

DUPLIN COUNTY SCHOOLS

Athletic Director & Coaches

Athletic Handbook

2026-2027



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Duplin County Schools Athletics Athletic Directors and Coaches

Welcome to Duplin County Athletics! Realize this is an exciting time for student-athletes and for parents. Many of our students and parents have spent years dreaming about the opportunity to be a part of your team or program. Many of the friendships and experiences in athletics are ones our student-athletes will treasure for a lifetime. The experience is fulfilling, builds character, and teaches the value of mental and physical toughness and the value of a solid work ethic. Most importantly, many of our students for the first time begin to actually practice and understand the value of teamwork and working together to achieve a common goal. These are valuable skills that will last them a lifetime. Your expectations and the behavior you model will have a great impact on these student-athletes.

This athletic handbook is designed to inform coaches and athletes of the rules, regulations, and information that will help to support the rich tradition of athletic competition in Duplin County. If at any time you have questions with any of the procedures or practices in this handbook, do not hesitate to contact your athletic director.

We are glad you have chosen to coach with Duplin County Schools. When a person decides to enter the coaching profession, they must accept certain obligations and responsibilities to the athletes they coach, the parents of those athletes, and other members of the coaching profession, the schools and the community in which they coach. Those responsibilities require the coach to maintain the highest level of integrity and honor as well as to be a positive role model. Each coach, paid and volunteer, is further expected to follow all the rules adopted by the Duplin County Board of Education, the North Carolina High School Athletic Association, and the State Board of Education and their athletic director and principal.

Our primary purpose is to promote the physical, mental, social, emotional, and moral well being of the participant. We coach to win, but we do it in a safe manner that builds character and represents our schools and communities with integrity. Coaches that do this help shape athletes who will be a positive force and can make enriching contributions in the 21st Century. Student athletes and their parents must understand that participation in athletics is a privilege that carries with it varying degrees of honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the Athletic Department and other specific coaches' rules for their sport. Each student-athlete must represent his/her school and student body with integrity. The coach and parent have the responsibility to lead by example and to promote healthy wholesome athletic programs free from unsportsmanlike conduct.

Our athletic program is a vital part of the total school program and is open to participation by all students regardless of individual differences. It is understood that coaching staffs give extra time, energy, and responsibilities that are unique to a successful athletic program. In order to provide the highest standards for our athletic program's coaches must willingly assume these obligations in this handbook. They must understand they will make sacrifices not required of others in the areas of time, effort, obligation, and must promote the ideals of sportsmanship. All our athletic departments will enforce all rules and regulations as described herein and all coaches must sign they have reviewed and understand the requirements within.

Have a great season!
Robert D. Ross II

Athletic Philosophy

The goal of athletics is to provide the best opportunities for student/athletes to excel in teamwork, sportsmanship, self-discipline and character. The purpose is to provide each participant with experiences that will be positive and memorable and that help develop the capacity for commitment to a cause, acceptance of responsibility and loyalty towards any chosen endeavor.

Sportsmanship

The following policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”

One of the main goals of the athletic program is to teach the concepts of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches, and spectators.

Good sportsmanship includes showing courtesy and kindness towards your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent.

Winning is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

Please note that administrators may ask students, parents and fans to leave an athletic contest should they fail to exhibit proper sportsmanship toward players, opponents, officials and other fans.

What You Must Do Before the First Practice

The following things are to be completed by the middle school and high school athletes **before the first practice** with any team:

- Meet academic eligibility requirements
- Take and pass physical examination
- Obtain parental signature on physical exam
- Paid athletic insurance
- Parent information and consent form
- Parent and athlete sportsmanship form
- Parent signature on at-risk form and honor code
- Gfeller-Waller paperwork must be completed prior to the first practice

The Fourteen Legal Duties of a Coach

Over the past 30 years, through thousands of lawsuits, the courts have defined and continue to define the legal duties as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The NIAAA, the National Federation of High School Associations, The Coalition of Americans to Protect Sports and the National Association for Sport and Physical Education all recognize these fourteen legal duties. Your fourteen legal duties as a coach are:

Duty 1: To properly plan the activity (game, practice).

Duty 2: To supervise the activity (weather, activity itself, field, equipment, ratio of coaches to players, injury).

Duty 3: To provide an environment free of unreasonable hazards.

Duty 4: To evaluate athletes for injury/incapacity.

Duty 5: To provide appropriate equipment.

Duty 6: To teach properly.

Duty 7: To condition properly.

Duty 8: To warn of inherent risks.

Duty 9: To provide appropriate emergency assistance.

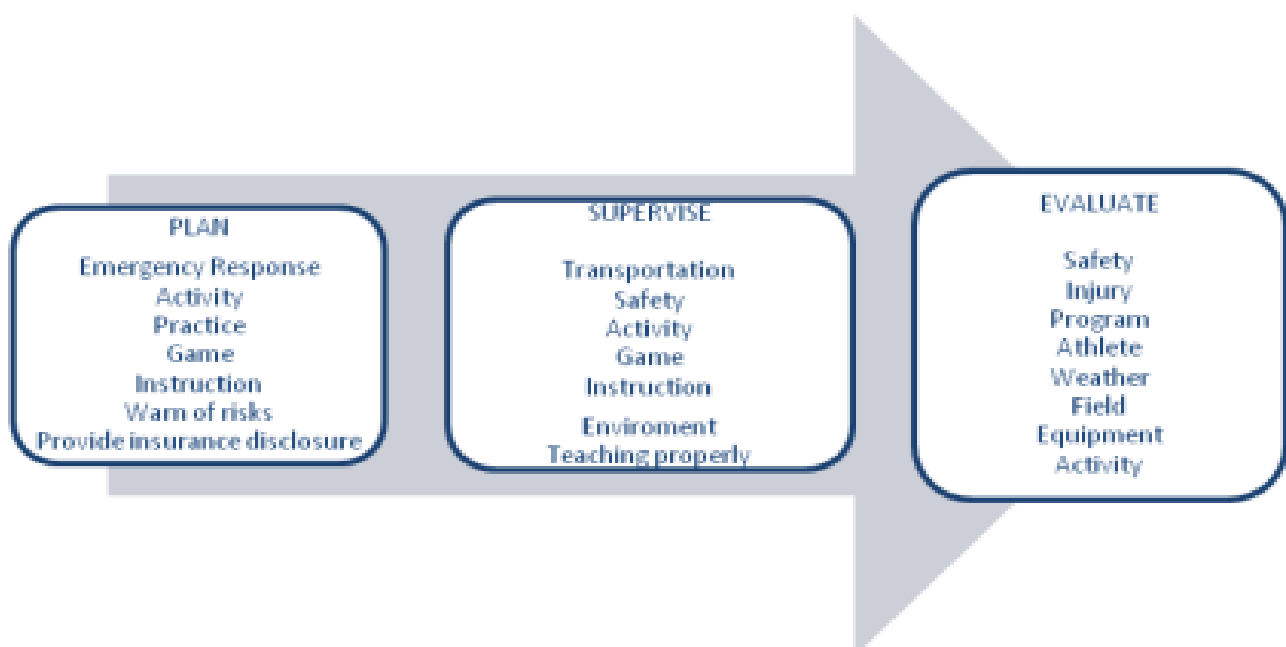
Duty 10: To design an emergency response plan.

Duty 11: To select, train, and supervise teachers/coaches.

Duty 12: To evaluate athletes and athletic programs.

Duty 13: To provide safe transportation to and from games.

Duty 14: To provide insurance disclosure.



Expectations of the Coach

Coaches Code of Ethics:

It is the responsibility of the coach to:

- To promote sportsmanship by setting a positive example while coaching athletes.
- Respect the integrity and judgment of the sports official.
- Approach competition as a healthy and constructive exercise, not a life and death struggle that requires victory at any price.
- Recognize that the participants in individual or team sports are young men and women with human frailties and limitations, who are capable of making mistakes.
- Refrain from the crude or abusive language with players, opponents, officials or spectators.
- Instruct the players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior.
- Avoid behavior that will incite players, opponents or spectators.
- Avoid and eliminate negative comments to radio, television, and newspaper reports.
- Avoid the use, misuse and negative impact of drugs, including alcohol and tobacco, in the players, spectators and the game.

Coaching Techniques:

- Use sound and acceptable teaching practices
- Run well-organized practice sessions.
- Complete pre-season planning well in advance of the starting date.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, sports first responder, doctor and parents.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- Keep assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

North Carolina Coaches Association
Code of Ethics
Coaches Responsibilities

When entering the coaching profession, a coach accepts certain obligations and responsibilities to players, fellow coaches, and to the game each coach directs. If we are to keep the coaching profession on a respected level, we must assume all these responsibilities in such a way that gives our profession honor and dignity.

- The coach in contact with each player should, by principle and example, set a pattern of behavior for each student, for a coach influences students more than any other person. Parents put their dearest possessions under a coach's guidance, and should be able to see that they are better for having played under you.
- The coach should see that every injured athlete is given immediate medical attention.
- Coaches should remember the position they hold in the school system, and that they must support the administration in all policies, rules and regulations. Differences in policies should be discussed behind closed doors.
- The coach should inspire in every student the ability to achieve the highest academic success possible.
- Every coach should have knowledge of all rules of the game which he/she is in charge of. Coaches should never attempt to disregard any rules to use to their advantage.
- Coaches should stress good sportsmanship, and if they defend the use of unsportsmanlike tactics, they should be considered guilty of a breach of coaching ethics.
- Every coach should advise players as to the proper conduct they should exhibit in meetings with the press and how they should conduct themselves in player interviews, for their protection to avoid any embarrassment.

Parent-Coach Relationship

Parenting and coaching are both extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your child is involved in our program, you have the right to understand what expectations are placed on him/her. This begins with clear communication from the coach of the sport.

Communications You Should Expected From Coaches

- Philosophy of the coach.
- Expectations and goals the coach has for your child as well as for the team/season.
- Locations and times of all practices and contests.
- Team requirements, special equipment, strength and conditioning programs.
- Procedure if your child is injured during participation.
- Team rules, guidelines and consequences for infractions.
- Lettering criteria.
- Team selection process.
- Eligibility requirements including attendance.
- Proper care and responsibility for equipment issued by the school.

Communication Coaches Should Expect From Athletes & Parents

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts in advance.
- Notification of illness or injury as soon as possible.

As our student-athletes become involved in our programs at middle and high school, they will experience some of the most rewarding moments of their lives. It is important we understand that there also may be times when things do not go the way parents and students expected. During these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

If You Have A Concern To Discuss With A Coach, You Should:

1. Call or e-mail the coach to schedule an appointment.
2. If the coach cannot be reached, call the School Athletic Director; he/she will set a meeting for you.

Parents are asked to not attempt to address a coach before or after a contest or practice. Please allow coaches 24 hours before contact is made. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions. Coaches should politely acknowledge they will meet with parents at an appropriate time.

