirement for the first semester of the ninth grade. Regardless of the school organization pattern, a student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirement for the first semester of the sixth grade.

- (4) The student must receive a medical examination each year by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S. 90-9, 90-18.1, and 90-18.2.
 - (5) The student may not participate after any of the following:
 - (A) graduation;
 - (B) becoming eligible to graduate;
 - (C) signing a professional athletic contract;
 - (D) receiving remuneration as a participant in an athletic contest; or
 - (E) participating on an all-star team or in an all-star game that is not sanctioned by the association of which the student's school is a member.The student is ineligible only for the specific sport involved.
- (b) Each principal of a school, which participates in interscholastic athletics must certify a list of eligible students for each sport.
- (c) Any student-athlete, coach or school official in grades 6-12 who is ejected from any athletic contest shall at least be penalized as follows:
- (1) for the first offense, the person shall be reprimanded and suspended for the next game at that level of play (varsity or junior varsity) and for any intervening games at either level;
 - (2) for a second offense, the person shall be placed on probation and suspended for the next two games at that level of play (varsity or junior varsity) and for any intervening games at either level;
 - (3) for a third offense, the person shall be suspended for one calendar year;
 - (4) a coach who is suspended at any level of grades 6-12 (middle school, junior high or high school) may not coach in any other grade level in grades 6-12 during the period of suspension.
 - (5) Penalties are cumulative from sport to sport and from sport season to sport season. If no member of the school's coaching staff is present to assume an ejected coach's duties, the contest shall be terminated by a forfeit.
- (d) LEAs/Charter Schools may allow their schools to belong to the North Carolina High School Athletic Association (NCHSAA), which has established as a minimum the rules adopted by the SBE. The NCHSAA may waive any eligibility requirement contained in this Rule, except the age requirement, if it finds that the rule fails to accomplish its purpose or it works an undue hardship when applied to a particular student. The NCHSAA may enforce penalties for the violation of this Rule at the high school level.
- (e) The LEA/Charter School which has jurisdiction over the high school may impose additional penalties. LEAs/Charter Schools or conferences may adopt and impose penalties at the middle and junior high school levels.



- (f) The Middle/Junior High School Athletic Manual is available at the following link:
<http://www.ncpublicschools.org/curriculum/healthfulliving/athletics/>.

The previously stated rules apply to middle/junior and high school athletics, but certain explanatory notes and technical modifications are necessary in utilizing these rules in governing middle/junior high school athletics. TheSBE establishes the rules and regulations for the following purposes:

- (1) To maintain consistency in the governance of the middle/junior high school athletic program throughout the state
- (2) To enhance opportunities for fair play and competition
- (3) To promote safety for students who choose to participate in athletics at the middle/junior high school level
- (4) To impose sanctions on schools, coaches, players, spectators, officials and anyone involved in the athletic program who do not adhere to the rules and regulations and subsequently violates the intent or substance of these rules and regulations.



Appendix B: Middle/Junior High School Athletic Eligibility

In order to be eligible for participation in Middle School Athletic Program(s), a student must have at least a “C” overall average during the previous semester as indicated by his or her Power School generated report card for the specified semester. The student must also have been promoted (advanced to the next grade) at the end of the previous school year. A student that is eligible on the 1st day of the semester remains eligible the entire semester, likewise a student that is ineligible the 1st day of the semester remains ineligible the entire semester.

Only students in grades six through eight may participate in middle school (6th, 7th and 8th grades) interscholastic athletic competition. Only students in grades seven through nine may participate in junior high school (7th, 8th and 9th grades) interscholastic athletic competition, provided ninth grade is housed in the same building with seventh and eighth grades.

Note: Sixth grade students are ineligible to participate in football.

Eligibility begins for all students with initial entry into the sixth grade regardless of:

- the school organization pattern
- the decision of the LEA/Charter to allow 6th grade participation

In order to qualify for public school participation, a student must meet the following requirements:

Academics

1. In grades six, seven and eight, the student must pass at least one less course than the number of required core courses each semester and meet promotion standards established by the LEA/Charter School.
2. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester.
3. It is the responsibility of the school principal to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester.

NOTE: An athlete becomes eligible or ineligible on the first day of the new semester.

Age

1. The principal must have evidence of the legal birth date of the student.
2. A student shall not participate on a sixth, seventh or eighth grade team if the student becomes 15 years of age on or before August 31 of that school year.
3. A student shall not participate on a ninth grade junior high school team if the student becomes 16 years of age on or before August 31 of that school year.
4. A middle/junior high school student who is overage for middle/junior high school play shall be eligible for senior high school participation.
5. Ninth graders can be divided so that some play with the seventh and eighth grades at the middle school, provided the ninth grade is housed at the same building. Others play at the senior high level, depending upon local policy.



6. Once a student begins practicing with a high school team, he/she may not, at a later date, move down to the seventh, eighth, or ninth grade (junior high school) team.
7. A ninth grade student beginning play with the junior high school team may, at a later date, move to the high school team, but could not return to the junior high school team.

