# PREPARE THE STUDENT FOR THE PATH, NOT THE PATH FOR THE STUDENT



BEAUFORT COUNTY SCHOOL DISTRICT

## COACHING GUIDELINES 2026 -2027

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# How To Use This Manual

This manual is divided into sections according to policies and procedures. Sections are provided for students and parents. In some cases, policies and procedures may be presented in multiple sections.

## Purpose

The purpose of this manual is to guide participants, coaches, and parents so that each may understand the accepted procedures and policies of the Beaufort County School District athletic programs in conjunction with the South Carolina High School League. Described are the methods which should bring about a more efficient operation of the interscholastic athletic program. Participation and involvement in the athletic program will contribute to the development of the role students will play in adult life and should help to promote a feeling of pride and school spirit.

Each coach and student-athlete must read this handbook and acknowledge its receipt before participating in a sport. Student-athletes must review this handbook with their parents before each sports season. Through registration, parents and student-athletes will acknowledge they have read and understand the guideline's contents, providing a signature verifying acknowledgement.

## Philosophy

The philosophy of BCSD is that a well-administered and comprehensive athletic program is essential to the overall development of students. A well-designed program features a wide variety of opportunities to meet the needs of a diverse student population, provide well-prepared and student-oriented coaches, and articulate expectations and regulations regarding participation. Defined roles for students and parents are essential to ensure that programs are operated for the benefit of students and serve as a source of pride for the schools and community. The overall purpose of athletics is to build character, promote academics, and enhance the entire school experience for the student.

## Characteristics of a Balanced Program

- A prepared coach with high expectations for participation and academics, good communication and teaching skills, strong ethical values, a connection with students, and a willingness to devote time to the program to build success.
- Monitoring and support for the student athlete's academic success throughout the year, not just during the season.
- Promotion of both teaching and learning, allowing students to improve the skills necessary to be successful in the sporting event.
- Demonstration of accountability for all students and utilization of the same rules for all participants
- Building character and teamwork abilities, as well as athletic and academic discipline in the school setting.
- Continual assessment by the coach for positive changes encourages the student to show pride and good sportsmanship.

## Mission Statement

The mission of the athletic program is to inspire, educate, and empower BCSD participants with positive experiences that equip them to be lifelong learners who contribute as productive citizens in our society.

## Goal

To provide the participants with an athletic program highly regarded as one of the best in South Carolina.

## Beliefs

- BCSD athletic program is for all students.
- BCSD athletic program is an integral part of the total education program and a unique part of the high school experience.
- BCSD athletic program teaches students many invaluable, intangible traits-- necessities for productivity in our society--such as, but not limited to, self-discipline, personal commitment, loyalty, sportsmanship, teamwork, the value of preparation, and hard work ethic.
- BCSD athletic program enhances student academic performance and school attendance.
- BCSD's athletic program positively affects the participant's self-image, mental alertness, social competence, and ethical awareness.
- The spirit of competition and the will to excel are necessary to develop a healthy mind and produce responsible citizens.

BCSD athletic program is a wholesome equalizer because individuals are judged for what they are and for what they do, not based on the social or economic group to which they belong.

## Athletic Vision

- Establish policies that encourage student participation.
- Demonstrate leadership.
- Build pride and character.
- Increase student achievement.
- Establish competition with honor and integrity.
- Demonstrate community support for all students.

## Administrative Organization / Chain of Command

**District Director of Athletics**
BCSD director of athletics is responsible for administering BCSD athletics according to the adopted policies of the school board. They must establish a defined school athletic policy and understand that policy. The director shall represent the school district as its foremost professional educator in dealing with other schools, associations, and social institutions.

**Middle School (MS) / High School (HS) Principal**
The principal is the school's official representative and is directly responsible for the student body's general attitude and the athletic affairs' conduct by the athletic director and the coach.

**Athletic Director (AD)**
The AD is directly responsible to the MS/HS principal. The primary responsibility of the athletic director is the administration and supervision of the interscholastic program at their respective school sites within BCSD. The athletic duties will be those described in the AD job description and any others as designated by the MS/HS principal. The athletic director will provide the leadership necessary for the day-to-day operation of the athletic department.

**Assistant Athletic Director**
The assistant athletic director will take on the role given by the athletic director and will be assigned duties by the athletic director. Responsibilities could include setting up and taking down athletic-related events, collecting equipment, collecting, and counting uniforms, and monitoring facilities during practice times, tournaments, and contests.

**Head Coach**
All head coaches shall be responsible to the athletic director for the total operation of their respective athletic and activity team/group. Head coaches shall act as official representatives of BCSD as they carry out their responsibilities. Head coaches will be responsible for the regular duties required for a school competition, described in the coach's job description, and any responsibilities delegated by the athletic director.

**Assistant Coaches**
This person will take on the role of assistant and will be assigned duties by the head coach, helping to run the overall aspects of the sports team or activity group. Assistant coaches will be responsible for the duties required for school competitions as described in the coach's job description and any responsibilities delegated by the athletic director.

**Volunteer Coach**
This person will take on the role given to them by the athletic director or by a head coach in case of being assigned as an assistant coach. This position is not paid and receives no stipend. Volunteer coaches must be approved by BCSD as volunteers in good standing.

**Trip Chaperone**
The trip chaperone position is utilized when the athletic department does not have an assistant coach for the team or group, and two people must attend with the group. The trip chaperone will take on an advisory role and help the head coach with the duties of an assistant coach during the trip. The trip chaperone is not a paid or stipend position, but the school will provide hotel and per diem for overnight trips. Chaperones must be BCSD-approved volunteers in good standing.

# Athletic Director Job Description

The role of the athletic director is to direct the interscholastic athletics program, provide information, and serve as a resource to others, reporting to the school principal, district director of athletics, and superintendent. The athletic director achieves these objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established school guidelines.

**Leadership**

- Establishes a vision and culture for the athletic department to abide by.
- Evaluates the development of the education-based athletic program by utilizing local, state, and national standards.
- Supports the goals and priorities of the superintendent, principal, administrators, and school board in compliance with all strategies, programs, policies, and procedures.
- Develops, models, and enforces professional standards of conduct among staff members.
- Coordinates, supervises, and leads staff professional development.
- Recommends, informs, and administers policies and regulations pertaining to interscholastic athletics.
- Counsels with internal and external personnel (e.g. administrators, auditors, public agencies, community members, sponsors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Ensures all athletic department concerns are addressed in a timely manner.
- Stays informed of legal standards in all areas under the athletic director purview such as Title IX, sex discrimination and negligence cases.
- Adheres to inclusive practices in recruiting, retaining, and hiring a diverse coaching staff.

**Supervision**

- Oversees all athletic department and field maintenance personnel, including ticket takers, scorekeepers, security, law enforcement, and other personnel for all game events.
- Supervises and directs the scheduling and contracting of contests, manages the approval, coordination, and hosting of all officials.
- Ensures all coaches have completed required state and local requirements, including certification in CPR/AED, sudden cardiac arrest, and concussion management.
- Facilitates required training and mentoring for coaches prior to the season to protect student athletes.
- Ensures all coaches are properly trained in district policy and best practices.