Appropriate/Inappropriate Concerns to Discuss With Coaches

The following topics are appropriate for discussion:

- The treatment of your child.
- Ways to help your child improve his/her skills.
- Concerns about your child's behavior.
- *Coaches are not expected to respond to questions involving the following topics:*
 - Amount of playing time, positioning, and event entry.
- Team strategies, game tactics, play calling.

Local Eligibility Policies and Requirements

All athletic directors should review with all coaches at the beginning of the year information on local residency requirements and transfer requirements with the DCS districts to ensure all athletes are residing in the appropriate district. If at any time a coach discovers a student not living within the school's district he should notify his athletic director. In addition, all coaches should be made aware of Board of Education Policies that may affect student athletes. In particular, Policy 3620 which details situations where student-athletes may be suspended from participation by school administration.

All high school athletes are subject to the NCHSAA eligibility rules and guidelines. In addition, Duplin County Schools requires that a student transferring from one high school to another high school within Duplin County must sit out for 365 days after entering 9th grade unless there is a bona fide move by the family. The only exception to this requirement would be students subject to an administrative transfer by the Board of Education or Superintendent. **These students can be deemed immediately eligible for athletics by the Board or Superintendent. In all other cases, after entering 9th grade, students are required to sit out for 365 days if they choose to transfer from one high school to another within Duplin County Schools.**

Statement on Recruiting

No student shall be subjected to undue influence by an individual or group of individuals to induce or cause him to transfer from one school to another for athletic purposes. If allegations of recruiting are made against a school, the burden of proof in substantiated form must be borne by the accusing party.

Allegations of recruiting that are substantiated will be processed as serious infractions by the Duplin County Board of Education and the NCHSAA. For the purposes of this rule, "undue influence" consists of actions taken for the purpose and intent of soliciting or encouraging the enrollment of a student-athlete in a school, including but not limited to the following: -initiating or arranging communication or contact of any sort (letters, email, phone, etc.) with a prospective student-athlete or member of his or her family - visiting or entertaining a prospective student-athlete or member of his or her family -providing transportation or arranging for same for a prospective student-athlete or member of his or her family to visit a school or meet with anyone associated with a school -providing verbal or written material, slide, film or tape presentations to a prospective student-athlete or member of his or her family which states or implies that a school's athletic program is superior to that of any other school with the purpose or intent of soliciting or encouraging the enrollment of the student in that school, or that it would be advantageous for any prospective student-athlete to participate in athletics at that school as opposed to any other school to use school or non-school athletic teams as a vehicle to solicit or encourage a prospective student-athlete or a member of his or her family to enroll the student-athlete at a different school.

The above applies to any individual who coaches at an NCHSAA member school, head or assistant, paid or non-paid, faculty or non-faculty, parent volunteer, etc., as well as any other persons formally or informally associated with a school's athletic program.

Duplin County Schools

Academic/Athletic Eligibility

1. Attendance: The student attended at least 85% of the total instructional days during the previous semester.

Course Performance: The student passed at least 70% of the courses taken during the previous semester. For middle school students, this includes passing both English Language Arts (ELA) and Mathematics.

Promotion Requirements: The student is making sufficient progress toward meeting the academic and curricular requirements established by the Public School Unit (PSU) and the State Board of Education for promotion to the next grade level or graduation within the next calendar year.

Beginning-of-Year Eligibility: Eligibility at the start of a school year shall be based on the student's end-of-year academic performance from the previous school year. Middle school students must have passed English Language Arts (ELA) and Mathematics for the academic year to be eligible for interscholastic athletics during the following school year.

2. Athletes must meet local promotion guidelines in order to be eligible for participation in athletics.
3. If a student meets promotion standards at the end of the 5th grade year, he/she automatically becomes eligible for athletics during the first semester of the 6th grade. At the end of the school year, a student's first semester and second semester grades will be averaged to determine if the student remains eligible. Attendance must be checked on students in 7th and 8th grade and students must be in compliance with Duplin County Schools attendance policy as of the 1st day of the semester.
4. **Athletes' eligibility will be determined each semester.** Coaches are encouraged to **monitor athletes' grades at the end of each nine weeks.**
5. Any hardship requests must be made two weeks prior to the beginning of a sports season. Any requests after that time will not be considered. The Middle School Hardship Committee will hear middle school hardship requests. This committee will be composed of two uninvolved principals, two uninvolved athletic directors. The county athletic director will moderate the appeal and cast a vote only in the event the Middle School Hardship Committee fails to reach consensus.
6. **Students are ineligible the day report cards are distributed.** If report cards are distributed on a Wednesday and a student-athlete has a game that Wednesday, the student is ineligible to participate. Coaches should regularly monitor student athlete grades so when report cards are distributed he/she knows which athletes are eligible to participate. Athletic Directors should ensure ineligible players are removed from the roster within 3 days of report cards being distributed.
7. Students of the Gateway Program, Renaissance Center and the Early College are not eligible to participate in athletics.
8. Students must not have been convicted of a felony or offense that would be a felony if committed by an adult.
9. The attendance policy for Duplin County School athletics, per policy 3620 is below:
Policy Code: 3620 Extracurricular Activities and Student Organizations The Duplin County Board of Education (the "Board") recognizes the value of interscholastic athletics and extracurricular activities in promoting leadership and team skills, practicing democratic

principles, and encouraging the lifelong learning process. Students are encouraged to participate in opportunities available at the school, including interscholastic athletics and student organizations. All activities are open to all students attending that school unless a restriction is justified and has been approved by the principal. The principal shall ensure that students and parents are notified of the various opportunities for participation in extracurricular activities. The principal shall establish any rules necessary for school- and student initiated extracurricular activities.

A. EXTRACURRICULAR ACTIVITY REQUIREMENTS

Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and may be reserved for students in good academic standing who meet behavior standards established by the Board and the school. Participation in extracurricular activities may be restricted if a student (1) is not performing at grade level as provided in policy [3400, Evaluation of Student Progress](#); (2) has exceeded the number of absences allowed by policy [4400, Attendance](#); (3) has violated the student conduct standards found in the [4300 series](#) of policies; or (4) has violated school rules for conduct. In addition, in order to be eligible for interscholastic athletics participation, students must have been in daily attendance 85 percent of the previous semester and must meet all eligibility standards of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and any locally established requirements for interscholastic athletics participation. Students not present in school will not be allowed to participate in extracurricular activities (including but not limited to athletics, clubs, prom, etc.). School administrators choosing to exercise the authority to restrict participation based upon any of the reasons provided in this paragraph shall provide this policy and any additional rules developed by the superintendent or the principal to all parents or guardians and students. The grievance procedure provided in policy [1740/4010, Student and Parent Grievance Procedure](#), may be utilized by parents or students who believe that a student has been aggrieved by a decision made pursuant to this policy.

B. SPECIAL CIRCUMSTANCES

1. Extracurricular activities may be used as a component of an at-risk student's intervention plan. The intervention plan may include providing for or restricting the student's participation in extracurricular activities. If the plan restricts the student's participation, the plan must include other intervention strategies designed to improve student performance.
2. Students with disabilities must be accorded the legal rights required by federal and state law.

State of North Carolina Eligibility

Academics

In grades six, seven and eight, the student passed at least 70 percent of the courses taken in the preceding semester; and the student is making sufficient progress toward meeting the academic and curricular requirements of the PSU and the State Board of Education to be promoted to the next grade level or to graduate within the next calendar year. and meet promotion standards established by the LEA. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. 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. Promotion is defined as progressing to the next grade.

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

Age

The principal must have evidence of the legal birth date of the student. A student shall not participate on a seventh or eighth grade team if the student becomes 15 years of age on or before August 31st of that school year. A student shall not participate on a ninth grade junior high school team if the student becomes 16 years of age on or before October 16 of that school year. A middle/junior high school student who is over age for middle/junior school play shall be eligible for senior high school participation. 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. Once a student begins practicing with a high school team, he/she may not, at a later date, move down to the seventh, and eighth or ninth grade (junior high school) team. 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

Student-athletes must meet the Duplin County Schools attendance requirements to be eligible for athletics. Please see policy [3620](#) for athletic eligibility and policy [4400](#) for attendance information. Athletic eligibility is determined on the first day of the semester. If any school allows a student-athlete to make up missed time, this must be completed prior to the 1st day of that semester. Please refer to the Student Handbook or your Athletic Director for further information on the district's attendance policy and athletic eligibility.

Medical Form

The student must receive a medical examination every 13 months (395days) 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. Recommended medical examination forms are found in the Appendices.

Promotion

In grades sixth, seven, and eight, the student must meet state and local promotion standards each semester. This includes the academic requirement listed above. 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 seventh grade. LEAs should adopt a policy incorporating the gateways or other promotion requirements.

Residence

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. Transfers within the same administrative unit may be governed by the local Board of Education policy. 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

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. The principal shall have evidence of the date of each player's entry into the sixth grade and monitor the six (6) consecutive semesters.

Eligibility Lists

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. One copy shall be kept on file in the office of the principal. All eligible students shall be included and all information must be complete and accurate when certified by the principal. It is recommended to keep these on file for at least three years.

Conforming Rules

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

- In defining participation in middle/junior high school athletics, dressing and sitting on the bench shall be interpreted as playing in the game.
- Summer school attendance shall not be counted in determining percentage of attendance of athletic eligibility.
- Girls are allowed to participate on a boy's 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).
- Boys are not allowed to participate on any girls' team as defined by interpretation of the Office of Civil Rights interpretation of Title IX in 1994.

Games and Contests

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. There shall be no interscholastic athletic practice or contest during the regular school day of the school calendar year. There shall be no Sunday practice or contest in any sport. This includes the assembling of members of athletic squads for purposes of viewing films, chalk talks, or other matters pertaining to coaching. One (1) pre season scrimmage is permitted with other school teams in each

sport. Non-school team scrimmages are not permitted in any sport. The scrimmage does not count as one of the seven (7) football or 14 other sport events.

Football shall be played as a fall sport. All other sports may be played during any sport's season during the school year and begin as follows:

- Fall, beginning of the fall semester not to exceed November 15, (See football regulations.);
- Winter, October 15 to March 1; and
- Spring, February 1 to the end of school.

State Clinics

It is recommended that the head coach attend one of the NCAAHPERD or North Carolina Coaches Association state clinics in the sport he/she coaches.

Students with Identified Disabilities

Students with identified disabilities are eligible for participation in athletic programs for grades sixth through eighth. Ninth graders participating in high school athletics are governed by the North Carolina High School Athletic Association.

- Academic eligibility is determined by the student making progress toward meeting the educational goals on the IEP as determined by the school-base committee.
- A student with a disability must meet all other requirements that apply to the regular education student such as age, attendance, and other requirements.

Ejection

For the first offense, the person shall be reprimanded and suspended for the next game at the level of play (varsity or junior varsity) and for any intervening games at either level; 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; For a third offense, the person shall be suspended for one calendar year. A coach who is suspended at any level of grades 6-12 (middle school, or high school) may not coach at any other grade level in grades 6-12 during the period of suspension.

