

Military Magnet Academy



Athletic Department Handbook

Military Magnet Academy Mission Statement:

OUR MISSION-To achieve academic excellence, to develop citizenship, and to promote self-discipline in a military environment.

OUR VISION- To create Leaders of the Twenty-First Century

OUR GOALS

- Move more children to proficient and advanced levels on standardized tests
- Close the achievement gap between groups
- Increase high school graduation rates

OUR BELIEFS

- All students deserve the chance to achieve Academic Excellence
- All students deserve a foundation that leads to success.
- All students deserve a safe and positive learning environment.
- All students deserve challenging academic and leadership opportunities
- All students deserve the support of parents, peers, educators, and the community.

Military Magnet Academy Athletics Mission Statement:

The mission of the Military Magnet School Academy Athletic Department is to help prepare student athletes to be lifelong learners and to be productive, contributing citizens of our community and society.

The Athletic Department will promote the student/athlete's skills, encourage a student to be a good citizen, challenge his/her intellectual abilities, and teach the value of teamwork. Athletics are not separate from the educational process, but rather an integral part of it. The lessons learned on the fields and courts are lessons in competition, sacrifice, teamwork, and goal setting. These lessons remain with a student for a lifetime.

Code of Ethics for Athletic Coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Students should be treated with the utmost respect by their coaches and the welfare of each student should be considered in decisions by the coach at all times.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession in all personal contact with students, parents, officials, athletic directors, school administrators, the South Carolina High School League, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco use.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players, parents, or any persons while engaged in coaching responsibilities.
5. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
6. The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
8. The coach shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
10. The coach shall not exert pressure on faculty members to give students preferential consideration.
11. The coach shall not scout opponents by any means other than those adopted by the SCHSL, the Conference, and the Region to which his school is a member.

12. To understand that a coach is assigned to a specific school to coach and that the proselytizing of students at any grade level not in their school/team's attendance zone to attend his/her school in order to participate on that school's teams is strictly forbidden and in violation of High School League rules.

13. To support and strive to fulfill the professionally recognized fourteen legal duties of a coach.

NOTE: This "Code of Ethics" is incorporated in each coach's job description by specifying it as a responsibility to "...abide by the Code of Ethics for Coaches in Charleston County Schools."

The Fourteen Legal Duties of a Coach

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

1. **Duty to Plan:** Inherent to this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and parents; insurance of athletes; child advocacy in cases of substance abuse or family neglect or abuse. Plans and policies should be rigorously implemented. Plans should become policy and updated regularly. Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.
2. **Duty to Supervise:** A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. **Locker room supervision by coaches is the best preventive measure for hazing.** Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise their coaches and the school's events competently to ensure that spectators do not create an unsafe or disruptive environment.
3. **Duty to Assess Athletes' Readiness for Practice and Competition:** AD's and coaches must be required to assess athletes for health and physical readiness for each sport. Practice plans must show a progression of conditioning and skill development. A physical exam as per SCHSL rules is required before participation in practices and/or workouts. Specialized conditions of athletes must be noted so as to ascertain any disorder or physical condition that predisposes the athlete to injury. Injured athletes who required the services

of a physician may not return to practice or competition without written permission of the physician.

4. **Duty to Maintain Safe Playing Conditions:** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. There is a duty to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. Weather conditions are clearly a part of this duty. A plan for monitoring and responding to dangerous weather conditions must be in place and adhered to at all times. Building and fire codes must be observed and implemented with respect to capacity, ventilation, and lighting.
5. **Duty to Provide Proper, Appropriate Equipment:** ADs and coaches must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. Protective equipment that requires NOCSAE approval must be certified and checked for proper fitting. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice and competition.
6. **Duty to Instruct Properly:** Practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and known to unknown. Coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques with regard to the rules of the game and must include warnings about unsafe techniques and prohibited practices.
7. **Duty to Match Athletes:** Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly:** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn:** Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

10. **Duty to Ensure Athletes are Covered by Injury Insurance:** All athletes must be provided a basic level of medical coverage. Athletes should never be allowed to participate without coverage. The insurance plan should be clearly explained to parents and athletes.
11. **Duty to Provide Emergency Care:** Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries—especially those that are life threatening.
12. **Duty to Develop an Emergency Response Plan:** ADs and coaches must develop site-specific plans for managing any injury situation for both the injured and uninjured athletes. Plans must be in place to: ensure access to a phone, a stocked first aid kit, spine board and other emergency response equipment to include an AED. The plan should also account for a call to EMS and the expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **Duty to Provide Proper Transportation:** Bonded commercial carriers (those labeled by DOT as “Buses”) should be used for any away contests. When allowed to use POV’s, a written process to include the provision of adequate insurance coverage for drivers and passengers must be in place.
14. **Duty to Select, Train, and Supervise Coaches:** ADs will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties. Coaches will be required to fulfill professional development for improvement of coaching annually.