**Operations**

- Creates and communicates **Emergency Action Plans (EAP)** for facilities and updates annually.
- Creates and administers an evaluation process for coaching staff.
- Administers day to day interscholastic athletics.
- Supervises the coordination of all interscholastic athletic transportation.
- Determines when to postpone or cancel practices and/or athletic events.
- Creates, reviews, and distributes athletic handbooks for coaches, student athletes, and parents.
- Develops short- and long-term plans for facilities and programming.
- Evaluates head coaches annually and ensures head coaches annually evaluate assistant coaches.
- Plans and supervises recognition programs for student participants.
- Effectively communicates all matters related to the athletics program with the principal, district director of athletics, and superintendent.

- Ensures eligibility of student athletes in accordance with local and state guidelines
- Secures officials for every sporting event, game, and contest.
- Participates and promotes engagement in state athletic association events.
- Coordinates and distributes information through social media and the school/district website.

**Community**

- Communicates, collaborates, and cooperates with colleagues, supervisors, students, parents, officials, media, and other related entities.
- Coordinates with the media for the distribution of information related to interscholastic athletic programs.
- Establishes and maintains communication with community agencies such as local health, fire, police, and park departments related to health and safety of interscholastic athletics.
- Encourages the relationships between the school and community by engaging positively with community members.
- Foster school support for the athletic program by working to build school spirit among all educational and community stakeholders.
- Serves as an information source for parents and constituents regarding rules and regulations.

**Budget & Inventory**

- Prepares annual budget that reflects the school/district vision and spending plan.
- Follows state laws related to booster clubs.
- Monitors budget allocations, expenditures, fund balances, and related financial responsibilities.
- Ensures funds are recorded appropriately, expenses stay within budget, and best financial practices followed.
- Manages the maintenance of all athletic facilities and recommends improvements and/or replacements.
- Oversees the rotation cycles of inventory, including equipment and uniforms.



# Assistant Athletic Director Job Description

**Position Purpose:**
The position shall have responsibility for assisting the athletic director in the over-all management of the Beaufort County School District Interscholastic athletic program.

**Reports to:** Athletic Director

**Essential Functions:**

- Assists the athletic director in supervising the high school athletic programs in coordination with the principal, including recommending policies and procedures relating to the athletic programs.
- Assists the athletic director in the development of an annual budget and its implementation.
- Assists the athletic director with the development of the interscholastic athletic schedules and officials' schedules for all contests.
- Assists the athletic director in the coordination of transportation for all athletic contests.
- Assists the athletic director in coordination of support personnel for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- Assists the athletic director in the supervision of the athletic coaches.
- Assists the athletic director in the supervision of all contests.
- Represents the school, as needed, at region and state meetings for administering the interscholastic athletic program.
- Assists the athletic director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, and state laws and regulations.
- Creates materials to publicize athletic and sporting events, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
- Maintains professional relationship with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of scheduling ancillary activities that occur prior to, during, and after sporting events, press boxes, scorers' tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Handles all accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.
- Responsible for carrying out all other duties assigned by the athletic director and/or a district athletic director.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

# Head Varsity Coach Job Description

**Reports to:** Athletic Director

- Serve as liaison between the coaching staff and the athletic director.
- Has a thorough knowledge of the rules and by-laws of the SCHSL and BCSD regarding their sport, including the clearance of all staff members and student-athletes.
- Understands the proper administrative chain of command and refers to all requests or grievances through appropriate channels. Is aware of all public/staff/departmental meetings that require attendance.
- Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs clinics and staff meetings to ensure staff awareness of the overall program.
- Trains and informs staff and encourages professional growth by promoting clinic attendance.
- Delegates specific duties, supervises implementation, analyzes staff effectiveness at season's end, and evaluates all assistants.
- Maintains discipline, mediates grievances, and works to increase morale.
- Assists the athletic director in scheduling and providing transportation needs and requirements for all games, tournaments, and extraordinary sports events.
- Assists in preparing for scheduled home sports contests or practices and adheres to scheduled facility usage times.
- Coordinates facility needs/repairs with maintenance and school employees.
- Provides proper safeguards for the eminence and protection of assigned equipment.
- Recommend policy, method, or procedural changes to the athletic director.
- Monitors the grades and conduct of their athletes.
- Provide assistance, guidance, and safeguards for each participant by their presence at all practices, games, traveling, and returning from off-campus events.
- Complete paperwork on all disabling athletic injuries on proper forms and submit it to the athletic director by the next school day.
- Directs student managers, assistants, and statisticians.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped, or becomes ineligible.
- Participates in the budgeting process with the athletic director by submitting needs for the next season.
- Recommends/selects equipment and uniforms within budget appropriations.
- Is accountable for all equipment in their program and submits notification to the athletic director for any equipment lost, damaged, not returned, or returned after the due date.
- Arranges for issuing, storing, and reconditioning equipment and submits annual inventory.
- Properly marks and identifies all equipment before issuing or storing.
- Secures all doors, lights, windows, and locks and stores all equipment before leaving the building or area.
- Supervises locker room area before and after practice.
- Instills in each player respect for equipment and school property, its care, and proper use.
- Responsible for maintaining good public relations with news media, parents, officials, volunteers, and fans.
- Responsible for reporting scores and information after every home contest to news outlets. Statistics required by local media, league representatives, and Max Preps will also be the head coach's responsibility. These duties may be delegated.
- Responsible for arranging for substitutes because of athletic events with the principal’s secretary or the athletic director as soon as possible.

- Understands that all drivers must meet district requirements to transport student-athletes and must be at least 21.
- Guarantees that all district equipment, including district vehicles, is used for official school business only and is operated safely.
- Performs other duties that the athletic director or principal may assign.
- Submit to the athletic director at the year-end report, which shall include the following information:
    - Team members
    - Letter winners
    - Captain and managers
    - Game results
    - Special honors
    - Season summary
    - Post-season awards
    - Suggestion for improvement
    - Uniform Inventory
    - Equipment Inventory



# Head Junior Varsity and Varsity Assistant Coaches' Job Description

**Reports to:** Athletic Director

- Has a thorough knowledge of the Rules and By-Laws of the SCHSL and BCSD about their sport, including the clearance of all staff members and student-athletes.
- Understands the proper administrative chain of command and refers to all requests or grievances through appropriate channels. Is aware of all public/staff/departmental meetings that require attendance.
- Maintains discipline and works to increase morale and cooperation within the school sports program.
- Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
- Coordinates facility needs/repairs with maintenance and school employees.
- Provides proper safeguards for maintenance and protection of assigned equipment.
- Provides assistance, guidance, and safeguards for each participant by being present at all their practices and games while traveling and when returning from off-campus.
- Is accountable to the head varsity coach for all equipment. Assists with issuing and collecting equipment and submits annual inventory to the head varsity coach.
- Recommend budgetary items for next year in their area of the program to the head varsity coach.
- Secures all doors, lights, windows, and locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
- Instills in each player respect for equipment, school property, and their proper use.
- Assists the head varsity coach in carrying out their responsibilities.
- Instruct team members on changes in the rules and teach fundamentals of the sport as outlined by the head coach.
- Works within the basic framework and philosophy of the head varsity coach of the sport.
- Attends all staff meetings and carries out scouting assignments as the head varsity coach outlines.
- Never criticize, admonish, or argue with the head varsity coach or any staff members in players' and parents' ears or eyes.
- Strives to improve skills by attending clinics and using resources made available by the head varsity coach.
- Responsible for arranging substitutes with the principal's secretary because of athletic events. The athletic director may be contacted in an emergency.
- Understand that drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.
- Guarantees that all district equipment, including vehicles, are used only for official school business and are operated safely.
- Performs other duties consistent with the nature of the positions that may be requested by the head varsity coach.