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.

Duplin County Middle Schools Rules Adaptations

National Federation Rules adopted by North Carolina Athletic Association will be used as well as the North Carolina Middle School State Board of Education rules on pages 10-12. The following adaptations will be observed:

Football

1. Two points for kicking a extra point
2. One point for running/passing extra point
3. Length of football quarters will be eight minutes
4. Size of football will be youth size
5. Game time is 4:00 p.m. until the first Wednesday after daylight savings time ends and standard time returns. Games will then begin at 3:30 p.m.
6. Practice may begin on the first day of school for students
7. Extreme heat policy must be adhered to for practice and games
8. Ball stamp rule is in effect
9. 1 scrimmage is allowed within county schools.
10. A tie at the end of regulation may be resolved by the method of the 10-yard line overtime procedures as set forth by the NFHS Football Rules Book.

*****FIFTH QUARTER GUIDELINES*****

- Designed as an eight minute quarter where less skilled substitutes will play strictly with the intent of improving their skill level.
- Each team will be given four minutes on offense and four minutes on defense.
- Shall start on the 50-yard line with no chain crew. Ball moves back to the 50- yard line after a score or change of possession.
- Clock will stop on scores, out of bounds, incomplete passes, at change of possession and at 4 minutes.
- The score will be kept but erased before the start of the regulation game. This quarter is to be as official as possible.
- It is the coaches' responsibility to notify the opposing team prior to your contest if your squad size prohibits participation in 5th quarter.

Basketball

1. Quarters will be six minutes
2. The girls' game will begin at 4:00 p.m.
3. Boys' game will begin 10 minutes after the girls' game
4. Overtime will consist of two minute quarters
5. Ball stamp rule is in effect
6. When a team has a lead of 20 points or more, full court press is not allowed. Teams may resume full court press once the lead decreases to 12 points or less.
7. There is a continuous "running" clock when a team has a 28-point advantage over its opponent in the third quarter or later. The clock would only stop for shooting fouls, timeouts, injuries and the administration of technical fouls. The 2025-2026 Middle/Junior High School Athletic Manual 41 clock will continue to run for the remainder of the game, regardless of the point differential becoming closer than 28 points.

Volleyball

1. A match will consist of the best two out of three games
2. Double matches will be played at each location
3. No time limit will be utilized in middle school play
4. Ball stamp rule is in effect
5. Rally scoring will be used in volleyball

*****FIFTH QUARTER GUIDELINES*****

- Designed as an eight minute quarter where less skilled substitutes will play strictly with the intent of improving their skill level
- Game will be to 15 points

Soccer

1. Teams must have eleven players to participate
2. The length of the halves will be 25 minutes with five minutes between halves
3. The girls' game will begin at 3:30 p.m. followed directly by the boys' game
4. If darkness causes a safety problem the boys game will be scheduled for the following day
5. Ball stamp rule is in effect
6. A tournament will be allowed if the coaches desire
7. Ties will be broken by a 5-player shoot-out. If the score remains tied after the 5 shot shoot-out, each team will have alternating shots (1 shot shoot-out) until a winner is declared.

Baseball

1. Time limit will be two and one-half hours unless the score is tied **games will be 6 innings**
2. Tie games at the end of six innings will use the international tie-breaker to decide games. The last batted out will go to 2nd base and the 8th inning will begin with no outs and a runner on 2nd base.
3. **After three innings if one team is 15 runs ahead, the game will be completed, or ahead by 10 runs after five innings.**
4. Game time will be 4:00 p.m.
5. Big barrel bats (2 5/8" or 2 3/4") must have a differentiation of no more than minus five (-5) and meet either BPS 1.15 standards and/or NCHSAA BBCOR requirements for high school bats. Small barrel bats must meet BPS 1.15 standards and be no greater than -9.
6. Base paths will be 90' and pitching distance will be 60'6"
7. 3rd Base and First Base Coaches are required to wear a skull cap helmet.

Pitching specifications for DCS Middle Schools:

- **Duplin County Pitch Requirements**
 - Maximum of 110 pitches per week
- **Duplin County Required days of rest**
 - 0-25 pitches = 0 day
 - 26-35 pitches = 1 days
 - 36-50 pitches = 2 days
 - 51-65 pitches = 3 days
 - 66 + pitches = 4 days
- Pitch count recommendations based on USA Baseball Pitch Smart Guidelines ([USA Baseball Pitch Smart](#)).
- Any violations or suspected violations should be noted at the time of the violation during the ball game and the pitcher removed at that time.
- Coaches should share pitching affidavits at the beginning of the game when meeting with the umpires prior to the game beginning.
- If a pitcher reaches his 110 pitch limit during an at bat he can finish pitching to that batter.

Softball

1. The time limit will be two hours and **games will be 6 innings.**
2. Tie games at the end of seven innings will use the international tie-breaker to decide games. The eighth inning will go, the last batted out will go to 2nd base and the inning will begin with no outs and a runner on 2nd base.
3. **After three innings if one team is 15 runs ahead, the game will be completed, or ahead by 10 runs after five innings.**
4. Softballs must have an NCHSAA stamp.
5. Game time will be 4:00 p.m.
6. Catcher's mask, helmet, and eye shield must both have a NOSAE approved tag.
7. *All pitchers must wear an approved protective mask.
8. It is recommended that all infielders and outfielders wear a protective mask.
9. The field will be of high school regulation size with a 43' mound.
10. 3rd base and First Base Coaches are required to wear a skull cap helmet.

Additional Duplin County Athletic Rules

The Duplin County Board of Education realizes the responsibility of coaches, principals, referees, and administrators in regards to proper supervision, instruction, and liability while conducting athletic programs. The Duplin County Board of Education appreciates the efforts made on the part of each individual involved. To ensure our athletic programs are safe, the following additions and guidelines will be incorporated into the existing athletic policy:

1. Injured or Sick Athletes – Students absent from athletic practice for five or more days due to illness or injury shall have a medical examination by a physician licensed to practice medicine before re-admittance to practice or contest.
2. Injury of Player During Athletic Event – If an athlete sustains injuries requiring medical attention by a doctor or medical facility, a brief written account of the accident will be submitted by the head coach to the principal. The report will be written after proper attention has been provided for the athlete and the athletic contest or practice has been completed. If the principal feels the necessity, he will contact the booking agent for a report from the official.
3. Safety Check of Athletic Facility – The Athletic Director and the coach will check the athletic facilities of each school on a seasonal basis, to ensure the safety of the facility. The coach will report any safety hazards they observe in writing to the principal.
4. Equipment Safety – Football helmets and equipment will be checked and updated by a reconditioning company on an annual basis, to ensure safety. Any unsafe equipment shall be discarded. Coaches will also survey all athletic equipment and discard any equipment that cannot be repaired or maintained properly in regards to safety. An inventory of all equipment will be maintained by each coach and the needs for each team will be presented to the athletic director and principal in order.
5. North Carolina Rules Clinics – To ensure the proper instruction of the athlete, all head coaches, of any athletic team (faculty or non-faculty) will attend one of the following for the sports they coach; the North Carolina Rules Clinic, the Regional Rules Clinics or the local rules clinic for the sport.
6. Proper Supervision During Athletic Contest – The principal will ensure proper supervision at all athletic events. Proper supervision at middle/junior high games will include the presence of the principal or his designee at all home contests. At the high school level, proper supervision will include the principal or his designee at all home basketball, football, soccer, and baseball games. Designee may include assistant principal; athletic director; coach other than the head coach, or other staff member. The principal or designee will attend all home and away football games.
7. Policies and Procedures Review – The principal will hold an annual meeting with his/her athletic director and all coaches to review all School, Duplin County, and North Carolina Policies pertaining to athletics.
8. Any high school athlete or coach who is ejected from an athletic contest will be disciplined according to the NCHSAA standards. The required sportsmanship program will be viewed and each athlete or coach will pass the required test and submit certification of such course prior to participation in their next allowed contest. Any middle school athlete or coach ejected name must be submitted to the county athletic director. Appropriate action will be taken by the coach or athletic director.

9. All high school coaches, including volunteers must view the required NCHSAA power point.
10. An emergency action plan must be developed by each team both middle school and high school. This plan must be reviewed annually by a Licensed Athletic Trainer and must be posted at each venue. This plan must be reviewed by the entire coaching staff each year.
11. The high school principal must certify on the eligibility list that all coaching staff have viewed the required NCHSAA power point, verify that the Emergency Action Plan has been reviewed and all athletes are eligible. All middle school principals will verify in writing that all students meet the eligibility standards, that there is an emergency action plan that has been reviewed and that all coaches have received a copy of the coaches' handbook and rules have been reviewed. (Middle School Verification forms.)
12. All non-faculty coaches paid and volunteers **MUST** have the appropriate background check prior to beginning practice.
13. All athletic directors and coaches should follow purchasing guidelines developed by Duplin County Schools and the State of North Carolina. Athletic Fundraisers should be approved at the beginning of the school year. Care should be taken to ensure there are no conflicts of interest in financial matters.
14. Summer camps or training should be approved as any other field trip. Overnight and out of state camps require Board approval.
15. **There will be a two-hour time limit on ALL middle school practices in any sport.**
16. All coaches will be given a packet containing these policies by the principal, AD or his/her designee. The principal, AD or designee will require a written statement by the new coach that he/she has received copies of these policies and has had them reviewed with him/her.
17. Students of the Gateway Program, Renaissance Center and the Early College are not eligible to participate in athletics.

Middle School Coaching Positions Allotments

Football 1 MS Head Volleyball 1 MS Head		
Girls Basketball 1 MS Head Boys Basketball 1 MS Head		
Softball 1 MS Head Baseball 1 MS Head		
Girls Soccer 1 MS Head Boys Soccer 1 MS Head		
Cheerleading 1 MS Head <u>Athletic</u> Director 1 MS Athletic Director		
TOTAL	9 Head Coaching Positions Athletic Director	4 Assistants
* Middle schools may use their 4 assistant positions where needed with permission from the County Athletic Director		

Duplin County Schools
Middle School Athletic Conference

1. There are a total of eight Duplin County Middle Schools participating in interscholastic athletics. The conference consists of B. F. Grady Elementary, Beulaville Elementary, Chinquapin Elementary, Kenansville Elementary, North Duplin Junior High, Rose Hill Magnolia Elementary, Wallace Elementary and Warsaw Elementary. There are no contests or scrimmages with schools outside our district.
 - a. Football – All teams will play seven games each year. Each game will be considered a conference game. Schools will play at alternating sites every other year. 1 scrimmage is allowed within county schools.
 - b. Girls and Boys Basketball, Baseball, Softball. Each school will have 2 to 3 non-conference games before conference play begins. All teams will play each other once during conference play, ensuring a fair and competitive league season.
 - c. Boys and Girls Soccer – There will be eight schools participating in soccer. Each school will play every other team one conference game. Every other year the schools will play at alternate sites.
 - d. Girls Volleyball – Each school will play a double-header match with every other school for a total of fourteen matches. Matches will consist of the best two of three games. Schools will play at alternating sites every other year.
 - e. Cheerleader competition – There will be a winter cheerleader competition during the week of the basketball tournament.
2. There will be a volleyball, basketball, soccer, softball, and baseball tournament at the end of each sports season. Football will participate in bowl games.
 - a. The tentative tournaments will be hosted by a different middle school each year with the gate receipts going to pay for the tournament expenses and the concession stand proceeds awarded to the host school. The host team will keep concessions. The gate money will be sent to the Central Office to go towards paying for the expenses of the tournament. Any balance of funds will be divided equally among the eight schools.