Injury Reporting Responsibilities

- **Documentation:** Coaches must inform via email, txt, or phone as soon as possible after any incident, regardless of perceived severity. This documentation must be submitted to the athletic director, school admin, trainer, and school nurse.
- **Medical Notification:** If an athletic trainer (ATC) is on-site, coaches must report the injury to them immediately. If no trainer is available, athletic director, school admin, trainer, and school nurse.
- **Parental Communication:** For minor athletes, coaches are responsible for informing parents or guardians of any injury—even minor ones—that occurs during a practice or game.
- **Hazard Reporting:** Coaches must report hazardous facility conditions (e.g., holes in the field, broken equipment) to facility managers (Maj. Taylor and AD-Coach Richardson) immediately to prevent future injuries.

Immediate Management Duties

- **Emergency Action Plan (EAP):** Coaches must activate the site-specific EAP for serious injuries, which includes calling 911 and directing emergency services to the athlete.
- **First Aid & CPR:** Coaches are legally required to maintain current certifications and provide immediate, temporary care within their training limits until professional medical help arrives.
- **Removal from Play:** Coaches have a duty to remove any athlete from activity if they suspect an injury or concussion. In many jurisdictions, state law (such as the Gfeller-Waller Act) mandates immediate removal for head injury symptoms.

Return-to-Play (RTP) Protocols

- **Medical Clearance:** Coaches **cannot** clear an athlete to return to play if a physician or athletic trainer has removed them.
- **Written Documentation:** A formal, written release from a licensed healthcare provider is required before a coach can allow an injured athlete back into competition.

- **Monitoring Transition:** Coaches must follow graduated return-to-activity protocols established by medical professionals to ensure the athlete is fully recovered.

Military Magnet Academy Athletic Funding Policies and Guidelines

Military Magnet is dedicated to providing access to excellent athletic programs emphasizing education and equity. MMA relies on funding from voluntary family contributions, donations, and District resources to provide our student-athletes with high-quality athletic programs. MMA recognizes the importance of equity in all aspects of our high school athletics program, including funding from families, donors/sponsors, and the district. MMA is committed to ensuring fairness, inclusivity, and equitable opportunities for all genders, schools, and teams within our department. The following guidelines have been developed to help achieve these goals.

Teams will develop a budget and have it approved by the Athletic Director, Athletics AP, and school Principal. Actual revenues and expenditures will be discussed at the end of season team coaches meeting. Ticket sales, concessions sales, and family contributions are critical to run our athletic programs, it is important to be mindful and measured of expenditures when developing a budget. The team budget is the guideline that must be followed but may need to be adjusted based on your actual contributions received. If the team's anticipated revenue isn't reached, some adjustments will need to be made to the team's expenses. All expenditures must go through the CCSD/Munis financial system to ensure equity and transparency. The Bookkeep, AD, and Principal will monitor revenues and expenditures to ensure equity among teams and that we comply with Title IX. Revenue and Expenditure categories have been standardized so that budgets across the department can be monitor expenditures for all our athletic teams by the Bookkeep, AD, and Principal.

Here is a list of the budget categories:

Revenues:

1. Family Contributions
2. Donations
3. Fundraising
4. Ticket Sales
5. Concession Sales

Expenses:

1. General Site Athletic Contribution
2. Player Uniforms/Apparel
3. Coaching Uniforms
4. Officials/League Dues
5. Travel Expenses
6. Tournament Expenses
7. Equipment
8. Operational Support Fees
9. Banquet/Team Lunches
10. Offseason Activities (weights, conditioning, open gyms, etc.)
11. Fundraising Expenses
12. Misc. Sport-Specific Expenses

Contributions, Donations, and Fundraising

Contributions, donations, and fundraising will benefit the program, not individual students.

Contributions

Family contributions to the athletic program fund the core expenditures of our athletic teams. Although contributions are essential to our athletic programs, no one has to contribute for their students to participate fully. All contributions to an athletic program, will be kept anonymous from the general public unless it's in the form of a sponsorship. Donations directly to a specific team should not supplant the family contribution to the athletic program.

Donations

Athletic teams can receive donations from outside organization, other parent organizations, businesses, families, or individuals.

Donations from our outside organization supplement our athletic programs and help provide more opportunities for our student-athletes. Although these organizations give generously to our athletic teams, it is imperative that the school/team is responsible for the budgeting process and all expenditures run through the district financial system. In addition, expenditures funded by outside organization are still subject to Title IX. The district/school is responsible for ensuring all athletic funding and expenditures comply with Title IX.

Fundraising

All team fundraisers need to be approved by the principal and the AD. The principal ensures that all the fundraisers follow MMA and CCSD guidelines and prevent competing fundraisers among our MMA organizations and/or groups. The MMA Fundraising Form must be submitted to the school's bookkeeper at least 15 days before the fundraiser.