Attendance

1. A player must have attended school at least 85% of the previous semester.
2. A student must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. a. If there is no local policy, "regularly enrolled" is defined as enrolled for at least one-half of the "minimum load."
3. It is recommended the student be in school the day of the contest.

Eligibility Lists

1. Eligibility lists shall be certified with the signature of the principal and filed with the local superintendent (or his/her designee) prior to the first game or contest in that sport.
2. One copy shall be kept on file in the office of the principal.
3. All eligible students shall be included and all information must be complete and accurate when certified by the principal.
4. It is recommended to keep these lists on file for at least three years.

Felony Policy

Any student who is subject to the Middle School six semester rule who:

1. is convicted of a crime classified as a felony under North Carolina or federal law; or
2. is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina Middle School Athletic sports program.
3. Such ineligibility shall be immediate and shall prohibit participation in the NC Middle School sports program from the date of conviction or adjudication of delinquency through the end of the student's middle school career.



Gfeller Waller Concussion Awareness

In order to be eligible for practice or participation in any interscholastic athletic contests:

1. Student-athletes will be provided with the Gfeller Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
2. Students shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet before beginning participation in practice or participating in interscholastic athletic contests.
3. Parent/Legal Guardians will be provided with the Gfeller Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
4. Parent/Legal Guardians shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet before the student begins participation in practice or participating in interscholastic athletic contests.
5. School Representatives (parent/coach/volunteer/school nurse/athletic directors/first responders) will be provided with the Gfeller Waller NCHSAA School & Athletic Personnel Concussion Information Sheet.
6. All above adults shall read, initial and return the Gfeller Waller NCHSAA School & Athletic Personnel Concussion Information Sheet before the student begins participation in practice or participating in interscholastic athletic contests.

Promotion

Promotion is defined as progressing to the next grade.

1. In grades six, seven and eight, the student must meet state and local promotion standards each semester. This includes all academic requirements listed in this manual.
2. Regardless of the school organization pattern, a student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirement for the first semester of the sixth grade.

Residence

The student must meet the residence criteria of G.S. 115C-366(a).

1. The student may participate only at the school to which the student is assigned by the LEA.
2. Transfers within the same administrative unit may be governed by the local Board of Education policy.



3. A student transferred from one administrative unit to another by mutual agreement, as provided in G.S.115C-366.1 (F), is immediately eligible for athletic participation in the receiving unit.

Semester Rule

1. No student may be eligible to participate at the middle school level for a period lasting longer than six (6) consecutive semesters, beginning with the student's entry into sixth grade.
2. The principal shall have evidence of the date of each player's entry into the sixth grade and monitor the six (6) consecutive semesters.

Sports Pre-participation and Medical Examination Form

In order to be eligible for practice or participation in any interscholastic athletic contests:

1. The student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2.
2. All eligible students must submit to the school athletic director a completed North Carolina High School Athletic Association Sport Pre-Participation Examination Form prior to participation in any practice or athletic contest. A copy of the Sport Pre- Participation Examination Form can be found at:

<http://annual-forms-forms-needed-schools-every-year>

Students with Identified Disabilities

Students with identified disabilities are eligible for participation in athletic programs at the middle/junior high school level.

1. Ninth graders participating in high school athletics are governed by the North Carolina High School Athletic Association.
2. Participation in athletic team tryouts may not be denied a student with a disability, an IEP, or a 504 plan when accommodations or modifications are necessary to provide the student with an equal opportunity to benefit. For example, a deaf student would require an interpreter for the deaf.
3. A student with a disability, an IEP, or a 504 plan must meet all requirements that apply to the regular education student.