## The Fourteen Legal Duties of a Coach

These fourteen obligations or duties have been identified as absolute requirements for coaches and athletic directors and have evolved because of various case law proceedings and legal judgments against individual athletic directors, coaches, and school districts.

***Duty to Plan:*** Inherent to this duty is the need to continually conduct focused analysis of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity, and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and parents; insurance of athletes and; child advocacy in cases of substance abuse or family neglect or abuse. Plans and policies should be rigorously implemented. Plans should become policy and updated regularly. Negligence can be alleged when an injury or loss results from no planning, inadequate planning, or when plans are developed but ignored.

***Duty to Supervise:*** A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, and structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries, and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Locker room supervision by coaches is the best preventive measure for hazing. Supervision responsibilities also pertain to athletics administrators, who are expected to be able to supervise their coaches and the school's events competently to ensure that spectators do not create an unsafe or disruptive environment.

***Duty to Assess Athletes' Readiness for Practice and Competition:*** ADs and coaches must assess athletes' health and physical readiness for each sport. Practice plans must show a progression of conditioning and skill development. As per SCHSL rules, a physical exam is required before participation in practices and workouts. Specialized conditions of athletes must be noted to ascertain any disorder or physical condition that predisposes the athlete to injury. Injured athletes who require the services of a physician may not return to practice or competition without written permission from the physician.

***Duty to Maintain Safe Playing Conditions:*** Coaches are considered trained professionals with a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. There is a duty to improve unsafe environments, repair or remove defective equipment, or disallow access to unsafe equipment or environments. Weather conditions are a part of this duty. A plan for monitoring and responding to dangerous weather conditions must always be in place and adhered to. Building and fire codes concerning capacity, ventilation, and lighting must be observed and implemented.

***Duty to Provide Proper, Appropriate Equipment:*** ADs and coaches must ensure athletes are correctly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable, and safe. Fitting should be carried out per the manufacturer's specifications. Protective equipment that requires NOCSAE approval must be certified and checked for proper fitting. Athletes must wear protective equipment when exposed to the full rigors of contact in practice and competition.

***Duty to Instruct Properly:*** Practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill, and capability. Instruction must move from simple to complex and known to unknown. Coaches must be adequately prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate proper and safe techniques regarding the game's rules, including warnings about unsafe techniques and prohibited practices.

***Duty to Match Athletes:*** Athletes should be matched with consideration for maturity, skill, age, size, and speed. To the greatest possible extent, mismatches should be avoided in all categories.

***Duty to Condition Properly:*** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.

***Duty to Warn:*** Coaches must warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing, and athletes and parents should be required to provide written certification of their comprehension.

***Duty to Ensure Athletes are Covered by Injury Insurance:*** All athletes must be provided basic medical coverage. Athletes should never be allowed to participate without coverage. The insurance plan should be clearly explained to parents and athletes.

***Duty to Provide Emergency Care:*** Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries—especially those that are life-threatening.

***Duty to Develop an Emergency Response Plan:*** ADs and coaches must develop site-specific plans for managing injuries for injured and uninjured athletes. Plans must be in place to ensure access to a phone, a stocked first aid kit, a spine board, and other emergency response equipment, including an AED. The plan should also account for a call to EMS and expedited access by EMS to the injured athlete by stationing coaches or team members in driveways, parking lots, entry doors, and remote hallways.

***Duty to Provide Proper Transportation:*** Bonded commercial carriers (those labeled by DOT as "Buses") should be used for any away contests. When allowed to use POVs, a written process to include adequate insurance coverage for drivers and passengers must be in place.

***Duty to Select, Train, and Supervise Coaches:*** ADs will be expected to ensure coaches can provide safe conditions and activities as outlined in the preceding list of thirteen duties. Coaches should be required to fulfill professional development to improve coaching annually.

## NFHS and BCSD Required Courses

The required courses are: **(SCHSL may add additional courses)**

- Heat Illness Prevention
- Concussion in Sports
- Sudden Cardiac Arrest
- Protecting Students from Abuse
- Beaufort County Schools – South Carolina safety training requirements (Safe School)

**CPR/First Aid/AED Training**
All coaches are required to have CPR/AED certification that is valid. Contact the athletic director if you do not have one or need certification. The coach should present all certificates to the athletic director prior to the start of practice season.

**Coaches Meetings**
All head coaches are required to attend/watch the SCHSL coaches rules meeting for their sport. The head coach will be fined by SCHSL for nonattendance.

**Coaches Code of Ethical Conduct**
BCSD shall implement the following standards of ethical conduct for each stipend coach and volunteer coach who provides supervisory and instructional service in interscholastic athletic programs and activities. Such persons providing services shall:

- Demonstrate and model respect for players, parents, other coaches, and staff.
- Respect the integrity and judgment of the game officials.
- Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
- Establish player safety and welfare as the highest priority. If there is any question about the extent of an injury, a physician must be consulted, and a written release must be obtained.
- Provide proper supervision of student-athletes while under the coach's direction.
- Use discretion and proper language when providing constructive criticism and reprimanding players–using profanity is unacceptable.
- Understand the proper administrative chain of command and refer to all requests or grievances through appropriate channels, i.e., equipment purchase, fundraising, program funding, eligibility, etc.
- Consistently require all players to adhere to the established rules and standards of the game.
- Properly instruct players in the safe use and care of equipment and uniforms.
- Not recruit student-athletes from other schools.
- Not exerting undue influence on student-athletes' decision to enroll in an athletic program at a public or private post-secondary educational institution.
- Not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the US Food and Drug Administration, the US Surgeon General, or the American Medical Association.

## Coaching Protocol

Loyalty is an important quality expected from coaches in an athletic program. Coaches are typically expected to support and uphold the mission, values, and policies established by the program they are a part of. They should commit to the program's goals and objectives and work diligently to accomplish them to the best of their ability. Here are a few key aspects of loyalty that coaches are typically expected to adhere to:

- Program Policies: Coaches should be familiar with and adhere to the policies and guidelines established by the athletic program. This includes rules and regulations for coaching conduct, athlete welfare, fair play, and other relevant areas.
- Program Objectives: Coaches must align their coaching strategies and decisions with the program's objectives. Depending on the program's specific goals, this may involve developing athletes' skills, fostering teamwork, promoting sportsmanship, or achieving competitive success.
- Team Unity: Coaches are responsible for fostering a sense of unity and teamwork among athletes. They should encourage mutual respect, cooperation, and a positive team culture. Loyalty to the program entails promoting the well-being and development of all athletes under their guidance.
- Confidentiality: Coaches often have access to sensitive information about athletes, team strategies, or program operations. Loyalty requires coaches to maintain privacy and not disclose such information to unauthorized individuals or use it for personal gain.
- Professionalism: Coaches should demonstrate professionalism in interacting with athletes, parents, staff, and the broader athletic community. This includes respecting others, modeling ethical behavior, and avoiding conflicts of interest.