Purchasing

Purchases should be made by the Athletic Director after a request has been approved. Coaches are not permitted to make any purchases without approval from the AD. Failure to receive approval will result in not being reimbursed per CCSD guidelines.

All purchases over \$500 must be made with a purchase order or have pre-approval (including hotels, airfare, catering, uniforms, etc.). For purchase orders, a quote from the vendor must be submitted to the Athletic Director. Once the purchase order is approved, it will be forwarded to the vendor to start the order. All items must be delivered to the high school.

Outside organization should not directly pay vendors for goods or services. They should disburse funds to school to make all purchase/payments. If an organization or person other than the district or school site purchases goods or services for an athletic team, a donation letter must be sent to the school. If families must purchase items directly from a vendor, the school site must

send a report to the bookkeeper containing the cost and the items purchased by the families. This situation should be avoided whenever possible, and the district or school site should directly pay the vendor.

Reimbursement

If it is not feasible for the high school or the district to purchase an item directly, coaches may make a purchase and fill out a Reimbursement Form. All purchases must be in the team's approved budget and approved by the AD before purchasing. For purchases totaling more than \$250, a pre-approval form must be filled out with the appropriate signatures before purchasing.

All receipts for reimbursement must be original and itemized. The receipt must show proof of payment.

1. If paid with cash - the receipt must be marked "paid by cash"
2. If paid via a check - then a copy of the canceled check from the bank will be proof of payment
3. If paid via credit/debit card, the receipt must have an original and itemized receipt
4. Gift Cards/Venmo, etc., are NOT reimbursable forms of payment
5. Reimbursements should be submitted promptly to keep team accounts as up-to-date as possible.

Certain items are not allowable expenditures and cannot be purchased or reimbursed.

1. Examples of prohibited expenditures:
2. Gifts of any kind
3. Alcoholic beverages, tobacco, etc.
4. Gift cards
5. Articles for personal use by employee/coach/advisor/parents
6. Parent clothing and attire
7. Private lessons
8. Bonuses
9. Employee/coach/advisor/parent appreciation meals
10. Donation to other organizations - unless specific Fundraising Requirements are met. See
11. Fundraising Form instructions.
12. Off-site retreats/team-building activities
13. Scholarships*

*Waiving fees for students with financial needs is not considered a scholarship.

Requirements for Participation

A. Physical Examination: A yearly physical examination is required. The physical must be completed by a medical doctor and submitted to the coach prior to participation. The form will be kept on file in the high school athletic training room office.

B. Birth Certificates: An **original** birth certificate is required to be presented to the Athletic Director. The original will be returned and a copy will be kept on file in the athletic office.

C. Emergency Medical Authorization: Each athlete's parent(s)/guardian(s) shall complete an Emergency Medical Authorization Form giving permission for treatment by a physician or at a hospital when the parent(s)/guardian(s) are not available. The form will be kept available by the athletic department for use as needed.

D. Insurance: All athletes are required to purchase "Accident Insurance" as provided by Charleston County School District to cover possible injuries sustained while playing a sport for Military Magnet Academy.

ALL OF THE ABOVE MUST BE UPLOAD ON PLANETHS/BIGTEAMS PRIOR TO ANY CONDITIONING OR PRACTICES!!!

Eligibility: Academic Requirements

- A.** A student must be a full-time student as determined by the State Department of Education. He/she must be enrolled at Military Magnet Academy.
- B.** A student who becomes 19 years of age prior to July 1st will not be eligible to compete in any athletic activities.
- C.** Once a student enters the 9th grade, he/she will have four successive years in which to participate provided he/she does not exceed the age requirement.
- D.** A student must have an overall passing average in addition to the following:
 - 1.** To be eligible in the **first semester**, a student must pass a minimum of 5 Carnegie units towards a high school diploma during the previous year. At least 2 units must be passed during the second semester or summer school.
 - 2.** To be eligible during the **second semester** a student must meet one of the following conditions.
 - a.** If the student met first semester requirements, then he/she must pass the equivalent of 2 Carnegie units or its equivalent during the first semester.
 - b.** If the student did not meet the first semester eligibility requirements, then he/she must pass the equivalent of 2.5 Carnegie units during the first semester.

Transfers: A transfer student is defined by the SC High School League as any student who did not attend school the previous year at Military Magnet Academy. If you are a transfer student, immediately contact your coach so that he/she can determine if you are in compliance with the transfer rule.

1. Criteria for determining extracurricular eligibility and academic probation are:

(a) Each student must carry a full course load.

(b) A student with a grade of 70 or less, an incomplete (INC) or an unsatisfactory (U) effort comment will be placed on academic probation.