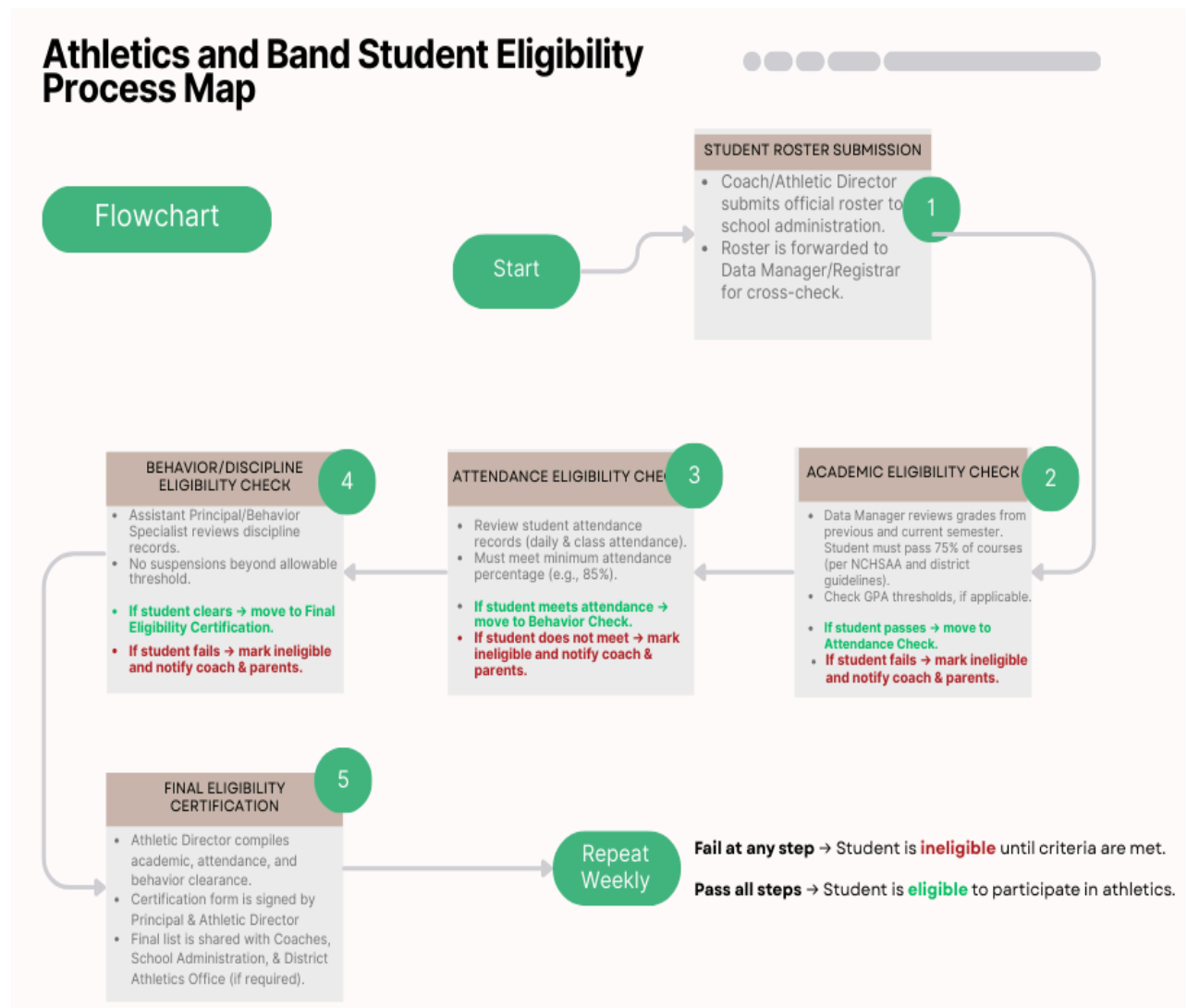


Hardships

The local Board of Education, Charter School or the conference of which the school is a member shall have the authority, in response to a request of the principal of the school, to set aside the effect of any (other than the age and 6th grade participation in football) eligibility rule upon the individual student when, in its opinion, the rule fails to accomplish the purpose for which the rule is intended or when the rule works undue hardship upon the student.

1. Decisions of local boards of education or conferences regarding hardship are final.

NOTE: It is to be understood that ordinary cases in ineligibility shall not be considered as coming under the hardship category, and that the conditions which cause the student to fail to meet the eligibility requirements, must have been beyond the control of the school, the student and/or his/her parents. Injuries, illnesses, or accidents which cause the student to fail to meet one of the basic requirements are possible causes for hardship consideration.



Appendix C: Health and Safety

Athletic Injury Management

LEAs shall work toward having a licensed athletic trainer or first responder available for all school practices and games of all sports at both the high school and middle school. Link to NC State Board Policy ATHL-000:

<http://stateboard.ncpublicschools.gov/policy-manual/athletics/policy-garding-athletic-trainers>

Sports Pre-participation and Medical Examination Form

1. In order to be eligible for practice or participation in any interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2.
2. All eligible students must submit to the school athletic director a completed North Carolina High School Athletic Association Sport Pre-Participation Examination Form prior to participation in any practice or athletic contest. A copy of the Sport Pre- Participation Examination Form can be found at:
<http://annual-forms-forms-needed-schools-every-year>
3. Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before re-admittance to practice or contests.
4. It is recommended that players be covered by adequate medical and accident insurance and that medical aid be immediately available at all times.
5. Schools should have medical release forms on site at athletic events in case medical treatment is required.

Gfeller Waller Concussion Awareness

The Gfeller-Waller Concussion Awareness Act, implemented to protect the safety of student-athletes in North Carolina, was signed into law on July 16, 2011. To maintain compliance:

1. Student-athletes will be provided with the Gfeller Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
2. Students shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
3. Parent/Legal Guardians will be provided with the Gfeller Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
4. Parent/Legal Guardians shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.