It is important to note that loyalty to an athletic program does not imply blind obedience or compromising ethical principles. Coaches should also be able to provide constructive feedback, advocate for their athletes' best interests, and contribute to the continuous improvement of the program.

## School Responsibility

The school is responsible for seeking qualified coaches to work with students. No one may assume a position as a coach until the athletic director and building administration have properly approved them. All coaches, whether receiving a stipend or volunteering, must have an application on file with the Human Resources Department and have been approved by Human Resources. These applications are found on the BCSD website. Coaches and assistant coaches will be evaluated annually.

## Athletic Department Objectives

- To provide our participants with the best possible administration, supervision, and instruction.
- To provide our participants with quality facilities and equipment that are safe, people-friendly, and student-friendly.
- To provide our participants with safe, quality transportation to and from all competitions and activities.
- To provide our participants with proper funding to meet all their needs in the athletic arena.
- To provide an attractive program for the student-athlete.
- To provide the student-athlete with an enjoyable and rewarding experience.
- To make player safety and welfare our highest priority.
- To give quality instruction in the fundamentals of each sport offered: specific athletic skills and strategies.
- To teach sportsmanship, ethical conduct, and fair play to be an integral part of the middle/secondary school curriculum.
- To inspire all athletes to give their highest effort in the classroom and on the playing field.
- To stress the importance of self-discipline in the classroom, community, and the field.
- We aim to teach our athletes that dignity, self-worth, and self-esteem are achieved through hard work.
- To create a positive school climate that is enhanced when student-athletes and the student population work together as a team to represent their school in an interscholastic competition.
- To develop concepts of goal attainment through hard work and rigorous self-discipline and provide a vehicle for developing interest in curricular school programs and post-secondary educational opportunities.
- To make the athletic program a source of both school and community pride.
- To help each athlete to interact positively with faculty, community, and fellow students.
- To make the team a positive influence on all who encounter it.
- To demonstrate the social competence of operating within a set of rules, thus gaining respect for the rights of others, and understanding the penalties that follow rules violations.



## Coaching Policies

- We expect our coaches to be dedicated teachers willing to go the extra mile to help our athletes. We do not expect to see our coaches beat the players out the gate when practice is over. Education-based athletics is an extension of the classroom and should therefore be treated as such.
- Coaches will be expected to be prompt. Be early for meetings, practices, games, etc.
- All coaches will be organized. This means that all practices are to be planned before practice, and this plan should be written down and filed for later reference. Try to use the best time available to you and your team.
- We expect all our coaches to be good disciplinarians. We will get precisely what we demand from our athletes.
- We want our coaches to insist on perfection. We want to demand the best from our athletes and develop pride in hard work and dedication toward reaching our goals.
- We should strive to develop a good rapport with our athletes. They must know we are interested in them and their welfare.
- We expect our coaches to command respect. Anything that resembles disrespect should be dealt with immediately and severely. Pay attention to little things like common courtesies. We want our athletes to address our coaches as Mr., Miss., Mrs., or coach and nothing else.
- No one is allowed to use BCSD facilities after school hours without permission from the athletic director. This includes all athletic functions and weekend pick-up games.
- Keys are not to be loaned out. If your key opens it, you are responsible.
- If we must get on a player at practice or during a game, we should make every effort to talk to them later and explain why we did what we did. We never want to abuse a player or verbally humiliate a player physically.



# Athletic Policies and Procedures

**Eligibility**
Students participating in high school athletics are subject to the eligibility requirements of the SCHSL and BCSD policies. Students must meet these two requirements and submit a completed BCSD Sports Packet annually to participate in tryouts, practice, or a game. Middle school student-athletes have these exact requirements. See BCSD Administrative Regulation SS-36 Student Athletics for more information regarding athletic eligibility.

**Rules**
Coaches must be familiar with the rules governing their sport or activity. Performance evaluation will include knowledge of the rules governing the sport or activity. Coaches must attend regional rules meetings that provide updates on changes; failure to attend will result in the school being fined by the SCHSL. Fines will be passed on to the coach for missing the meeting. Knowing the rules and how they impact play or performance is essential to successfully guiding and preparing students appropriately. It is unacceptable for students to fail because the coach does not know the rules of the sport or activity. BCSD coaches are partially evaluated based on their compliance with SCHSL expectations. See BCSD Athletic Guidelines for more information regarding athletic rules.

**Supervision of Students**
Above all else, the safety and supervision of the students under a coach's authority are paramount. Coaches are expected to provide clear rules for participation in the sport or activity. This should include, but is not limited to, practice times; where students may and may not go; requirements for behavior during travel; dress for travel; an organized means for using assistants to help monitor and supervise students; consciousness about student health and injuries; and expectations for proper behavior during games, performances, and practices. While traveling to represent the school, coaches must have a clear means of contacting the school (Administration/Athletic Director) and parents regarding any problems or delays in travel. Coaches must always have their ID badge accessible upon request. See BCSD Administrative Regulation SS-36 Student Athletics for more information regarding supervision of student-athletes.

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

**Volunteer Coaches**
All volunteer coaches not employed by BCSD must have a volunteer application on file with BCSD and **must be a minimum of 21 years of age**. These individuals must be recommended, following an interview, by the athletic director of the school. They must all have a clear SLED/TB check as required by BCSD before interacting with students. They must be approved by the **Office of Human Resources** for services as coaches. See BCSD volunteer information. After meeting these qualifications, a volunteer coach must meet the same requirements and expectations established for stipend coaches.

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

**Paperwork**
All coaches must complete all paperwork required by the SCHSL and BCSD before August 1st each year. Practice or offseason work can only be held once these requirements are met.

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

Coaches will submit travel requests to the athletic director a minimum of three weeks before travel is expected. (Exceptions may be made in the case of make-up or playoff events) The earlier a request is submitted, the more likely suitable transportation can be arranged. Coaches will also submit the names and parent contact information of all students traveling to any event away from school to the athletic director or administration.

**Coaches Offices**
These facilities will be used as coachwork areas, not student lounges. These areas are to be kept as neat as possible. Each coach will be responsible for keeping their office area clean. Any needed repairs should be reported to the athletic director.

## Practice Procedures

**Pre-Season Team Meeting**
All head coaches are **REQUIRED** to hold a pre-season meeting with their athletes and parents. The purpose of these meetings is:

- To explain our athletic insurance policy and the procedures for filing claims
- To promote the values of extracurricular activities
- To communicate your coaching philosophy, goals, and objectives
- To expand funding efforts and booster organizations
- To communicate expectations of your players
- To communicate to your players social media rules for the team
- To warn of potential dangers of playing high school athletics
- To communicate practice times and season schedules
- To introduce staff
- To answer any questions from parents or student athletes
- To communicate information about **BCSD Sports Packets** and **REQUIRED Pre-Participation Forms**

**Selecting the Team/Handling Cuts/Quitting a Sport**
Choosing the members of a team is the sole responsibility of that team's athletic coach. Head coaches must:

- Use an evaluation tool during tryouts and keep until the start of the next season.
- Personally notify each player that he/she will not make the team.
- Release the team roster(s) in a manner to avoid embarrassment and humiliation.