Duplin County Schools Athletic Eligibility for Middle Schools

The following will govern the athletic teams at the middle schools. Each coach is directly responsible for administering the rules in a fair and equitable manner. All athletic directors will check athletic eligibility. Each principal is responsible for certifying that all eligibility requirements are being met by signing the eligibility list.

Only students in grades 6, 7, and 8 can participate in middle school interscholastic athletic competition. In order to qualify for public school participation a student must meet the following requirements:

1. A student must be no older than 15 as of **August 31st** of that school year.
2. A student must receive a medical examination prior to tryouts. This medical examination is good for 13 months (395 days).
3. Each student must meet the specified academic requirements as listed on the academic requirement list.
4. Student-athletes must meet the Duplin County Schools attendance requirements to be eligible for athletics. Please refer to policy [3620](#) and [4400](#) for further information about attendance and eligibility. Athletic eligibility is determined on the first day of the semester.
 - a. If any school allows a student-athlete to make up missed time, this must be completed prior to the 1st day of that semester. Please refer to the Student Handbook or your Athletic Director for further information on the district's attendance policy and athletic eligibility. Attendance must meet LEA and charter attendance policy the previous semester. Students must attend at least 85 percent of the total number of instructional days in the LEA during the previous semester.
5. Support personnel (statisticians, managers, student trainers, camera crew, etc.) who are associated with athletics must follow the same attendance and academic requirements as athletes.
6. Cheerleaders are required to follow the same guidelines as all other athletes.
7. All athletes are required to enroll in the athletic insurance plan.
8. **Semester Rule:** 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. The principal shall have evidence of the date of each player's entry into the seventh grade.
9. Residence: The student may only participate in the district the LEA assigns the student.
10. Students of the Gateway Program, Renaissance Center and the Early College are not eligible to participate in athletics.
11. Students must not have been convicted of a felony or offense that would be a felony if committed as an adult.

Middle School Ejection Policy

1. First Offense, Suspended next game.
2. Second Offense, Placed on probation and suspended for the next two games.
3. Third Offense, Suspended for 365 days

Duplin County Board of Education
Athletic Penalty Code
for Middle High Schools

The Duplin County Board of Education is vested with the power to penalize a school from play for a period of time not to exceed a year for violation of the Rules and Regulations Governing Athletics and for the unsportsmanlike conduct of its teams, coaches, students, and fans both at home and away. The conference will be empowered to impose other penalties not specified herein, to a degree in keeping with the seriousness of the violation. The party or parties concerned shall have the privilege of requesting a hearing before the Conference Committee.

I. Penalties for the following violations:

- A. Violations of these regulations may result in a reprimand, probation, suspension, forfeiture of games, and/or ineligibility.
- B. Playing an ineligible player – Any middle or high school that uses an ineligible player in any contest is to immediately drop that player from the team, forfeit all games for which the ineligible player participates and the school is automatically placed on probation. If while on probation a school is found to be guilty of additional violations, that school may be barred from participation in the sport for one year.
- C. Schools using eligible but **non-certified** students shall be placed on probation. Schools not filing an eligibility form with the Central Office for any interscholastic athletic team shall be suspended from playing in that sport until such a list is received in the superintendent's office. Schools may be placed on probation for the violation.
- D. If a coach or school official is ejected from a game or if a coach or school official removes his/her team from a contest before the termination of the contest, the coach or school official will be placed on probation until an investigation is made by Duplin County Middle School Coaches. The schools involved shall immediately report in writing to the County Athletic Director and the local superintendent, and this report shall be sent to the athletic program area, Department of Public Instruction.
- E. Coaches - A coach found guilty of conduct inconsistent with a wholesome athletic program may be:
 - 1. reprimanded
 - 2. placed on probation
 - 3. suspended from directing a team
- F. Students – A student found guilty of misconduct may be:
 - 1. reprimanded
 - 2. placed on probation
 - 3. suspended from participation in a sport or sports for a period of time
 - a) If team members not participating in a game come onto the playing surface during an event or immediately thereafter to engage in conflict, that team shall be placed on probation and may not participate until a decision is rendered by Duplin County Schools.
- G. Eligibility lists – Schools not filing a completed eligibility list with the local superintendent's office for any interscholastic athletic team shall be suspended from playing in that sport until such list is received by the local superintendent's office.
- H. Playing an ineligible player – Any school that uses an ineligible player in any contest is to immediately drop the player from the team and forfeit all games in which the ineligible player participated.
- I. Game officials – Game officials shall be appointed by an authorized booking office, under

no circumstances shall a game be played when officials are taken from the audience of spectators or from school personnel. (Exceptions: 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.)

- J. Conference Membership – Once a school becomes a member of a conference a unanimous vote of all other conference members is required to remove that school from that conference. Such removal may not take place until that year following the unanimous vote.

II. School Attendance Requirements

1. High school students who do not attend school for at least two full class periods on the day of contest will not be allowed to participate in that contest. (Example: 1st, 2nd, 3rd, 4th, 1st, and 4th) Exceptions will be excused by the principal or athletic director. Middle school students who do not attend school for a half a day of contest will not be allowed to participate in that contest. (Example 7:50-11:30 or 11:30-3:05)
2. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's doctor.

III. Alcohol and Drug

1. Duplin County Schools maintains a **zero tolerance** on selling any illegal substance including medical prescriptions or facsimiles. This will result in immediate suspension from athletics.
2. Use or possession of alcohol beverages, drugs, narcotics, or hallucinating agents by athletic program participants is strictly prohibited.
 - a. Penalties:
 - i. 1st Offense - Suspended from team practice and play for two weeks, however, the athlete must attend practice. The athlete is required to attend counseling sessions via an approved mental health or counseling agency. All costs will be covered by the athlete or athlete's family. The student will be required to submit for drug testing on demand within six weeks of positive test. Students must provide verification of mental health counseling at cost to students and family.
 - ii. 2nd Offense- All athletic eligibility will be terminated for 365 days.
 1. Any student-athlete testing positive during their off-season will be required to sit out at the same time during their sport for next season. All athletes will be afforded due process by appealing to the superintendent and to the Duplin County Board of Education. Any appeals must be made in writing to the superintendent or designee within five days. The decision must be made within five days after the appeal is received by the superintendent. Student-athletes testing positive on an initial or random test may be required to submit to a drug screen as deemed appropriate.
3. All student-athletes will be subject to drug testing at the beginning of each academic year and when randomly selected. All athletes and their parents will be required to sign a waiver in order for athletes to be in the drug testing program. Any student on an athletic eligibility list must be part of the drug testing program. Any athlete refusing to be a part of the testing forfeits their right to participate in athletics for

365 days. The same penalties apply as for use of possession of alcohol or other drugs.

4. Any student athlete that uses alcohol or any illegal substance (marijuana, drugs, steroids, or any substance without medical approval) will be suspended from athletic participation, but he/she will also be subject to school rules and regulations.

IV. Tobacco Usage

Use or possession of tobacco which includes chewing tobacco and electronic cigarettes by athletes is prohibited. Any athlete using of tobacco substances will be suspended from athletic participation and be subject to local school consequences:

Penalties:

- 1st Offense- 1 game suspension and (Completion of NFHS Course. Understanding Vaping and E-Cigarettes)
- 2nd Offense- 2 game suspension
- 3rd Offense- eligibility will be terminated for remainder of the year

- ➔ Before any athletic suspension provided for under these rules shall take effect, the student shall be verbally advised by the head coach of the alleged violation and the student will have the opportunity to explain or justify the action.
- ➔ The rules and regulations in this code shall pertain to any violations, on and off school premises, as students represent the school at all times.
- ➔ Any student charged with a felony will be under the guidelines of Duplin County Extracurricular Suspension policy. Any student found guilty of a felony will be suspended from the athletic team he/she is participating in according to North Carolina High School Athletic Association rules.

V. Awards

An athletic award is a symbol of athletic accomplishment, good sportsmanship and observance of athletic policies. Student-athletes, managers, trainers, and cheerleaders are eligible to earn awards. No student-athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season or if under suspension for an athletic violation. Candidates must complete the season's play; however, this requirement may be waived in cases of physical injury. **No athlete's awards will be issued (to an athlete) until all obligations are turned in to the coach.**

VI. Definition of Probation and Suspension:

- A. Probation – If a school or coach is put on probation, the school or coach is put on trial for a specific time. At the end of this period the conference will review the coach's or school's conduct and behavior and advise the school of its status. During the probationary period, a school or a coach may participate in all interscholastic activities unless otherwise stipulated by the conference. If while on probation a school is found guilty of a second violation, the school shall be barred from participation and the coach barred from coaching for one year.
- B. Suspension – The conference may suspend a school or coach in a particular sport or in all sports not to exceed one year.

VII. Definition of Conference Committee:

- A. The Conference Committee shall hold and render decisions concerning the Middle Schools Athletic Penalty Code whenever the need arises or a request is rendered.
- B. The Conference Committee shall consist of a representative from each of the following and the County Athletic Director shall serve as chairperson of this committee.
 - 1. One unaffected principal
 - 2. One unaffected middle school coach
 - 3. One unaffected Central Office Representative
 - 4. One unaffected Athletic Director
- A. Penalties that may be imposed by the State Department of Public Instruction:
 - a. Participation ban – Violations of the state regulations, negligence or poor sportsmanship may forfeit the right of the school to participate in interscholastic athletics for a given period of time to be determined by the State Superintendent of Public Instruction.
 - b. Suspension of accreditation – If any school engages in athletic activities in violation of the rules and regulations and in such manner as to interfere with the required instructional services adopted by the State Board of Education for use in the public schools, the State Superintendent of Public Instruction shall notify such school to desist from further violation of these rules and regulations: and upon failure of such school to desist therefrom within such time as the State Superintendent may require, he may suspend the accreditation of said school until such time as the same may have been corrected.
 - i. Statute of limitations – September 1, of the following year is the deadline for all incidents, violations, etc., to be reported to the NCHSAA.

DUPLIN COUNTY SCHOOLS MIDDLE SCHOOL ATHLETIC ELIGIBILITY LIST
REVISED 7/2025

School: _____

Sport: _____

- ☐ **Male**
☐ **Female**

I hereby certify that each person listed has complied in all respects with the requirements for eligibility adopted by the State Board of Education (i.e. Medical Exam, Attendance, Academic, Residence.)