5. School Representatives (parent/coach/volunteer/school nurse/athletic directors/ first responders) will be provided with the Gfeller Waller NCHSAA School & Athletic Personnel Concussion Information Sheet.
6. All above adults shall read, initial and return the Gfeller Waller NCHSAA School & Athletic Personnel Concussion Information Sheet.
(It is at the discretion of each educational institution to identify who will distribute, collect, and maintain the above forms.)
7. Emergency Action Plan: Each school should have a venue specific Emergency Action Plan (EAP) that follows the specifications outlined in the EAP guidelines on the website. This plan should be:
 - a. in writing,
 - b. reviewed by an athletic trainer licensed in North Carolina,
 - c. approved by the principal of the school,
 - d. distributed to all appropriate personnel,
 - e. posted conspicuously at all venues, and
 - f. reviewed and rehearsed annually by all licensed athletic trainers, first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletic activities.
8. Each school should maintain documentation that it is in compliance with the law.

When an injury occurs:

1. Concussion: If a student-athlete exhibits signs and symptoms consistent with a concussion (even if not formally diagnosed), the student-athlete is to be removed from play and is not allowed to return to play (game, practice, or conditioning) on that day.
2. Student-athletes are encouraged to report their own symptoms, or to report if peers may have concussion symptoms. Coaches, parents, volunteers, first responders, school nurses, licensed athletic trainers (if available), are responsible for removing a student-athlete from play if they suspect a concussion.
3. Following the injury, the student-athlete should be evaluated by a qualified medical professional with training in concussion management. It is strongly recommended that each institution seek qualified medical professionals in the surrounding community to serve as resources in the area of concussion management.
4. Any student athlete who suffers a head injury that results in a concussion or ANY symptoms associated with a concussion must submit to his/her coach or athletic director a completed and signed NCHSAA Concussion Return to Play Form before resuming any athletic activities.

A copy of all required Gfeller-Waller Concussion Awareness Act can be found at:

<http://gfellerwallerlaw.unc.edu/GfellerWallerLaw/gwlaw.html>

A copy of the required NCHSAA Return to Play form can be found at:

<http://health-and-safety/gfeller-waller-concussion-awareness-act>



Inclement/Hot Weather Guidelines for Outdoor Sports

All outdoor sports should follow the Inclement/Hot Weather Guidelines found at:

https://www/sites/default/files/attachments/Health%26Safety_0.pdf

These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

Sanitary and Safety Measures

While the risk for blood-borne infectious diseases, such as HIV/Hepatitis B, remains low in sports, proper precautions are needed to reduce the risk of spreading diseases. Along with these issues are skin infections that occur due to skin contact with competitors and equipment.

Universal Hygiene Protocol for All Sports

1. Shower immediately after all competition and practice
2. Wash all workout clothing after practice
3. Wash personal gear, such as knee pads, periodically
4. Don't share towels or personal hygiene products with others
5. Refrain from (full body) cosmetic shaving

Infectious Skin Diseases

Means of reducing the potential exposure to these agents include:

6. Notify guardian, athletic trainer and coach of any lesion before competition or practice.
7. Athlete must have a health-care provider evaluate lesion before returning to competition.
 - a. If an outbreak occurs on a team, especially in a contact sport, consider evaluating other team members for potential spread of the infectious agent.
 - b. Follow NFHS or NCHSAA guidelines on "time until return to competition."
8. Allowance of participation with a covered lesion can occur if approved by health-care provider and in accordance with NFHS or NCHSAA guidelines.

Blood-Borne Infectious Diseases

Means of reducing the potential exposure to these agents include;

9. Bleeding must be stopped immediately and all wounds covered. All blood-soaked clothing must be removed before continuing competition or practice.
10. Contaminated clothing must be cleaned before using again.
11. Athletic trainers or caregivers need to wear gloves and take other precautions to prevent blood-splash from contaminating themselves or others.
12. Immediately wash contaminated skin or mucous membranes with soap and water.



13. Clean all contaminated surfaces and equipment with disinfectant before returning to competition. Be sure to use gloves with cleaning.
14. Any blood exposure or bites to the skin that break the surface must be reported and evaluated by a medical provider immediately.

These procedures were obtained and revised by the NFHS (August 2005)

NOTE: A bucket or squeeze bottle with a 10 percent bleach solution or isopropyl alcohol solution and rubber gloves should be placed at each sporting event for cleaning purposes. Surfaces should be cleaned using the above solution and disposable clean-up materials should be placed in a sealed plastic bag for discarding.

NOTE: It is important that any time there is blood present, even on uniforms, that it is treated with care regarding its ability to transmit infectious diseases.

Tobacco

The use of all tobacco products, including but not limited to e-cigarettes and all vaping products, by any person in school buildings, in school facilities, on school campuses, and in or on any other school property owned or operated by the local school administrative unit is prohibited.



Appendix D: General Rules and Regulations

The State Board of Education authorizes the LEA/Charter School or the conference of which the school is a member to administer the rules and regulations.