Upon making a team and participating in competitions, student athletes are responsible for fulfilling their obligations with that team and sport. If a player quits a sport, the player is not allowed to participate with another team in any manner until the sport season of the sport they quit is over, including playoffs. This includes, but is not limited to, preseason workouts, off season practices, team meetings, weights, and conditioning.

**Rules and Regulations Governing Contests - SCHSL**
The SCHSL establishes the rules and regulations governing athletic contests for member schools. The coach is responsible for properly administering all rules governing his or her sport. The regulations include age of contestants, eligibility, official date of start of practice, game standards, officials, etc. Guidelines for disciplines issued by the league for violation of rules and regulations are listed in the SCHSL constitution, by-laws and rules interpretations on their website. Coaches are to be familiar with these violations and fines which accompany them. If a violation occurs, and a monetary fine is placed upon our school, the coach in charge of the sport in which the violation occurred shall have the responsibility of paying the fine.
http://schsl.org/wp-content/uploads/2021/02/Rules-Section-20-21.pdf

**National Federation Rules**
National Federation Rules will be used in all games. There will be no deviation other than those adopted by the Executive Committee or Legislative Assembly of the South Carolina High School League. It is the responsibility of the coach to know and administer all the rules governing his/her sport.

**Procedure Before First Practice**
Coaches must ensure that before practice begins:

- Every student-athlete has completed the **BCSD Sports Packet**.
- Every student-athlete is scholastically eligible, as verified by the athletic director.
- Practice times and locations are submitted to the athletic director.
- The athletic director will give copies to the administration office.
- A bus schedule request has been completed and submitted to the athletic director.
- A current roster is to be submitted to the school athletic director.

**Procedure Before the First Contest**
Things to do:

- Ensure that each student-athlete has submitted a completed **BCSD Sports Packet**.
- Issue uniforms and equipment and keep records of all assigned equipment.
- Submit a preliminary and final roster before the first contest in writing to the athletic director.
- Read through **Field Trip Basic Rules** and make sure all emergency forms are in your possession.
- Fill out a **Trip Roll Sheet** for each away contest. This is to be done in duplicate. One list goes with the coach, and one must be left in the athletic director's office before the trip's departure.

**Procedure After Season is Over**

- All head varsity coaches are accountable for all equipment inventories and JV equipment.
- The head varsity coach will evaluate all stipend assistant coaches.
- The athletic director will evaluate all head varsity coaches.
- Begin scheduling contests for next year.

All head varsity coaches are responsible for scheduling their practice games and scrimmages. The athletic director

must approve the complete schedule (including scrimmages) before it is final. The schedule should indicate the date, time, opponent, location, and bus time departure. Schedules must be completed on dates indicated by the athletic director.

Consideration should be given to how long students will be out of class and the distance of the practice games, meets, etc. The coach should consider transportation costs. Home and away games should be balanced each year.



## Athletic Coach Drivers

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

There are restrictions on travel regarding the use of school transportation allocations. During the regular season, games are expected to be played against schools in South Carolina or the contiguous states of North Carolina and Georgia. Travel outside these areas for competitions, camps, or preseason workouts will be approved by the athletic director and the principal, who will consider funding ability in making the decision.

**It is expected that when teams are traveling during winter, spring break, or summer camps, no class time will be missed and that students will make some effort to help raise funds to support the trip.** Overnight trips must meet BCSD guidelines and have principal approval. Find all the athletic travel forms on the website.

**Transportation**
The coach is responsible for all arrangements for travel of their team's away contests. All transportation requests are to be given to the athletic director, who will arrange for the vehicle to be used. The coach is to follow all the written procedures for using vehicles written on the trip ticket form. Every coach must accompany their team on all trips and is responsible for their safe return and conduct.

**Buses**
The coach is responsible for their team's safe and proper behavior on all trips. The coach is also responsible for leaving the bus clean when returning. **Any fees incurred due to misuse or leaving the vehicle unclean will be debited from that team's budget**. Special care should be taken when transporting teams composed of both sexes. It is strongly urged that the sexes be separated on the bus (girl's front, boy's back.)

**Bus Care**
**All buses are expected to be returned clean and without damage.** BCSD routinely inspects vehicles for trash and damage and will ground buses if either is found.

To prevent this, coaches should, upon return from away contests:

- Clean the bus. Buses will be free of trash (food, bottles, wrappers, bags, etc.).
- Sweep grass off the floor if excessive.
- Empty the trach can and replace it with a new trash bag.
- Turn off all lights, heat/AC, fans, and radio so as not to drain the battery.
- Drain the air brake tanks.
- Check for damage.

When coaches first board the bus, check for trash and damage before allowing the team on the vehicle. If there is either, contact the AD. Unreported trash or damage to the buses then becomes the responsibility of the coach currently using the bus.

**Overnight Travel**
Overnight travel, once approved, requires the coach or coaches to provide the following:

- A precise itinerary of travel listing times and locations of lodging and event activity including addresses of

locations and phone numbers where coaches and other chaperones can be contacted.

- The coaches and chaperones will carry emergency contact information for everyone traveling with the team, including students and adults.
- A schedule of nighttime supervision will be developed and presented to the school principal before the trip takes place; the principal will approve the trip, ensuring 24-hour supervision of students.
- Trips with both boys and girls participating will also have chaperones of both genders.
- Before the trip, all luggage and personal belongings will be searched to remove contraband materials; students found with such materials will be denied participation and subject to regular school disciplinary procedures.
- Inappropriate behavior on any overnight trip is subject to regular school disciplinary procedures and may be grounds for removal from the team permanently.



# Disciplinary Action Toward Students

Coaches must maintain good order and appropriate behavior within their sport or activity. The first essential element of good discipline is providing students and parents with clear expectations and possible consequences for violating rules or inappropriate behavior. BCSD has established guidelines for some of the most severe violations. All coaches will follow these guidelines uniformly and will only be lessened or increased in severity as authorized by the **BCSD Student Code of Conduct**. Coaches who knowingly conceal or ignore information or evidence regarding violations of the contract face disciplinary action that could include dismissal from coaching.

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

## Harassment, Intimidation, & Bullying

As provided in the S. C. Safe School Climate Act, the BCSD Student Code of Conduct prohibits acts of harassment, intimidation, or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school related vehicle, at a school sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

Harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of.

Harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or

Insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or event.

Harassment, intimidation, and/or bullying in any form is strictly prohibited by BCSD. Any suspected incidents should be reported to the athletic director immediately.

## Hazing

Hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. A "reasonable person" standard will be used when evaluating such conduct and its potential effects.

Hazing in any form is strictly prohibited by BCSD Student Code of Conduct. Any suspected incidents should be reported to the athletic director immediately.

## Sportsmanship

- It is expected that all coaches and team members show proper sportsmanship before, during, and after games/contests/matches.
- It is expected that all team members will shake hands with the opposing team members at the conclusion of an event.