Principal's Signature: _____

Principal's Phone # : _____

Date: _____

Athlete's Name	Birthdate	Grade	Athlete's Name	Birthdate	Grade

**Middle School Officials
2026-2027**

Armored Officials Association

Paul Harrison
(252) 675-9650
Opie107@hotmail.com

-Football
Archie Dekeseyer
(252) 468-8207
ncaaref63@gmail.com

Volleyball
Alonzo Windley
(252) 229-9607
alonzawindley@gmail.com

Basketball
Larry Reaves
(252) 531-7179
la90626@aol.com

Soccer
Cliff Clement
(910) 340-9130
cclement@ec.rr.com

Baseball & Softball
Greg Carter
(910) 271-3802
gdcarter1986@gmail.com

Rescheduling Middle School Games

Schools can reschedule a game however the following guidelines **must** be followed:

- Due to inclement weather such as rainouts, snow, etc., many times games must be rescheduled. **Officials and opposing schools should be notified by 1:00 p.m.** This allows schools and coaches to notify parents of the change of schedule.
- Games will be made up on the next available playing date.
- For any other reason, both schools must agree on rescheduling a contest. **If one school does not agree to reschedule– the game must be played at the regular scheduled time.** The home team typically makes the call concerning when rescheduled games will occur. If the visiting team will not come to the home school after attempts to reschedule have been made, a forfeit will be called on the part of the visiting team. Anytime an event causes early dismissal of school there will be no practice or playing of games.
- Schools who wish to cancel events for any reason other than inclement weather should notify opposing teams 24 hours in advance. This gives adequate time to allow the opposing school to communicate with parents, athletes and coaches. **The home school is responsible for notifying the officials and Ashley Rabon in the central office.** Home teams should be prepared to cover officials' costs if the central office AND officials are not notified in a **timely manner.**

Middle School Admission Fees

(*School employees with ID badge admitted for free)

Sport	Adults	Students	Pre-School
Football	\$5.00	\$5.00	Free
Volleyball	\$5.00	\$5.00	Free
Soccer	\$5.00	\$5.00	Free
Basketball	\$5.00	\$5.00	Free
Baseball	\$5.00	\$5.00	Free
Softball	\$5.00	\$5.00	Free

Tournaments

Adults	\$5.00
Students (Grades 9-12)	\$5.00
Students (Grades K-8)	\$5.00
Pre-School	Free

Duplin County Guidelines for Cheerleaders

1. The position of the cheerleader in athletics should be kept in perspective. **The game is the primary consideration.**
2. The cheerleaders will promote good sportsmanship.
3. Welcome visiting cheerleaders and make them feel at home.
4. Learn the rules and terms for each sport.
5. Cheers should not ridicule the opposing team, players or referees.
6. Don't imitate or join in boos, whistles, or cat-calls.
7. Keep cheers short and peppy.

Regulations for cheerleaders at **basketball games**.

- A. Remain seated when not leading an organized cheer. (Front row of bleachers – **not on the floor**).
- B. Cheerleaders shall only lead organized cheers at the times indicated below:
 - a. Before the game
 - b. Between quarters
 - c. During called time-outs
 - d. At the end of the game
 - i. **Basketball games only** – The visiting team will have the floor at the first time-out. The second time-out, the home team will have the floor. The squads will alternate thereafter. After the court cheer has been completed, the other squad may stand at their bench for chants. The squads must be seated before play begins on the court.

Recommendations for Cheerleader Safety

In response to the increased awareness of injuries occurring to cheerleaders in North Carolina public school, the State Department of Public Instruction has developed the following recommendations for cheerleader safety. It is anticipated that all middle/junior high schools will adopt these recommendations to promote safer participation by their cheerleading squads.

1. All cheers, chants, dances or spirit raising activities should be well planned, practiced, and organized to promote the safety of students participating in cheerleading activities.
2. All squads should be supervised by a cheerleading coach during all practices and performances.
3. Cheerleading coaches should have a background in cheerleading, dance choreography, and/or gymnastics, and should be knowledgeable in proper cheerleading techniques, and safety procedures. Coaches should coach only within his/her level of expertise.
4. All routines, pyramids, stunts, and gymnastics should be practiced to perfection prior to actual performance.
5. Cheerleaders should be familiar with the environmental conditions and playing surfaces for which students, pyramids, and routines are to be used.
6. Pyramids and partner stunts may be a part of the squad's routine, provided the following safety precautions are taken:
 - a. No pyramid or stunt formation is to be higher than the equivalent of two standing levels or three kneeling levels.
 - b. No roll-offs, flips, or somersaults off pyramids or stunts.
 - c. No knee drops or tension drop stunts off pyramids.
 - d. No collapsing pyramids or stunts.
 - e. Spotters should be present throughout the mounting, result, and dismounting stages of pyramids and stunts.
7. Acceptable gymnastic maneuvers should be limited to forward and backward walk overs, splits, round-offs, cartwheels, handsprings, handstands, and front or back somersaults. Cheer sponsors are responsible for the NFHS cheer requirements, the DCS cheerleading policies and the AACCA cheerleading requirements and policies.
8. Mini tramps, springboards, and similar equipment are prohibited.
9. Dangling jewelry should not be worn during practices or performances.
10. Appropriate footwear should be worn, including rubber sole, low heel shoes which offer adequate support and can absorb the forces caused by jumping and other stunts or techniques.
11. Cheerleaders should have access to the school's sports first responder and team physician.
12. Cheerleaders should have a medical examination prior to participating on a squad. Any known medical condition which might interfere with active participation should be recorded (example: asthma, heart condition, epilepsy, diabetes, etc.)
13. A cheerleader who misses a practice at which a pyramid, stunt, or gymnastics maneuver was mastered should not perform any of those maneuvers at the next performance.
14. Cheerleaders should travel together and use transportation, which has been provided by the school administration.

**Duplin County Schools
High School Coaching Positions**

Duplin County High Schools Athletic Positions		
Sport	Head	Assistants
Athletic Director	Athletic Director	
Girls Soccer	Varsity Head	
	JV Head	
Boys Soccer	Varsity Head	
	JV Head	
Football	Varsity Head	6 Asst (Max)
	JV Head	
Volleyball	Varsity Head	
	JV Head	
Girls Basketball	Varsity Head	
	JV Head	
Boys Basketball	Varsity Head	
	JV Head	
Softball	Varsity Head	
	JV Head	
Baseball	Varsity Head	
	JV Head	
Cross Country	Varsity Head	
Tennis Girls	Varsity Head	
Tennis Boys	Varsity Head	
Golf Girls	Varsity Head	
Golf Boys	Varsity Head	

Girls Track	Varsity Head	
Boys Track	Varsity Head	
Wrestling	Varsity Head	
Cheerleading	Varsity Head	
	JV Head	
First Responder	First Responder	
(All seasons)		
TOTAL	27 Head Coaching Positions + Athletic Director + First Responder	16 Assistant Coaches/AD
Maximum of 16 assistants. (6 Max for Football) and 10 Flex assistants		

**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 _____

Residency (Record Home Address):

- ☐ Primary residence is in assigned district/attendance area (if answer is “no”, please note below how assigned to school by LEA)
- ☐ Is the address listed above the residence for the past 12 months? (If the answer is “no” please note below former residence and how assigned to school by LEA)

- ☐ Assigned to school by LEA
- _____ Transfer _____ Accept & Release Forms (if appropriate)
- _____ 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
- _____ Other (please note) _____

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

- _____ Student currently enrolled and attending this school
- _____ Student is in compliance with Duplin County Schools attendance policy as of the 1st day of the semester
- _____ Student is/will take minimum academic load each semester (must be credited courses)
- _____ Student passed minimum academic load previous semester
- _____ Student has met local promotional standards and any local GPA requirements of LEA
- _____ Student will not turn 19 years of age on or before August 31 of current year
- _____ Date of birth _____
- _____ Year of 1st entry in 9th grade _____
- _____ Student has/will not exceed four (4) separate seasons in that sport(s) w/ participation in the current year
- _____ Student has not been convicted of a felony.
- _____ Student has medical examination (395 day period through end of season)
- _____ Date of Medical Examination _____
- _____ Student Insurance
- _____ School _____
- _____ Parent/Custodial waiver _____

Athletic Director _____

Coach _____

Principal _____

NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION TEAM ELIGIBILITY CHECKLIST

Review the items in this checklist to validate eligibility compliance for each student-athlete for the Sport of _____ on the Date of _____ when completing the Master Eligibility List and the Parental Consent Form. This Eligibility Checklist is a guide and does not comprehensively ensure eligibility compliance.

Residency

- ____ School has a parental/legal custodian generated address for each student-athlete
- ____ Students not living at parental/legal custodian generated address have been researched for eligibility
- ____ Students not living in school's assigned district have been researched for eligibility
- ____ Students not domiciled with parents or legal custodian have been identified and researched for eligibility
- ____ Students not domiciled in assigned district but attended current school the past two semesters have been identified

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

- ____ Students are currently enrolled and attending this school
- ____ Students are in compliance with the Duplin County Schools attendance policy as of the 1st day of the semester
- ____ Students enrolled and will take minimum academic load this semester (must be accredited courses)
- ____ Students passed minimum academic load previous semester
- ____ Students have met local promotional standards and any local GPA requirements of LEA
- ____ Students will not turn 19 years of age on or before August 31 of current year
- ____ Students will not exceed four (4) separate seasons in that sport(s) with participation in the current year
- ____ Students have not been convicted of a felony
- ____ Students have received medical examination (395 day period through end of season)

Note: The NCHSAA Student-Athlete Checklist should be used for student-athletes when there are questions about their eligibility status (residency or other eligibility issues).

Athletic Director _____
Coach _____
Principal _____

**State Department of Public Instruction
Enforcement of the Rules and Regulations
Penalty Code**

The local board of education or the conference of which the school is a member (if a school participates in a conference that involves more than one local board of education) shall adopt and enforce a penalty code. This code should be published and distributed to each athletic and administrative member of your school prior to the first game of the first season. (You may wish to use the following penalty code developed by the Department of Public Instruction in the event you have not previously developed your own penalty code.)