LEAs/Charter Schools have the authority to be more strict than State Board of Education policy if they so choose.

Administration and Supervision of Games

1. The school administration is responsible for adequate supervision of athletic contests to secure safety and proper conduct of athletes, coaches, fans, and officials.
2. It is recommended that officials be escorted to safety at the end of every game.

Cheerleading

1. Cheerleading is an activity that comes under the control of the LEA/Charter School and conference.

Composite Teams

When an administrative unit is experiencing difficulties in organizing interscholastic athletic teams at the middle/junior high school levels, a local board of education may form composite teams with students from different schools within the administrative unit.

Conforming Rules

To align middle/junior high school athletic rules with rules governing high school athletics, the following shall apply:

1. In defining participation in middle/junior high school athletics, dressing and sitting on the bench shall be interpreted as playing in the game.
2. Summer school attendance shall not be counted in determining percentage of attendance for athletic eligibility.
3. Girls are allowed to participate on a boys' interscholastic athletic team where the school does not have a girls' team in the same sport. (Fast pitch softball is not the same as baseball).
4. Boys are not allowed to participate on any girls' team, as defined by interpretation of the Office for Civil Rights interpretation of Title IX in 1994.



Filming and Videotaping

Filming or videotaping of a contest by non-participating schools, in any sport, is considered unsportsmanlike conduct, unless agreed upon by competing teams.

Practice

There shall be no athletic practice during the regular school day.

1. This means no individual or team practice or contest may begin until after the last regularly scheduled instructional period.
2. No authorized practice, contest, or workouts may occur during the work day for teachers during the ten-month teaching calendar, and coaches may not use their vacation or leave time to hold a practice during the teacher work day.
3. There shall be no Sunday practice or contest in any sport. This regulation includes the assembling of members of athletic squads for purposes of viewing films, chalk talks, or other matters pertaining to coaching.
4. Once the students' school calendar year ends, non-mandatory teacher workdays are governed by local policy.
5. This rule also applies to non-faculty coaches.

Exception: if a superintendent gives permission for schools in his/her unit to practice prior to the end of a work day DUE TO INCLEMENT WEATHER ONLY.

6. Team practice in any sport is prohibited after the sports season ends until the first day following the final day of the school year.

Games and Contests

There shall be no athletic contests during the regular school day.

1. Evening contests and/or games shall start no later than 7:00 p.m. when followed by a school day. The exception is for tournaments. One (1) pre-season scrimmage is permitted with other school teams in each sport.
2. Non - school team scrimmages are not permitted in any sport.
3. The scrimmage does not count as one of the seven (7) football regular season games or one of the 14 regular season contests in a specific sport.

Season Limitations:

4. Teams and individuals shall not participate in more than seven (7) football games and fourteen (14) athletic contests during the regular season in baseball, basketball, cross country, golf, gymnastics, soccer, softball, tennis, track and field, volleyball, and wrestling.
5. Teams and individual students are permitted to participate in one school tournament or play-off championship game in each sport.
6. Conferences may play up to two additional games (except football that may play one) in lieu of a conference tournament.



Weekly Limitations:

7. Teams and/or individuals may participate in only one regularly scheduled football game per week.
8. In other sports, students may participate in two regularly scheduled contests per week, except as noted in Sports Regulations for the sports of baseball, softball and volleyball.
9. During tournament play a third game will be permitted.

Emergency Exception:

10. A single contest postponed because of an emergency may be rescheduled and played in addition to the number of contests permitted per week.
11. This decision should be made by the principals of both schools in conjunction with conference officers.

Make-up Games:

12. Any single contest postponed because of emergency reasons (e.g. inclement weather, epidemics, mid-term exams, etc.) may be rescheduled and played, in addition to the regular number of contests allowed per week.
13. With the exception of volleyball and softball games, no team or athlete shall play more than three games in one sport per week.
14. Postponed games will be made up in the order of postponement on the next possible date.
15. Saturday will not be used as a makeup day, unless mutually agreed upon by the principals of the two schools involved.

Game Rules

Schools shall use the adopted rules in this manual from the North Carolina Department of Public Instruction.

1. The adopted rules are defined in each sport section. General Statute 115C-47(4) makes it the responsibility of the local board of education to regulate extracurricular activities, including athletics.
2. **LEAs/Charter Schools have the responsibility of monitoring National Federation of State High School Associations (NFHS) rules and guidelines and incorporating them into local policy yearly.**



Head Coaches

In accordance with SBE policy, the head coach of an interscholastic athletic team shall be a bona fide member of the faculty and as such, shall be responsible for supervision of athletic teams during all practices, games, and trips.