Athletics function as an extension of the classroom, and a core value is our duty to teach our student athletes to win and lose with humility and grace. This expectation includes the fact that there may be questionable actions on the part of opposing teams and/or their fans or possible disputed decisions by contest officials. The only exception to this expectation would be when the coach feels that the physical safety of his/her players may be compromised during the postgame handshake. **(Unless both teams agree not to prior to the contest beginning)** When student athletes are properly supervised and instructed, the omission of the postgame handshake should be an extremely rare occurrence.

## Sunday Interscholastic Competition

BCSD's practice is to not allow any scheduled interscholastic athletic competition on Sundays. The only exceptions to this rule will be made provided one of the following criteria is in place:

- The competition involves a previously scheduled event postponed due to extreme weather or a facility breakdown (lights out, electrical, or plumbing hazard).
- The competition must be played due to playoff consequences and region or High School League requirements.
- The event is an approved, sanctioned tournament that will require the possibility of Sunday competition.

Sunday Practice - It is the position of BCSD that Sunday team practices shall be avoided and only conducted in exceptional cases. Any practice scheduled for a Sunday shall be voluntary; the practice session is open to all participants and mandatory for no one.

In each of the above, approval is to be obtained from the athletic director. Additionally, the athletic director should ensure that his entire school community will support this Sunday competition. This can be done through sound, thorough communication with their principal, the parents of all players, and the school's leadership. A combination of letters to players' parents, phone calls, use of websites, and media coverage are some suggestions. The primary purposes are to ensure you avoid your school community's cultural and religious customs and get buy-in from your parents and community.

# Equipment and Uniforms

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

Coaches are responsible for informing students how the uniform should be worn, when it can be worn, and what other accessories are appropriate with any uniform. Students need to understand what is permitted by rules and what is safe and appropriate.

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

**Equipment Distribution and Return**
No equipment may be loaned to students to take home for use over weekends or holidays. The coach is responsible for seeing that the school uniforms and equipment are appropriately cared for and not abused. The uniforms will be worn at scheduled games and practices and at no other time. Team members are responsible for equipment issued to them and must return equipment promptly at the coach's request.

The coach must check in personally with the athletic director about all the equipment issued to them. They must follow up on all delinquent equipment/uniforms owed to the school and request payment for any missing equipment. An equipment issue form should be used by each coach, which should include a statement that the athlete must sign declaring their responsibility for the equipment issued. All athletes must sign this statement, which lists all equipment they have been issued.

## Facilities

Every effort will be made to provide the best practice and game facilities. The coach will ensure the facility is maintained and kept fit for use. The last coach to leave the facility is responsible for absolute security. Other coaches using the same facility must secure all doors/gates and turn off lights in their area before leaving. This is mainly for locker rooms' cleanliness and security. The athletic director will be responsible for ensuring that all facilities are prepared for the athletic contest. Coaches must be willing to help mark a field, sweep the floor, vacuum or mop a locker room, or assist in whatever must be done for the health and safety of the athletes. The building's athletic director must clear all holiday and Saturday practice sessions.

**Gymnasium**
At no time may athletes use the gymnasium unsupervised! Coaches must turn out all lights when practice is terminated and secure all windows, equipment, and doors. Batting, throwing baseballs and softballs, kicking soccer balls, passing, throwing, or kicking a football in the gym is prohibited unless directly receiving instruction from a teacher or coach.

**Weight Room**
At no time may athletes use the weight room unsupervised! Coaches must ensure that the weight room is clean and orderly after use. Make sure that all doors are secured. All plates must be racked at the end of each session and day. The weight room is for our athletes. A schedule can be worked out for teams to use the weight room.

**Visiting Other Schools**
Team members should behave at other schools to reflect respect for their opponents. Team members must always be supervised by coaches. Since team members are representing BCSD, all students are expected to dress in good taste. Each coach will be held responsible for the appearance of team members.

## NIAAA Certification

It is the expectation of BCSD that every athletic director attains NIAAA certification. This certification promotes professional standards, practices, and ethics. Benefits include a sense of personal and professional satisfaction while demonstrating a commitment to professional excellence. Enhancing the perception of professionalism and growth in professional knowledge and expertise shows continued leadership for student-athletes and the community.

## SCHSL Passes, District Employee Passes, Other Passes

SCHSL Passes: All events need a process to handle SCHSL Passes. These passes admit the bearer and one other person. A sign-in sheet MUST be used that requires the bearer to write down their pass number.

District Employee Passes: Effective SY 2016-17, Beaufort County School District employees are allowed to use their school/district photo ID for free admittance to school-athletic regular season events. Again, a sign-in sheet MUST be used at all events.

## Safety of Student Athletes

Never allow student athletes to practice or work out without adult supervision, without signed required forms, or without a completed **BCSD Sports Packet** clearance by a physician to participate in a sport/activity. It is vital that athletes are familiar with emergency procedures as well as the coach(es). If the coach needs emergency care, athletes should be familiar with how to respond.

**Injury/Emergency**

In an emergency, the Emergency Action Plan (EAP) should dictate the medical response. Knowing what to do can improve the chances of saving a person's life or minimizing the severity of an injury. The coach has the ultimate responsibility of deciding and/or securing the appropriate medical attention including administering first aid. In the event of a major injury that requires emergency care:

- If the injury is of a serious nature, call 911 and notify the Athletic Trainer Certified (ATC) if they are not present.
- The ATC will administer emergency care and follow proper protocol in the best interest of the injured athlete.
- Make every attempt to notify parents of the injured player and request their desired physician and/or hospital.
- If an assistant coach is present, have him/her go to the hospital with the athlete, if an EMS unit is used.
- If not, the coach should go to the hospital immediately after the practice or contest. The head coach should make a personal follow up to the hospital and/or parents and report any news to the ATC.
- Notify the athletic director as soon as possible.
- Secure an insurance claim from the ATC the next day and complete it appropriately.

In a non-emergency situation:

- All minor injuries may be referred to the ATC on campus. The ATC will evaluate and treat as necessary. The ATC may refer the athlete to a physician for further evaluation if deemed necessary. All doctor's visits pertaining to an injury must be reported to the ATC and a note should be provided. If a coach becomes aware of a doctor's appointment for an athletic injury, they should confer with the athlete to make sure the ATC has been notified.
- The coach and ATC will make themselves available to communicate with the athlete, parent or legal guardian, and each other about the athlete's injury status.
- Proper protocols as set by BCSD will be followed.
- The ATC may only treat those that have successfully completed the "Consent to Treat" pre-participation form. All others will receive basic First Aid assistance.
- All injuries of any nature must be reported to the coach and athletic trainer at the time that they occur so that further injury can be avoided.

- A certified athletic trainer, provided by the Beaufort Orthopedic Sports and Spine (BOSS), supervises all athletic injuries that occur.

An Automated External Defibrillator (AED) is located in designated locations throughout the building.
An AED will be with the Athletic Trainer during athletic competitions or if the trainer is stationed at a practice.

**Health Issues and Injuries**
The health and safety of students involved with any team or activity are primary priorities for coaches. Students can only participate on an athletic team once they have a valid physical exam from a qualified health professional on record with the school. Physicals must be completed once and used for that school year only. A new physical must be completed each year dated after April 1st for the following school year.