1. Violations of these regulations may result in a reprimand, probation, suspension, forfeiture of games and/or ineligibility.
2. **Coaches:** A coach found guilty of conduct inconsistent with a wholesome athletic program may be:
 - a. suspended and placed on probation;
 - b. suspended from directing a team.
3. If a coach or school official is ejected from a game or if a coach or school official removes his/her team from a contest before the termination of the contest, the coach or school official will be placed on probation until an investigation is made by the LEA or adopted conference. The schools involved shall immediately report in writing to the conference president and the local superintendent.
4. **Students:** A student found guilty of misconduct may be:
 - a. placed on probation;
 - b. suspended from participation in a sport or sports for a period of time.
5. **Officials:** An official found guilty of misconduct may be:
 - a. placed on probation;
 - b. suspended from participation in a sport or sports for a period of time.
 - i. If team members not participating in a game come onto the playing surface during an event or immediately thereafter to engage in conflict, that team shall be placed on probation and may not participate until a decision is rendered by the LEA or conference.
6. **Eligibility Lists:** Schools not filing a completed eligibility list with the local superintendent's office for any interscholastic athletic team shall be suspended from playing in that sport until such a list is received by the local superintendent's office.
7. **Playing an Ineligible Player:** Any school that uses an ineligible player in any contest is to immediately drop the player from the team and forfeit all games in which the ineligible player participated. (This includes individual sports.
8. **Game Officials:** Game officials shall be appointed by an authorized booking office. 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.)
9. **Conference Membership:** Once a school becomes a member of a conference a

unanimous vote of all other conference members is required to remove that school from that conference. Such removal may not take place until that year following the unanimous vote.

Definitions of Probation and Suspension

- **Probation:** If a school or individual is placed on probation, the school or the individual is put on a trial period for a specific time. At the end of this trial period, the LEA or the conference of which the school is a member shall review the school or individual's conduct and behavior and advise the school or individual of their status. During the probationary period, a school or individual may participate in all interscholastic activities unless otherwise stipulated by the governing authority. If while on probation a school or individual is found guilty of a second violation, the school shall be barred from participation and the individual shall be barred from participating at the discretion of the LEA or conference of which the school is a member.
- **Suspension:** A school or individual may be suspended in a particular sport or in all sports

Athletic Insurance

1. All Duplin County students must purchase interscholastic sports insurance to try-out and participate on an athletic team including cheerleaders. The athletic insurance is an accident policy for students without other insurance and secondary to any other insurance the student has. The Athletic Plan is issued by Young Group.
2. **This “All Sports” Policy is not meant to pay 100% of the bill**, but is designed to assist parents with the expenses incurred. The maximum benefit is \$25,000 for any one accident, which is in excess of the amount from other collectable insurance or health plans parents may have.
3. If an athlete is injured while participating in a high school or middle school sponsored and supervised interscholastic event, parents are responsible for filing a claim. Claim forms are to be available at all high schools and middle schools. A school employee must complete Part A of the claim form since the injury was during a school-sponsored event.
4. Athletic Trainer/First Responder/School Nurse and Coaches should keep a record of all injuries and any claims filed as a result of injuries.
5. Duplin County Schools require catastrophic insurance for all athletes and coaches in Duplin County Middle Schools provided their name appears on the appropriate eligibility list.
6. Please see below for insurance provider and policy information:

Young Group

Your Local Agents:

(Contact for questions or escalated issues)

Lisa Montoya, Educational Risk Consultant

Lisa Montoya, Consultant

PO Box 91386

Raleigh, NC 27675

Toll Free: 800-888.574.6288

Fax No: 919.846.1146

Email: lisa@younggroup.biz / info@younggroup.biz

DUPLIN COUNTY SCHOOLS ATHLETIC ACCIDENT INSURANCE PLAN SCHEDULE OF BENEFITS FOR 2025-2026

Schedule of Benefits

Coverage is for injuries due to accidents only.

Maximum Benefits:	Standard Plan	Intermediate Plan	Premier Plan
School-Time Option	\$25,000	\$25,000	\$25,000
24-Hour Option	\$25,000	\$25,000	\$25,000
Football Option	\$25,000	\$25,000	\$25,000
Accidental Death Benefit / Double Dismemberment	\$10,000 / \$15,000	\$10,000 / \$15,000	\$10,000 / \$15,000
Single Dismemberment	\$5,000	\$5,000	\$5,000
Loss Period for Medical Benefits	Treatment must begin within 60 days from the date of injury.		
Benefit Period for Medical and AD&D Benefits	1 Year	1 Year	1 Year
Accident Medical Coverage Basis	Primary	Primary	Primary
Covered Expenses:			
Hospital Room and Board (Semi-Private Room Rate)	\$200 Maximum per day	\$400 Maximum per day	100% R&C*
Hospital Miscellaneous Services	\$500 Max per day	\$1,000 Max per day	80% R&C* / \$10,000 Maximum
Registered Nurses' Services	75% R&C*	80% R&C*	100% R&C*
Emergency Room Treatment	\$200 Maximum	\$400 Maximum	80% R&C* / \$600 Maximum
Surgeon's Fees	\$750 Maximum	\$1,500 Maximum	80% R&C* / \$5,000 Maximum
Ambulance Medical Center Fees	\$750 Maximum	\$1,000 Maximum	80% R&C* / \$5,000 Maximum
Assistant Surgeon &/or Anesthesiologist	20% of Surgical Benefits	25% of Surgical Benefits	80% R&C*
Second Opinion or Consultation Fees	\$200 Maximum	\$400 Maximum	80% R&C* / \$600 Maximum
Office/Physician's Visits (Excludes Physical Therapy)	\$30 first visit / \$25 each subsequent visit	\$50 first visit / \$30 each subsequent visit	100% R&C* / \$75 per day Maximum
Physical Therapy	\$30 first visit / \$25 each subsequent visit / 5 Visits Max.	\$50 first visit / \$30 each subsequent visit / 10 Visits Max.	80% R&C* / \$75 per day max / 15 Visits Max.
Prescription Drugs	\$50 Maximum	\$100 Maximum	100% R&C*
X-rays, Including Interpretation - Outpatient	\$200 Maximum	\$400 Maximum	80% R&C* / \$600 Maximum
Diagnostic Imaging (MRI, CAT Scan, etc.) Including Interpretation - Outpatient	\$200 Maximum	\$400 Maximum	80% R&C* / \$1,200 Maximum
Laboratory	\$50 Maximum	\$100 Maximum	80% R&C* / \$600 Maximum
Ambulance	\$200 Maximum	\$500 Maximum	80% R&C* / \$1,500 Maximum
Durable Medical Equipment (Including Orthopedic Braces & Appliances)	\$50 Maximum	\$100 Maximum	80% R&C* / \$500 Maximum
Replacement of Eyeglasses, Hearing Aids, Contact Lenses in Medical Treatment That Is Also Received for the Covered Injury	100% R&C*	100% R&C*	100% R&C*
Dental Treatment to Sound, Natural Teeth Due to Covered Injury	\$100/tooth	\$300/tooth	80% R&C* / \$2,000 Maximum

*R&C means Reasonable & Customary expense.

Coverage Selected: (Keep for your records.)

Standard Plan	☐ School-Time \$8.00	☐ 24-Hour Accident \$58.00	☐ Football \$96.00
Intermediate Plan	☐ School-Time \$18.00	☐ 24-Hour Accident \$108.00	☐ Football \$157.00
Premier Plan	☐ School-Time \$50.00	☐ 24-Hour Accident \$285.00	☐ Football \$357.00
	☐ Extended Dental \$7.00		

SPECIAL INSTRUCTIONS:

- This accident only insurance policy pays on an accident injury after other insurance has paid -This accident only insurance policy is a LIMITED BENEFIT policy and we recommend that parents purchase the voluntary accident insurance available online www.k12studentinsurance.com -This accident only insurance plan provides coverage for all Middle and High School athletes in your school district while traveling directly to or from a school-sponsored and supervised practice or a game, during practice or training/weight-lifting and during any school-sponsored and school supervised interscholastic game
- If an insured has an accident, a school official must complete and sign the designated area on the accident claim form and then have the parent or guardian complete the remainder of the accident claim form. It is the parent or guardian's responsibility to submit the accident claim form to the claims office. The claims office mailing address is located on the accident claim form along with a toll free number to call for any claims-related questions.

For claims and enrollment questions, please contact:

The Young Group, Inc.

Claims Customer Service: 866.409.5734

Customer Service # for Enrollment Questions: 888.574.6288

Claims Email: k12claims@hsri.com

Claims Fax: 972.512.5818

Claims Mailing Address:

PO Box 117558

Carrollton, Texas 75011-7558

Voluntary Online Enrollment

www.k12studentinsurance.com

Duplin County Schools Concussion Management Protocol

Goal of Concussion Management Protocol

The goal of the Concussion Management Protocol is to improve the prevention, recognition, evaluation and management of concussions in student-athletes. All athletic trainers, coaching staff, school officials, the athletic director, student-athletes, and student athletic trainers will be aware of symptoms associated with concussions and how to appropriately treat and/or manage concussions in the presence or absence of the Certified Athletic Trainer (ATC).

Communication between all involved members is extremely crucial during such times.

Concussion

A concussion is defined as a head injury that results in a temporary loss of normal brain function, causing a variety of physical, cognitive and emotional symptoms. • Concussions may result from a blow to the head, face, neck or elsewhere that causes a force to be transmitted to the head.

- Concussions do not always involve a loss of consciousness and symptoms may include one or more of the following:
 - Headache
 - Drowsiness
 - Dizziness
 - Confusion
 - Loss of consciousness
 - Memory loss or amnesia
 - Nausea/Vomiting
 - Photosensitivity
 - Visual disturbances
 - Ringing in ears
 - Convulsions
 - Muscle weakness on one or both sides
 - Unequal pupils
 - Unusual eye movements
 - Balance problems
 - Personality disturbances such as becoming aggressive

Effects of Concussions

It is important to understand the effects that a concussion can have on an athlete. Potentially serious complications can arise from multiple or untreated concussions such as second impact syndrome or post-concussion syndrome.

- Post-concussion syndrome is defined as a large number of symptoms and signs that can occur following a concussion. Symptoms include: loss of intellectual capacity, poor recent memory, personality changes, headaches, dizziness, lack of concentration, poor attention, fatigue, irritability, sound or light phobia, sleep disturbances, depressed mood and anxiety.
- Second Impact Syndrome occurs when an athlete hasn't fully recovered from a sustained head injury and sustains a second head injury. A second blow to the head, even if a minor one, when the brain hasn't fully recovered from the first, can result in a loss of auto regulation of the brain's blood supply which can result in rapid swelling and herniation of the brain. This can occur within several minutes of the second blow, causing rapid respiratory failure, and possibly death.