1. The local superintendent may, with the concurrence of the local board of education, designate non-faculty persons as head coaches until such time as a suitable bona fide faculty member becomes available.
2. Any person paid or employed as a principal shall not coach interscholastic athletic teams.
3. The head coach is responsible for the conduct of assistant coaches, players, and bench personnel.
4. It is recommended that the head coach attend a rules clinic in the sport he/she coaches.
5. It is recommended that all coaches, paid and volunteer, take the following free NFHS courses annually: <https://www.nfhslearn.com/>
 - a. Concussion in Sports
 - b. Sudden Cardiac Arrest
 - c. Heat Illness Prevention

Officiating

Officials are recommended to be obtained through a satellite-booking agent of the NCHSAA.

1. Complaints about officiating are to be filed with the booking agent making the assignment.
2. Under no circumstances shall a game be played when officials are taken from the audience of spectators or from school personnel.
(Exception: In an emergency situation, North Carolina High School Athletic Association certified officials may be used when permission is acquired from the office of the local superintendent of the home team or host school.)
3. To eliminate any real or perceived conflict of interest, booking agents should not officiate in the sport which they are responsible for booking.
4. Officials should be instructed to inform school officials when ejections occur.
5. It is recommended that officials be escorted to safety at the end of play in all games.



Officials

Officials working games at your school are guests and should be treated accordingly. Coaches should introduce themselves to the officials prior to the contest and extend a cordial welcome. During and after the contest, the coach's relationship with the official should be on a professional level.

Athletic Directors: Suggestions to Help Officials

1. Provide a specific parking space if parking is going to be a problem.
2. Have someone assigned to greet officials and show them to their dressing room.
3. Provide towels and soap for showering.
4. Be certain that the officials have immediate access to the dressing facilities.
5. Provide appropriate refreshments (water, etc.)
6. Curb the use of any possible spectator problem areas.
7. Show some sign of appreciation to the officials at the end of the contest.
8. Pay the officials prior to the beginning of the athletic contest.

Out-of-State Competition

The local superintendent shall make the decision involving schools playing in out-of-state athletic contests.

Participating Player

A player is defined as participating when he/she actually enters a contest as a player as defined by the game rules of that specific sport.

If a student is assigned, by administrative placement, any period of time to ISS/ALC/OSS or other school detention programs because of discipline problems, the student is not eligible to play or practice in a scheduled athletic event that day.

A student suspended out-of-school is not eligible to participate in any event during the suspension.

Students who participate in athletics must not be absent more than 10 days during the prior semester. A waiver will be considered in accordance with HCS Board Policy 4400.

Skill Development Sessions

Definition of Off-Season Skill Development

- skill development that occurs outside of the sports season during the school year

Definition of Summer Skill Development

- skill development that occurs outside of the sports season and outside of the school year



Off-season skill development sessions are allowed during the school year for sixth, seventh and eighth graders.

1. Skill development sessions shall not be held during any tryout period of an in-season sport.
2. All skill development sessions must be voluntary and open to all athletically eligible students.
3. To participate, students must have a current and valid sports pre-participation and medical examination form
4. At no time may a coach require skill development sessions as a measure of potential or continued participation on a team for any student.
5. The primary focus of off-season skill development should be on individual student athletes, not team.
6. Off-Season skill development sessions are restricted in number of participants to one less than a team, on a daily basis.
7. Any team practice or game environment created in an off-season skill development session is prohibited during the students' school calendar year.
8. Team practice in any sport is prohibited after the sports season ends until the first day following the final day of the school year.
9. During the summer, working with individuals, including rising and eligible sixth, seventh and eighth graders, will be allowed, as long as it is not required.

Any individual, who coaches at a middle school, head or assistant, paid or non-paid, faculty or non-faculty, parent volunteer, etc.; must abide by the skill development, out of season workout rules.

10. If a coach, regardless of the sport (basketball, soccer, etc.) he or she coaches at the middle school, also coaches an outside or club team outside the sports season but during the school year, whether head or assistant, and has any students from the middle school on that outside team, he or she must abide by the numbers restrictions, one less than a team (see below) in an out-of-season workout.
11. Coaches coaching an outside team either during the sports season or outside the sports season, but during the school year (basketball, soccer, etc.), must still abide by the numbers restrictions, one less than a team. (see below).

NOTE: Sixth, seventh and eighth graders are not permitted to participate in high school open facility or skill development sessions during the school year.

NOTE: The maximum number of participants in off-season skill development on a daily basis is: football (21), basketball (4), baseball (8), volleyball (5), tennis (4), soccer (10), golf (3), softball (8), wrestling (8), track (6), and cross country (4), lacrosse men (9), and lacrosse women (11).



Sports Seasons

All sports may be played during any season of the school year and run as follows:

Fall - Practice may begin no earlier than six (6) school days prior to the first day of school for students in the fall semester to November 15

Winter - October 15 to March 1

Spring - February 1 to the end of the spring semester

Although dates permit, sports seasons should not overlap whenever possible.

Weight Training

Weight training programs are permitted for all students eligible for middle school athletics.