All high schools have access to certified athletic trainers available during practice and should be present at all games. Trainer services are available to middle schools through annual agreements with providers. Additionally, all coaches are to be trained in CPR intervention. Athletic directors and the school administration are responsible for providing this training, and coaches must attend. The advice of health professionals and athletic trainers as to the health and ability of a student will be followed. In the case of injuries, healthcare professionals determine the student-athlete's participation.

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

**Insurance**
Although all students playing on SCHSL-sanctioned teams are covered by limited insurance purchased through the school, and catastrophic coverage is provided by and administered by the SCHSL and its insurance carrier, parents are encouraged to assess the coverage and determine the appropriate level of insurance coverage for their child and to purchase any desired additional coverage. Schools do not carry insurance for students involved in other non-athletic activities except for band. Coaches must always supervise students and not allow them to participate in dangerous activities.

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

Our current insurance carrier is **Philadelphia Insurance Companies.** If a student is injured while participating on an athletic team, a form must be completed by the coach. The coach will complete the top portion of the form and forward it to the parents. It is up to the parent to submit the claim and bills to the insurance carrier: **Philadelphia Insurance Companies**

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

## Weather Issues

Coaches are reminded of the severe health issues that the weather in our region can present. Examples of weather-

related issues include heat stroke and lightning strikes. The SCHSL has guidance for the following that BCSD athletics will adhere to:

- Cold weather guidelines
- Medical time-out guidelines
- Lightning safety guidelines
- Concussion Management Plan
- Heat and Acclimatization Guidelines
- Heat-related information
- Kestrel WBGT instrument instructions

Wet Bulb Global Temperatures (WBGT) (SCHSL and BCSD Policy): Those involved with outdoor activities will follow the guidelines of the WBGT as developed by the Corey Stringer Institute and the National Athletic Trainers' Association. WBGT guidelines apply to athletics and other events conducted or practiced outside. Each year, there are multiple incidences across the country in which prolonged exposure to heat and humidity causes death among athletes and others. Besides using the chart provided, each high school and middle school has been issued an instrument to measure WBGT and instructed on how to use it. Additionally, coaches should always have a cell phone at the activity.

On days that heat, and humidity are of concern, the athletic trainer or athletic director will take readings every hour, beginning 30 minutes before the beginning of practice, and use those readings in conjunction with the WBGT chart to determine the level of training and whether the practice is held inside or outside. These readings will be recorded on these days. Coaches will be notified of practice changes that need to occur as WBGTs change. As the WBGT increases, more breaks and water/fluids should be taken. Other ways to relieve/avoid problems are to have T-shirt changeouts to avoid heavy, wet garments next to the skin or to hold early morning and evening practices to prevent the high mid-day temperatures.

Middle schools and other activities need to work cooperatively with high schools to establish an easy method for contact and warnings about heat-associated health risks. Suppose neither the athletic trainer nor the athletic director is on-site at the athletic practice, training, conditioning, or event to perform a WBGT reading. In that case, coaches must not hold outdoor activities during a National Weather Service Heat Advisory or an Excessive Heat Warning for that area. Any activities off campus, including practices, training, conditioning, or events where a WBGT reading cannot be obtained on-site, should not occur if the National Weather Service has issued a Heat Advisory or Excessive Heat Warning for that area.

Lightning Strikes (BCSD Policy) brought on by severe weather are common to our area and present a significant threat to students and spectators who may be attending a game or event. BCSD has outsourced “SFERIC” by Earth Networks to monitor lightning at our high schools and middle schools. Text messages will be sent to all coaches and administrators when lightning is present at 20, 15, and 10 miles, as well as "Severe Thunderstorm/Tornado Watch/Warnings." The texts will instruct "prepare to evacuate" to "evacuate" pending the circumstances. An "All Clear" will be sent when lightning strikes within 10 miles have ceased for at least 30 minutes and it is ok to return to activities.

Each coach needs to review and practice evacuation techniques to make sure everything is clear should the situation arise to evacuate. It is the responsibility of the athletic directors to make sure that the coaches' cell phone information is updated every sports season. Sferic System updates will be coordinated to ensure that the coaches will receive the notifications.

## Athletic Compensation

Beaufort County School District has established a schedule of stipends to be paid to athletic coaches. These schedules are provided for middle and high school coaches and fall under BCSD's published salary and stipend schedule. Stipends are paid at different times of the year, depending on the athletic season and the stipend amount. Stipends will only be paid after the school administration has submitted the necessary forms to the Human Resource Office. These forms now include (proof) certification for all CPR/First Aid coaches before any contact with student-athletes or payment of stipends. Stipends will not exceed the amount listed on the schedule.

**Evaluation of Coaches**

Each year, an evaluation will be completed for employees receiving a stipend, which includes paid or volunteer coaches. Head coaches will be evaluated by the athletic director. The head coach will evaluate assistant coaches and the school administration will evaluate the athletic directors annually.

**Fines**

The coach will pay all fines incurred by the school due to a coach's negligence of SCHSL rules. All coaches are expected to know the rules set forth by by-laws provided by the SCHSL concerning specific sports, sporting contests, and coaches' expectations. If an official ejects a coach during a sporting contest, the coach may be subject to disciplinary action by the school. Due process will always be afforded to all coaches.

## Tobacco, Drugs and Alcohol Guidelines

Coaches must not use tobacco products and/or drugs and alcohol while coaching or conducting their activity – during practice, contests, or travel to and from contests.

South Carolina Law prohibits the use of tobacco products and/or drugs and alcohol on school grounds. SCHSL rules prohibit both players and coaches from using tobacco products.

Beaufort County School District Administrative Regulation SS-24 Tobacco Use by Students states that any illegal use or possession of alcohol or tobacco or use, sale, possession, or purchase of any illegal or controlled substance, including prescription drugs, is considered unacceptable conduct. Any student who violates this code is subject to losing the privilege of participation in extracurricular activities.



## Academic Support

All students participating in athletic or extra-curricular activities representing the school are subject to the Board Policy regarding "Academic Eligibility" adopted by the Beaufort County School District Board. Schools will monitor grades bi-weekly and provide tutoring services to assist students who have grades 70 or below in any area. Students will be given at least four (4) weeks to raise their grades and will be subject to non-participation until grades improve. (Adopted by BCSD School Board on November 4, 2008)

**Eligibility**

The school is responsible for ensuring that all students participating in athletics or other extra-curricular activities have met all eligibility requirements. Please do this correctly to avoid the school being fined, having to forfeit events, or individuals being removed from their positions. Below are listed some of the eligibility requirements:

- All athletes must meet the requirements of the SCHSL and BCSD, as defined in **Athletic Guidelines**.
- Athletic directors have the proper definition of athletic eligibility.



# APPENDICES

## Appendix A-1 Intra-District Transfer of Student-Athletes

1) There will be no approvals from the Student Services Office for any student wishing to transfer schools based solely on participating in athletics. However, the Student Services Officer (SSO) will grant approvals based on academic needs (i.e., Eagles Scholars, ECCO at WBECHS, IB, Aeronautical studies, CTE, Cambridge) not being met by a particular school. When this occurs, the student's transcript and course schedule will be reviewed first and then periodically to ensure that the reason(s) given are legitimate.