Assessment of Concussions

- A. At any point a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the student-athlete shall be removed from practice or competition and evaluated by an appropriate healthcare provider. The student-athlete will not be allowed to return to play that day. *If in doubt, sit them out.*
- B. An on-field assessment should be conducted by the Certified Athletic Trainer (ATC). In the event that an ATC is not available, then the student-athlete suspected of a possible concussion will be removed from play and will be appropriately referred for assessment.
- If an ATC is on campus, send word to the ATC or call and he/she will respond immediately.
 - *If an ATC is not on campus, the following observations and questions (only ask questions that you know the answers to) can be used to help determine whether a concussion has been sustained and how urgently he/she needs to be sent for appropriate medical care:*
 - Confused state-dazed, vacant stare, confusion about the events prior to injury or at the moment
 - Memory problems-can't remember assignment, score, opponent, how they got to the game (Do you know where you are? Do you know who we are playing? Do you know the score?)
 - Symptoms reported by athlete-Headache, nausea/vomiting, blurred/double vision, sensitivity to light or sound, ringing in ears, feeling foggy, dizziness (How's your vision? Can you read the scoreboard? Do you feel dizzy?)
 - Inability to sustain attention-difficulty focusing on a task, conversation or coherent thought (Can you tell me the months in reverse order? Count backwards from 100 only counting every 2nd number. Ex: 100, 98, 96... You are looking for an appropriate cognitive thought process, not necessarily the correct answer)
 - Speed of brain function-slow response to questions, slow slurred speech, incoherent speech, slow reaction time
 - Unusual behaviors-combative, aggressive, very silly manner, repeating the same questions over and over, restless behavior, inability to remain still, inappropriate actions
 - Problems with balance and coordination-dizziness, slow clumsy movement, stumbling with walking (Can you stand on one foot?)
 - *"If confusion, unusual behavior or responsiveness, deteriorating condition, loss of consciousness, or concern about neck or spine injury exist, the athlete should be referred at once for emergency care." – National Federation of State High School Associations 2009.*
 - *"If no emergency is apparent...the athlete should be monitored every 5-10 minutes for mental status, attention, balance, behavior, speech and memory... until stable over a few hours. If appropriate medical care is not available, an athlete even with mild symptoms should be sent for medical evaluation." – NFHS 2009.*
 - Inform parents of possible concussion and give them advice to either refer to a physician if symptoms worsen (if the athlete has not already been referred) or they may wait and have the athlete see the ATC the following day.
 - You may have them contact the ATC if the parent has any questions on how to treat the athlete. A concussion management guideline should be given to the parent or guardian so they know how to appropriately care for their student-athlete.
 - *Call and inform ATC of possible concussion so he/she can be aware of concussion and follow-up appropriately.*
- C. In the event a concussion occurs at an away event and medical staff is available from the opposing team, send word requesting an evaluation. If there is no medical staff available, follow the steps from (B).
- D. *Any student-athlete diagnosed with a concussion shall be withheld from the competition or practice and not returned for the remainder of that day.*
- E. The student-athletes will be monitored for changes in symptoms by the ATC.

- A parent or guardian must be contacted by the ATC or coach in the event of a concussion.
- F. The student- athlete must be evaluated by a qualified physician trained in the management of concussions once the symptoms have resolved. The student-athlete will not be allowed to return to play until seen by the physician who has filled out a NCHSAA Concussion Return to Play Form (given to the student-athlete or parent). This form will outline the return to play guidelines that are suggested for the particular student-athlete. *The form must be returned to the Certified Athletic Trainer.*
 - Any form not returned to the ATC, will result in the student-athlete being withheld from practice or competition until the form is signed and returned. • Signed forms do not guarantee the athlete will be able to return to play that day. There are steps that must be followed for gradual return to play when the athlete is no longer symptomatic.
 - Gradual return to play steps are as follows:
 - Low levels of physical activity
 - Moderate levels of physical activity with body/head movement
 - Heavy non-contact physical activity
 - Sports Specific practice
 - Full contact in a controlled drill or practice
 - Return to competition
 - If at any point the athlete has a return of symptoms during the return to play steps, the athlete will let the ATC, coach and health care provider know. The athlete will return to the first level and restart the program gradually.

Forms included are the NCHSAA Concussion Return to Play (to be filled out by a qualified, (licensed health care provider approved by the NCHSAA) and guidelines for the parent/guardian.

Reference Documents

1. Guskiewicz, K., Bruce, S., Cantu, R., Ferrara, M., Kelly, J., McCrea, M.,...McLeod, T. (2004). National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. *Journal of Athletic Training* 39(3):280-297.
(journal homepage: www.journalofathletictraining.org) (www.nata.org/position-statements)
2. McCrory, P., Meeuwisse, W., Johnston, K., Dvorak, J., Aubry, M., Molloy, M., Cantu, R. (2009). Consensus statement on concussion in sport-The 3rd International Conference concussion in sport, held in Zurich, November 2008. *Journal of Clinical Neuroscience* 16, 755-763.
(journal homepage: www.elsevier.com/locate/jocn)
3. *NCAA Sports Medicine Handbook*. 2009-2010. Pages 52-55.
(www.ncaapublications.com)
4. The University of North Carolina at Chapel Hill Sport Concussion Policy: Developed by the Matthew Gfeller Sport-Related Traumatic Brain Injury Research Center and Division of Sports Medicine. (2010).
5. The University of Georgia Athletic Association Sports Medicine: Concussion Management Guidelines (2010).

DUPLIN COUNTY SCHOOLS ATHLETIC EMERGENCY PLAN

Recommended Guide

Each day it becomes increasingly apparent that each high school and middle school in Duplin County must have a plan of action in the event of an athletic emergency. All schools must have a precise, written protocol to ensure that quick and proper action is taken when that unforeseen emergency occurs.

The following information is a recommended guide to develop the appropriate emergency plan for your school. Upon completion of your Emergency Action Plan, appropriate personnel must have a copy of this plan (Athletic Director, Athletic Trainers, Coaches, Administrators, etc.). It is also recommended that copies be readily available in locations you deem appropriate.

Emergency Action Plan Guidelines

- 1. Develop a comprehensive list of emergency telephone numbers**
 - a. Location of available phones and instruction in use of those phones • EMS (if different from 911)**
 - b. School Main Number**
 - c. Principals**
 - d. Assistant Principals**
 - e. Athletic Director**
 - f. Key Physicians**
 - g. Athletic Trainer Cellular Phone Number**
- 2. Have immediate access to parent phone numbers available**
- 3. The following information should be given when calling 911**
 - i. Description of the problem**
 - ii. Report what emergency care has been given**
 - iii. Your name**
 - iv. Athlete's name**
 - v. Exact location**
 - vi. Your telephone number**
 - vii. Do not hang up until dispatcher instructs you to do so**
- 4. Develop a protocol for emergencies occurring during practice and for games. The protocol would entail developing a list denoting a "chain of command" in the event of an emergency. This should include all venues and equipment necessary.**
- 5. Develop a plan for handling potentially life-threatening injuries and a referral plan for concussion, cervical spine injuries, and cardiac and heat related illnesses. AED education, utilization, and response should be included.**
- 6. Send a map of your school/athletic facilities to your local EMS station. If you use facilities at sites other than your campus, that information should also be included.**
- 7. Rehearsal of the plan is advised.**

Sports Safety Guidelines

- A. All athletes must have a physical before taking part in any school-sponsored practice. A licensed medical doctor, nurse practitioner, or physician's assistant must do physicals.
- B. Each team should develop an emergency action plan to deal with emergencies. This plan includes team rosters with emergency numbers, and outlines specific duties performed by staff members during an emergency.
- C. Coaches/Athletic Directors must schedule regular safety inspections of equipment and facilities. The athletic director should maintain a log of the safety inspection.
- D. Coaches/Athletic Directors maintain certification in CPR and First Aid.
- E. In hot weather, schedule practices in early morning or late evening hours to avoid the hottest part of the day. Follow hot weather guidelines to eliminate heat injury.
- F. Water and ice must be available at all practices for fluid replacement and injury care.
- G. If practicing outside, always monitor the weather. Not only the temperature, but also severe weather conditions such as thunderstorms, heavy rainfall, and high winds are all potentially dangerous.
- H. Use two-way radios and cellular phones to set up a communications system for emergencies.
- I. The school's AED must be available for all practices and at all home games. The person responsible for overseeing this procedure will be stated in the designated emergency action plan. All coaching staff should be familiarized with the operation of the AED.
- J. **Any student** who has a **head injury** or **concussion** (suspected or confirmed) **MUST** have a release by a *licensed health care provider approved by the NCHSAA* prior to return to practice or play. Care should be taken to ensure that when an athlete goes from one sport season to the next the same precaution is adhered to.

General Insurance Information for Athletic Directors

All athletes must have insurance prior to tryouts

Students who pay for insurance should be receipted

Each school is required to maintain a list of students who have purchased athletic insurance. School bookkeepers can receive student insurance money at any time!

AD's list of who has purchased insurance should have something similar to example below

<u>Student</u>	<u>Date</u>	<u>Purchased</u>	<u>Type of Receipt #</u>	<u>Sport</u>
Bill Edwards	7/1/2011		Athletic 117809	Football
Pam Pittman	7/5/2011		Athletic 117810	Volleyball

First Aid Kits

1. Each school should have enough **first aid kits available for each team**. This does not mean every team has a kit, but during a particular sports season, each team participating in that season should have a kit. Kits can be shared among teams.
2. The Athletic Director should coordinate distribution and re-supply of kits. This would be part of athletic expenses the school is expected to cover.
3. Items supplied in each kit may vary by sport. You may have a particular item for your sport that another sport does not need, but all kits should contain the same basic items to include the following:
 - a. Adhesive tape
 - b. Gauze pads
 - c. Assorted size Band-Aids
 - d. Triangular bandage
 - e. Antiseptic ointment
 - f. Ace bandage
 - g. Plastic bags for ice

Additional items necessary for management of blood/body fluid emergency are:

- h. Rubber gloves for first aid
- i. Sani-dex wipes
- j. Zip lock bags or heavy plastic bag for waste disposal
- k. Heavy duty absorbent towels (shop towels work well)
- l. Small bottle of Clorox and small empty spray bottle to mix cleaning solution
- m. CPR face shield

Severe Weather During Outside Events

When conducting practices, games, or other events, outdoors coaches, teachers, administrators, and athletic trainers must be aware of weather conditions and act appropriately if these conditions change. Every year there are news reports about athletes and students being injured or killed by lightning strikes. These situations are completely preventable. Lightning however is not the only severe weather problem encountered. Very intense rainstorms and high wind conditions can also pose a threat to the safety and well being of our athletes. Anytime extreme weather conditions exist, athletes, students, and all others should be removed from the field and into a safe structure.

1. In the event of thunder, move students off the field to an inside facility and do not return until thunder has not been heard for at least 30 minutes.
2. Take no chances, move inside a safe structure at the first sign of a storm.
 - a. **If you can hear thunder or see lightning, you are at risk! MOVE INSIDE.**
3. **DO NOT SEEK REFUGE UNDER A TREE OR BESIDE ANY TALL OBJECT IN AN OPEN AREA.**
4. Avoid contact with metal.
5. If caught in an open area, be a small target, crouch down.
6. Avoid high terrain and bodies of water.
7. Avoid electrical appliances and telephones inside.
8. Do not shower or take a bath during a thunderstorm.
9. All athletic departments should utilize their lightning detectors to determine the distance of storms.