1. All weight training and conditioning should be open to all eligible students but required of none.
2. Personnel knowledgeable of weight training and conditioning for middle school students should be on hand at all times to observe and ensure proper techniques and practices are followed.
3. If high school weight rooms or other athletic facilities are used or shared with middle schools, the middle school student athletes shall not use such facilities at the same time as the high school student athletes.

NOTE: The school administration is responsible for providing adequate supervision of the off-season skill development and weight training sessions and their intended purposes.



Appendix E: Squad Selection, Practice Policies, and Awards

1) Squad selection; 2) practice policies; and 3) awards; are three critical areas of the interscholastic athletic program that should be thoroughly understood by your athletes and their parents. The majority of complaints are caused by a misunderstanding or lack of knowledge of policies dealing with these three critical areas. With this in mind, the following pages contain policies for squad selections, practice policies, and awards.

Squad Selection

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while in Halifax County Schools, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting Policies

A. Responsibility

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
2. Lower level coaches shall take into consideration the policies as established by the Head Coach in the particular program when selecting final team rosters.
3. Prior to trying out, the coach shall provide the following information to all candidates for the team.
 - a) extent of try-out period which shall be a least 3 days
 - b) criteria used to select the team
 - c) number to be selected
 - d) practice commitment if they make the team
 - e) game commitments
 - f) athletic agreement form **B.**

Procedure

1. When a squad cut becomes a necessity, the process will include two important elements:
 - a) Cut lists are not to be posted. Lists of tryouts who made team may be posted.
 - b) Coaches will discuss the alternative possibilities for participation in the sport, or other areas in the activities program.
2. If a coach foresees difficulties arising as a result of squad cuts he or she should discuss the situation with the Athletic Director.



Practice Policies

Coaches Responsibilities

Participant requirements prior to first practice

1. All eligibility requirements have been satisfied
2. Completed physical examination form
3. Completed emergency medical cards
4. Completed parent-athlete responsibility acknowledgement forms
5. Fee paid (if any)

Practice Policies

1. The morning following the first official practice, each coach shall submit a "Squad Roster" to the Athletic Director and PowerSchool Data Manager of all candidates trying out.
2. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
3. Practice sessions should be well planned, well structured, and should not exceed two hours, (Immediately following the end of the school day) excluding time required for dressing and showering.
4. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice session must be concluded by 9:30 PM.
5. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the Athletic Director.
6. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice by themselves.
7. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. This practice area must be policed and secured.
8. A student may not practice when considered to be absent from school that day.

Restricted Practice Days

A. Weekend and Holiday Practices

If permission to conduct a special holiday or Saturday practice is granted, the total length of the practice session may be no longer than two hours. There shall be no Sunday practice in any sport. This includes the assembling of teams or individuals for purposes of viewing films, chalk talks, etc.



B. Vacation Practices

1. Practices held on vacation days such as over Thanksgiving, Christmas and spring break should be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members. Practice during holiday breaks cannot be required, but must be held on a voluntary basis for students. All practices should be concluded by the 4:00 PM closing of the building.
2. At the middle school level practices during these periods will only be permitted upon the permission of the athletic director and building principal.

C. Emergency Closing

Emergency weather conditions may result in any early dismissal or extended period of school closing. Middle school programs are not to practice as a result of such emergencies. Varsity level teams only may practice during this period upon permission of the county athletic director.

D. Teacher Workdays

Middle school teams cannot practice during a teacher workday even if the coach takes annual leave. Practice may be held before or after school hours on teacher workdays with the prior approval of the District Athletics Coordinator, this practice cannot be required, but must be on a voluntary basis for students.

Athletic Awards

Principals, athletic directors and coaches should be aware that the presentation of awards for athletics (letters, MVP, all conference, etc.) is a very sensitive issue with athletes and their parents. The proliferation of athletic awards has resulted in an increase in parental complaints and a devaluation of the awards.

With this in mind, you may consider a written policy dealing with athletic awards for your program that is understood by your athletes and their parents.



Appendix F: Scholar-Athlete Awards Program

A. Team

1. Any sports team with an 84.0 or higher composite grade average for the designated grading period would be eligible for a team academic award.
2. Fall sports awards will be based on grades earned for the first grading period of the school year. Winter sports awards will be based on grades earned for the second grading period of the school year. Spring sports awards will be based on grades earned for the third grading period of the school year.
3. A team certificate will be awarded to each eligible school (for each of its eligible teams) and an individual certificate will be awarded to each member of an eligible team.
4. Student-athletes must remain a member of the athletic team for the full/total designated sport season to be eligible for team and/or individual awards.

B. Individual

1. Individuals who are members of athletic teams and who obtain an 86.0 or higher grade point average for the designated grading period will receive an individual scholar-athlete certificate regardless of the grade point average of his/her team.
2. Awards will be based on grades earned for the designated grading period using the same format as for team awards.
3. Students may be eligible to receive an individual award for each sport in which they participate.

C. Grade Point Average

The combined average of the grades shall be based on the following grading system.