2) When a transfer for a student-athlete is sought, the following persons must be notified before seeking signature from BCSD Director of Athletics for the SCHSL (coaches of said sport, school AD, and school principals). Signatures on the final letter will include both schools' principals.

3) All conflicts must be resolved and communicated to the families involved before seeking approval from BCSD Director of Athletics or the SCHSL. Be honest in communicating to families that a student may only be deemed eligible to participate in sports if all steps are handled properly.

4) Follow these steps, and there will be no reason for any school to feel another school is recruiting athletes. Recruiting any student from one school to another to participate in a sport is not a practice, expected or tolerated by BCSD. The focus should always be on academic attainment and educational achievement. Sporting programs are important to those participating but are still secondary to academics.



## Appendix A- 2 Concussion Management Protocol

**SCHSL Concussion Return to Play Form**

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC web site. www.cdc.gov/injury. All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. **Please initial any recommendations that you select.**

Athlete's Name _____ Date of Birth _____

Date of Injury _____

**This return to play plan is based on today's evaluation.** Date of Evaluation _____

Return to this office: Date/Time _____ Care plan completed by _____

Return to school on (date) _____

Please Note

RETURN TO SPORTS

1. **Athletes should not return to practice or play the same day that their head injury occurred.**
2. **Athletes should never return to play or practice if they still have ANY symptoms.**
3. Athletes, be sure that your coach and /or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician. The following are the return to sports recommendations at the present time

The following are the return to sports recommendations at the present time:

PHYSICAL EDUCATION:

- ☐ Do Not Return to PE class at this time.
- ☐ May Return to PE class.
- ☐ Do not return to sports practice or competition at this time.
- ☐ May gradually return to sports practices under the supervision of the health care provider for your school or team.
- ☐ May be advanced back to competition after phone conversation with attending physician.
- ☐ Must return to Physicians for final clearance to return to competition.

OR

- ☐ Cleared for full participation in all activities without restriction.

**Medical Office Information (Please Print/Stamp)**

Physician's Name _____ Physician's Office phone _____

Physician's Signature_____ Office Address: _____

## Gradual Return to Play Plan

Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (e.g. stationary cycle); moving to increasing your heart rate with movement (e.g. running); then adding controlled contact if appropriate; and finally return to sports competition.

Pay careful attention to your symptoms and you're thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. Move to the next level of activity only if you do not experience any symptoms at the present level. If your symptoms return, let your health care provider know, return to the first level and restart the program gradually.

Day 1: Low levels of physical activity (i.e., symptoms do not come back during or after the activity). This includes walking, light jogging, light stationary biking, and light weightlifting (low weight – moderate reps, no bench, no squats).
Day 2: Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weightlifting (reduce time and or reduced weight from your typical routine).
Day 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility – with 3 planes of movement).
Day 4: Sports Specific practice
Day 5: Full contact in a controlled drill or practice.
Day 6: Return to competition

## Appendix A-3 Student Driver Rules and Responsibilities

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

Rules and Responsibilities

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

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

Release and Indemnity Agreement

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

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

## Appendix A-4 Off-Campus Student Pick-up Form

Release and Indemnity Agreement

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

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

| | |
|---|---|
| _____ | _____ |
| Student Name | Event |
| _____ | _____ |
| Parent/Legal Guardian Name | Parent/Legal Guardian Signature |
| _____ | _____ |
| Date | Time |

## Appendix A-5: Substance Abuse Counseling Sign-off Sheet SS-57-E (1)

Name of Student: Date:

School:

Date of Competed Assessment:

Counseling/Treatment Log:

| Date of Counseling/Treatment Session | Counselor's Initials |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Please check all that apply:

___ Individual Counseling
___ Family Counseling
___ Problem Solving Counseling
___ Contingency Management for Parents
___ Continued Therapy is not recommended at this time
___ Psychoeducation
___ Coping Skills
___ Behavior Modification

_____
Signature

_____
Name of Licensed Substance Abuse Professional

Date: _____

Contact Telephone Number: _____

## Appendix A-6: Drug Testing Consent Form SS-57-E (2)

I desire that (student) be able to participate in some or all of the following voluntary activities or privileges offered by the Beaufort County Schools: interscholastic athletics, other voluntary extracurricular activities, and campus parking privileges.

I, at this moment, agree that:

- I have read and understand the Beaufort County School District Administrative Regulation governing random student drug testing. I have read and understand the regulation.
- (student) shall be enrolled in the Beaufort County Schools random drug testing program beginning with this school year and maybe drug-tested by the random drug testing regulation at any time during this school year while enrolled in the Beaufort County Schools.
- Drug tests of students under the random drug testing regulation are completely voluntary, and a student is never forced to undergo a drug test. However, a refusal to take a drug test will have the same consequences as a positive drug test.
- Drug test results may be released to the student, the parent/guardian, the contracted Test Administrator for Beaufort County Schools, the Medical Review Officer, the Superintendent's designee, and the school principal.

Dated: _____

| | |
|---|---|
| _____ | _____ |
| Name of Student | Name of Parent/Guardian |
| _____ | _____ |
| Signature of Student | Signature of Parent/Guardian |

## Appendix A-7: Drug Testing Opt-In and Consent Form SS-57-E (3)

While (student) might not participate in any of the following voluntary activities or privileges offered by the Beaufort County Schools: interscholastic athletics, other voluntary extracurricular activities, and campus parking privileges; I desire to participate in the Beaufort County Schools random drug testing program.

I, at this moment, agree that:

- I have read and understand the Beaufort County School District Administrative Regulation governing random student drug testing. I have read and understand the regulation.
- _____ (student) shall be enrolled in the Beaufort County Schools random drug testing program beginning with this school year and maybe drug-tested by the random drug testing regulation at any time during this school year while enrolled in the Beaufort County Schools.
- Drug tests of students under the random drug testing regulation are completely voluntary, and a student is never forced to undergo a drug test. However, refusing a drug test will have the same consequences as a positive one.
- Drug test results may be released to the student, the parent/guardian, the contracted Test Administrator for Beaufort County Schools, the Medical Review Officer, the Superintendent's designee, and the school principal.

Dated: _____

| | |
|---|---|
| _____ | _____ |
| Name of Student | Name of Parent/Guardian |
| _____ | _____ |
| Signature of Student | Signature of Parent/Guardian |

## Appendix A-8: Withdrawal of Drug Testing Consent Form SS-57-E (4)

*(Sign and return this form only if you wish to opt your child out of privileged activities and the drug testing program.)*

I now withdraw consent for _____(student) to participate in the Beaufort County Schools random drug testing program. I understand, once this form is submitted, the student will not be eligible to participate in interscholastic athletics in the current school year. All voluntary extracurricular activities privileges will be lost, and students will lose all campus parking privileges as well, for 365 calendar days from the date on this form.

Dated: _____

_____ _____

Name of Student Name of Parent/Guardian

_____ _____

Signature of Student Signature of Parent/Guardian

_____

Name of School Official

_____

Signature of School Official