2. Report cards, interim reports, and two-week grade checks will determine eligibility.

3. Eligibility for beginning a fall sport/activity is determined by academic standing after the Q4 report card from the previous school year for the following school year. The beginning of winter and spring sport/activity eligibility will be based on the last report card/interim report issued during that current school year.

4. All students participating in modified, JV, Varsity sports, or extracurricular activity are bound by this timetable.

Athletic Academic Ineligibility

Students are placed on academic probation when they receive a grade of **69** or below in one class. If the student receives a grade of **69** or below, he/she will automatically be deemed ineligible for a period of no less than one week. Students placed on academic probation may attend, are not allowed to participate in athletics/activities until they have an overall grade of **70** or higher in the subject area.

Every two-week interval, student grades will be used to determine if the student athlete is placed on academic probation. A student must be passing all courses at the next grade reporting interval, and have satisfactory effort comments, to be removed off of academic probation.

All extracurricular activity participation will be subject to attendance. Athletes must be in school by 9:00AM on game day to participate /play in a contest.

Athletic Codes of Conduct

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department, school, and CCSD. The school administration, faculty, and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the student is our major consideration and transcends any other consideration. All students shall abide by a code of ethics, which will earn them honor, and respect that participation and competition in the interscholastic activity program affords. Any conduct that results in dishonor to the athlete, the team, the school, or the community will not be tolerated.

A. Ethics Rule:

Acts of unacceptable conduct, such as, but not limited to disruption of school, theft, vandalism, disrespect, immorality, cheating, dishonesty, or violations of the law tarnish the reputation of everyone associated with the program and will not be tolerated. Due to the serious nature of violations of the Ethics Rule, the appropriate coach, and athletic director shall meet and determine the penalty according to the degree of the infraction. The penalties may include team discipline, work hours, suspension, or dismissal.

B. Training Rules and Regulations:

We cannot compromise participation in athletic activities with substance abuse. A student who uses tobacco, alcohol, illegal or unprescribed drugs, or any type of mood-altering substance found in legal over the counter products, jeopardizes team morale, team reputation, and team success and does physical harm to himself/herself. Students have to decide for themselves whether or not they want to participate in our interscholastic program. If you wish to participate, you must make a commitment. A large part of this commitment is following a simple set of training rules.

The rules regarding the use of tobacco, alcohol & drugs are in effect all year – in and out of season.

Penalties for Violations of Training Rules:

A. Tobacco violations:

- 1st offense: In season, sit out one game.
Out of season, ten work hours (school/community service)
- 2nd offense: In season, sit out 2 games.
Out of season, ten work hours.
- 3rd offense: In season, sit out 20% of games.
Out of season, 15 work hours.
- 4th offense: In or out of season, forfeiture of participation for school year
- 5th offense: In or out of season, exclusion from athletic participation for remainder of high school career.

B. Drugs/alcohol violations:

- 1st offense: In season, forfeiture of playing in 20% of the scheduled games.
Out of season, 10 work hours.
- 2nd offense: In or out of season, forfeiture of one school year of participation (remainder of the school year if mid-year violation) in all athletic activities.
- 3rd offense: In or out of season, exclusion from all athletic activities for the remainder of high school career.

C. DUI:

- 1st offense: Forfeiture of one school year of participation in athletics.
- 2nd offense: Exclusion from participation for remainder of high school career.
- DUI count as a 1st and 2nd offense alcohol violation.

During the exclusion period, the student will not participate in team activities unless approved by the athletic director.

Basic Athletic Participation Policies

- A. Participation:** A student may participate in only one sport per season.
- B. Equipment:** School equipment issued to the student/athlete is the student's responsibility. The student will be financially responsible for loss of equipment.
- C. Students who quit a sport midseason** will not be allowed to join another team or tryout for another sport until the former season has ended.
- D. Attendance:** Students must be in school the day of a game/practice in order to participate. Students are required to be at practice in order to participate in games. A pattern of unexcused absences from school or practice may result in dismissal from the team.

MILITARY MAGNET ACADEMY
STUDENT/ATHLETE RESPONSIBILITIES ACKNOWLEDGEMENT

Athlete's Name	Date	Participating Sport(s)
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As a Military Magnet Academy student/athlete participating voluntarily in interscholastic athletics, I understand that:

1. I will abide by the policies & procedures of Military Magnet Academy and the Charleston County School District, the school's Athletic Department Rules & Policies, the coach's team rules, and the rules of the South Carolina High School League.
2. I will be responsible for all athletic equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
3. I will not use or be in possession of tobacco, alcohol, or drugs. If I do use any of these substances, am in possession of such substances, or am suspended from school for use or possession of these substances, I will be subject to disciplinary actions as outlined in the Athletic Department Rules & Policies.
4. I, along with my parents, certify that I have read and understand all of the Military Magnet Academy Athletic Department Rules & Policies.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

**A signed copy will be kept on file with the Athletics Department*