<u>Grade</u>	<u>Point Average</u>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69

The grades a student receives on his or her Power School generated report card for the specified grading period should be used in figuring the averages for the Scholar-Athlete Program.



D. Application Deadlines

Fall Sports - Football, Volleyball, Cheerleading, Boys' Soccer –
November 20

Winter Sports - Basketball, Cheerleading – **February 20,**

Spring Sports - Baseball, Softball, Track, Girls' Soccer – **April 20,**

Note: Team Managers **should not** be included in individual or team scholar-athlete awards.



SCHOLAR-ATHLETE TEAM AWARD

*Please submit to the County District Athletics
Coordinator' Office

APPLICATION FOR TEAM AWARD

PLEASE LIST ALL ATHLETES ON THE TEAM. THE AWARD WILL BE GIVEN TO ANY TEAM WITH AN **84 OR HIGHER** COMPOSITE GRADE AVERAGE FOR THE DESIGNATED GRADING PERIOD.

SCHOOL: _____ SPORT: _____ TEAM AVERAGE: _____

NAME	AVERAGE	NAME	AVERAGE
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

Citizenship Statement: The above named students have exhibited outstanding citizenship and sportsmanship in his/her sport this season.

NOTE: Team managers should not be included.
Please list averages to the nearest tenth (ex. 92.3)

Coach's Signature

Principal's Signature



SCHOLAR-ATHLETE INDIVIDUAL AWARD

***For School Use Only**

APPLICATION FOR *INDIVIDUAL* AWARD

PLEASE LIST INDIVIDUAL ATHLETES WHO OBTAINED AN **86 OR HIGHER**
GRADE POINT AVERAGE FOR THE DESIGNATED GRADING PERIOD.

SCHOOL: _____ SPORT: _____

NAME	AVERAGE	NAME	AVERAGE
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

Citizenship Statement: The above named students have exhibited outstanding citizenship and sportsmanship in his/her sport this season.

***This form is for school use only – do not send this form for *individual* scholar-athlete award applications to the District Athletics Coordinator.**

—

Coach's Signature

Principal's Signature



SCHOLAR-ATHLETE AWARD CERTIFICATE ORDER FORM

***Please submit to the County District Athletics Coordinator' Office**

TO:

Administrative Services

Attn. Dr. LaVonne McClain

Email: mcclainl@halifax.k12.nc.us

Scholar-Athlete certificates needed:

Number of **Scholar-Athlete**

Individual Award certificates needed _____

(for individuals who are members of athletic teams and who obtain an 84 or higher grade point average for the designated grading period regardless of the grade point average of the team)

Number of **Scholar-Athlete**

Team Recognition Award certifications needed _____

(for individuals who are members of teams who received the scholar-athlete team award, 84 or higher grade point average)

Athletic Director's Signature

Date

School



Appendix G: Resources and Links

Links

Please use the following links for the most current information on these resources.

1. NCHSAA Sport Pre-Participation Examination Forms: <http://annual-forms-forms-needed-schools-every-year>
 2. Gfeller-Waller Concussion Awareness Act Forms: <http://gfellerwallerlaw.unc.edu/GfellerWallerLaw/gwlaw.html>
 3. Checklist for a Comprehensive Approach to Addressing Harassment: <http://www2.ed.gov/about/offices/list/ocr/checklist.html>
 4. U.S. Department of Education – Athletic Equity (Title IX) Resources: <https://www2.ed.gov/about/offices/list/ocr/frontpage/pr-o-students/issues/sex-issue04.html>
 5. North Carolina Coaches Association - <http://www.nccoach.org/>
 6. North Carolina Athletic Director Association - <http://www.ncada.net/>
 7. National Interscholastic Athletic Administrators Association - <http://www.niaaa.org/>
 8. National Collegiate Athletic Association – [NCAA Eligibility](http://www.ncaa.org)
 9. National Association of Intercollegiate Athletics - [NAIA Eligibility](http://www.naia.org)
 10. National Junior College Athletic Association - [NJCAA Eligibility](http://www.njcaa.org)
 11. An electronic copy of the Middle/Junior High School Athletic Manual is available for free download at: <http://www.ncpublicschools.org/curriculum/healthfuliving/athletics>
- If you would like to speak with a DPI staff person regarding middle school athletics, contact the K-12 Program Areas Section at 919-807-3637.
- National Federation of State High School Associations
Website: www.nfhs.org Phone: (317) 972-6900 Fax: (317) 822-5700
12. North Carolina High School Athletic Association
Website: [www](http://www.nchsaa.org) Phone: (919) 240-7401
North Carolina Coaches Association Website: www.nccoach.org Phone: (336) 379-9095 Fax: (336) 379-0874
 13. North Carolina Athletic Trainers Association
Website: <http://www.ncathletictrainer.org/>
 14. NC Alliance for Athletics, Health, Physical Education, Recreation and Dance Website: www.ncaahperd.org