HEAT GUIDELINES

WBGT and Heat Index - Physical Exercise Chart		
WBGT Index (F)	Heat Index	Athletic Activity Guidelines
Less than 80	Less than 80	Unlimited activity with primary cautions for new or unconditioned athletes or extreme exertion; schedule mandatory rest / water breaks (5 min water / rest break every 30 min)
80 - 84.9	80 - 90	Normal practice for athletes; closely monitor new or unconditioned athletes and all athletes during extreme exertion. Schedule mandatory rest / water breaks. (5 min water / rest break every 25 min)
85 - 87.9	91 - 103	New or unconditioned athletes should not practice. Well-conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 20 min) Have immersion pool on site for practice.
88 - 89.9	104 - 124	All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 15 min) Have immersion pool on site for practice.
90 or Above	125 and up	SUSPEND PRACTICE

COLD WEATHER GUIDELINES

In cold weather temperatures proper layered clothing should be worn and encouraged by Duplin County Athletics staff and coaches. These include:

- Several layers around the core of the body, especially for those individuals that are not very active.
- Long pants designed to insulate. Cotton sweatpants are excellent. On very cold days a nylon shell or wind pants can be worn on top of them for additional wind break.
- Long sleeve shirt/sweatshirt/coat designed to insulate and break the wind.
- Gloves
- Ear protection/Hat or helmet.
- Face protection.
- Wicking socks that do not hold moisture inside. Wool is excellent. Cotton absorbs and holds in moisture.

Clothing should be layered to allow adjustments as activity level may increase and decrease within a practice which may elevate or drop body temperature. The first layer of clothing should wick sweat and moisture away from the body. Equipment managers can identify what clothing works best for this. You may have already been issued an excellent product that will act as a wick. The top layers should act as insulators to trap heat and block wind.

The following temperature guidelines have been established for Duplin County Schools during cold weather. Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures! The following guidelines have been established for Duplin County School's Athletics practice and event participation.

Outside participation limited to 45 minutes:

- When temperature or wind chill (which is lower than actual temperature) **reaches 25° F.** Frostbite can occur in 30 minutes or less!

Termination of outside participation:

- When temperature or wind chill (which is lower than actual temperature) **reaches 15° F.**

In addition to the above guidelines it is recommended that additional directives are given to student athletes.

- **Cold exposure/activity requires more energy from the body.** Additional calorie intake may be required. ♦ Cold exposure/activity requires similar hydration to room temperature; however, the thirst reflex is not activated. Conscious efforts before and after practice to hydrate should be initiated.
- **Never train alone.** A simple ankle sprain in cold weather may become life threatening!
- **Student athletes should be instructed on signs of cold stress** (wind chill, frostbite and hypothermia) which include: fatigue, confusion, slurred speech, red or painful extremities, swollen extremities, blurred vision, red watery eyes, dizziness, headache, numbness, tingling of skin and extremities, shivering, uncontrollable shivering etc. are a few warning signs of cold stress.

INFECTIOUS DISEASE

The North Carolina High School Athletic Association has adopted a policy in an effort to minimize the possibility of transmission of any infectious disease during a high school athletic practice or contest. Copies of the policy have been made available to member schools, and additional copies can be obtained from the NCHSAA office. Each school is strongly encouraged to develop its own action plan for the prevention of the transmission of infectious diseases.

REDUCING THE RISK OF CONTRACTING BLOODBORNE INFECTIONS (HIV and Hepatitis B Virus)

Universal Hygienic Precautions for the Athletic Setting

1. Before competing, cover any open wounds you might have to reduce the transfer of blood from one open wound to another.
2. Athletes should render first aid to themselves and cover their own wounds, whenever possible. This reduces the risk of transmitting a blood borne virus from one person to another.
3. When rendering first aid to others, wear protective gloves any time blood or other body fluids containing visible blood, open wounds, or mucous membranes are involved. Clean gloves should be worn for each athlete or the recurrence of an injury with the same athlete if any practice or competition has occurred following initial treatment.
4. If you get someone else's blood or other body fluids containing visible blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate blood borne pathogens. Soap and water or antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes, are recommended by OSHA. Cloth towels should be used only once before laundering and disposable towels/towelettes should be discarded properly. Proper disposal would be the use of a plastic-lined container with a lid, labeled with a biohazardous waste label.
5. If blood or other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surfaces should be cleaned. A uniform saturated with blood should be changed. Any open wounds should be cleaned, the bleeding should be stopped, and the wounds should be covered before the athlete is allowed to continue participation.
6. Do not use common towels to clean surfaces contaminated with blood or other body fluids containing visible blood. The use of common towels any time during athletics is a very poor health habit. Personalize towels, cups, and water bottles with the individual's name or number.
7. When cleaning contaminated surfaces, use a solution of household bleach and water or a commercially prepared, EPA-approved solution. The household bleach solution should be mixed fresh daily and should be a dilution of nine parts water to one part bleach.
8. All blood contaminated linen such as uniforms and towels should be pre-soaked and then washed in hot, soapy water.
9. Wash all soiled uniforms, towels, and other dirty linen in warm or hot soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.
10. In general, use good hygienic practices. Athletes should shower after each practice or competition, using a liberal amount of soap and water. Avoid sharing towels, cups, and water bottles.

In light of continued questions and concerns about the use of creatine and androstenedione, the Board supports and endorses the same stance of the National Federation of State high School Associations: "In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes."

Athletic Inspection Check List

Coaches, sports first responders, officials, and school administrators should be aware of and alert to the following signs or conditions which may promote the presence of a communicable disease or infection.

Check List:

Remove athletes from practice/competition when these conditions exist:

- Open sores emitting body fluids.
- Cracks and cuts that do not heal.
- Scabs that are soft and tender.
- Bleeding of any type which is not controlled by bandage or dressing
- The uniform is saturated with blood.

To Promote Disease Control:

- Prohibit athletes from contact with others - physical contact, sharing clothing, towels or soap - when the following infections exist: ringworm, impetigo, boils, cold sores, and any form of herpes.
- Instruct athletes to inspect for and be aware of unusual skin conditions and report them to the coach as soon as discovered.
- Conduct regular visual inspections of athletes and refer unusual conditions to a physician for evaluation.
- Disinfect locker rooms and equipment daily.
- Wash and disinfect workout or competition equipment after each use.
- Require athletes to shower with soap after each practice.

Provided by the NCHSAA with assistance
from the NC Department of Human Resources
and the Michigan High School Athletic
Association.

Activity Bus Driver

1. All paid coaches, faculty, and non-faculty should complete the Commercial Driver's License (CDL) requirements.
2. This is considered part of the coaching duties.
3. Principals may wish to reimburse the coach for the CDL license fee from their athletic account. This decision is up to the discretion of the principal.
4. After acquiring the CDL requirements coaches must contact the bus garage to be entered into the drug testing pool prior to driving.
5. DCS will offer coaches a CDL class each summer for coaches to secure CDL's.

Athletic Activity Crowd Control	Athletics	DCS
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Any school having an interscholastic athletic program, before the start of the school year, should have a well planned crowd control program. Personnel who should be included in developing the plan are administrators, athletic directors, coaches, supervisor of cheerleaders, band director, security personnel and the game announcer.

Printed copies of the final statement of the crowd procedures should be distributed to all personnel involved in any way with the conduct of the game. The program should be developed to regulate three stages:

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

Specific responsibilities should be outlined for all involved.

Before the Contest:

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

Important pre-planning steps are:

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

During the Contest:

1. Provide for adequate supervision of students and facilities by the home school.
2. Be sure that visiting schools assume responsibility for supervising their students.
3. Plan an interesting half-time program.
4. To prevent long lines, obtain extra help at concession stands during half-time and at breaks.
5. Arrange for security facilities to prevent fans from getting on the field, around the players' bench area or directly into areas of competition.
6. Have the P.A. announcers give the location of restrooms, concession stands, and lost and found stations.
7. Provide a first-aid room for emergencies. Have EMS in attendance at home high school football games. Assure access to a telephone from any contest area.

After the Contest:

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

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

Responsibilities

Administrators:

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

Athletic Director:

1. Prepare a plan for the safety of guest school athletes and fans.
2. Inform visiting school as to where they are to park their buses and see that the guests are greeted and escorted to the game site. As the fans leave the game site, have security visible to ensure traffic flow is organized and moving quickly.
3. Provide separate, clearly marked seating areas for the adults, students, and visiting bands. It is strongly recommended that the fans from the two schools remain in the area designated as "their" stands. Problems occur whenever there is a crossover of fans and dialogue takes place, e.g., name calling, teasing, and derogatory cheering.
4. Guest cheerleaders should be greeted and escorted to their accommodations by the host school cheerleaders. Conversation can include a greeting, telling where dressing or restroom facilities are located, which group will cheer first and the procedure for half time.
5. Courtesy and protection of game officials.
6. Provide for parking and have a host greet the officials and escort them to their dressing facilities. These facilities should be private and include a shower. The officials' dressing room is off limits to players, coaches, fans, and news media personnel.
7. Acknowledge payment of officials prior to the game. As a courtesy to the official, provide soap, towel, and refreshments.
8. After the game is over, see that security personnel go on to the playing area and escort the officials directly to their dressing room.
9. Both the Athletic Director and the building principal must insist that coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics. The coach is the leader. His actions play a big part in maintaining good crowd control. The coach must insist that the players are courteous to the officials. In doing so, his own conduct should reflect the same.
10. Provide for basic crowd control.
11. Remember, it takes very little to incite an already "up tight" crowd.
12. Provide visible police protection. This security force should have radio equipment which permits communications at all times. Security personnel need to know what you expect of them before, during, and after the contest. They should have the philosophy of being there to provide a service - not just to look for a problem. A gentle but firm attitude is very helpful.
13. Use booster and service club members (which identification) to act as ushers, program sellers, etc.
14. Make arrangements to prohibit fans from going on to the playing area after a contest.

Supervisor of Cheerleaders:

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

Band Director:

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

Coaches:

1. Coaches influence not only the conduct of the players under their direction, but also that of the student spectators, parents of squad members and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he must visibly show that he values self-restraint, fair play, and **sportsmanlike behavior**.
2. The behavior of the coach must at all times be marked by dignity and self-control. He should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly conduct.

3. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the diverse combinations of spectators in the stands.
4. The coach will immediately discipline a player who intimidates an official.
5. Deliberate attempts to humiliate an opponent should not be tolerated.
6. Coaches must control their emotions by eliminating any show of outraged discontent over an official's call.
7. Never seek out an official during half-time or at the conclusion of a contest.

Security Personnel:

1. All high schools must have adequate, uniformed police officers visible at the site. Middle schools should have security personnel as deemed necessary.
2. Must have written instructions for security personnel. (Have a plan, number of officers needed, locations to be stationed, etc.)

Summary Statements:

1. Non-high school students should be encouraged to attend high school athletic contests with a responsible adult.
2. Encourage as many faculty members as possible to attend the athletic contests.
3. Insist that unruly spectators be removed from the premises.
4. Outline to students what is acceptable behavior at athletic events.

North Carolina High School Athletic Association Sports Rules 1998

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Duplin County Board of Education