



Athletics

Department of Athletics Coach and Administrator Handbook 2026-2027

“DeKalb Athletics: Focusing on Educationally Sound Practices”

Department of Athletics Staff

Myss T. Johnson-Jelks, CAA
Executive Director of Athletics

Valerie Gilbert
Executive Administrative Assistant
Myra Stewart
Budget Analysis
Lorenzo “Keith” Sewell
Athletics Specialist Finance
Dr. Brian Montgomery, CMAA
High School Lead
Senior Athletic Coordinator
Clifton Spears, CAA
High School/Middle School
Senior Athletics Coordinator
Henrietta George, CMAA
High School/Middle School
Senior Athletics Coordinator
Mark Brock
Statistician/Web Design/ Media
Lisa Patterson
Adapted Sports

John “Michael” Harwell
High School
Senior Athletics Coordinator
Paris Burd, CAA
Middle School Lead
Senior Athletic Coordinator
Curtis Jones
High School/Elementary
Athletics Coordinator
Oliver Dean
Lead Elementary/ High School
Senior Athletics Coordinator
Johnny Potter
Elementary/ High School
Athletics Coordinator
Keith Johnson
Elementary/High, Middle School
Athletics Coordinator



NONDISCRIMINATION CLAUSE

It is the policy of the DeKalb County Board of Education not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs, activities, or employment practices.

DeKalb Athletics: Focusing on Educationally Sound Practices”

Table of Contents

Introduction.....	4
DeKalb County School District Philosophy of Educational Athletics	5
Goals of the Athletic Program	5
Objectives and Emphasis on Team Play	5
Sportsmanship.....	5
Code of Ethics for Coaches.....	6
Participation.....	6
Positive Athlete Program	7
Development of Team Rules.....	7
Sport Level Offerings	8
Baseball, softball, and cross-country.....	8
Golf, swimming, gymnastics, lacrosse, and tennis	8
GHSA - "Dead Week"	8
Officials.....	8
Academically Ineligible Students	8
Participation in Multiple Sports.....	9
Migratory Rule.....	9
GHSA Eligibility Requirements	9
Participation in Non-School Athletic Competitions.....	9
Specialty School Policy	10
Vocational-Technical School/Joint Enrollment	10
Scheduling.....	10
Schedule for Practice Dates and for Athletic Events	10
Sunday Practice and/or Team Meetings.....	10
Varsity Schedules	10
Non-Varsity Schedule.....	11
Game Cancellation Policy	11
Tournaments, Invitational Meets, and/or Relay Meets	11
Middle School Playoffs	12
JV Tournaments.....	12
Forfeiture and Restitution Policy.....	12
Cancellation/Postponement of Event/Inclement Weather	13
Selection and Placement of Coaches	13
Selection of Coaches	13
Community Coach.....	13
Middle School Community Coach Alternative Route Requirements:.....	13
Coaching Supplement.....	14
Itinerant Coaches	14
Coaching Fines by GHSA	14
Team Travel Expenses.....	15
Overnight Stays	15
Meals.....	15
Transportation-Buses.....	15
Transportation- Regular Season Events	15

Transportation to Tournaments and Non-Region Games (Basketball).....	16
Transportation to Post Season Tournaments	16
Professional Leave for Team Travel for Coaches.....	16
Cheerleaders	16
GHSA Regulations	17
Emergency Management Procedures & Supervision.....	17
Emergency Procedures for Athletic Practice Sessions and Athletic Contests	17
Student Injury.....	17
Extreme Heat and Precautions	18
Heat-Related Illnesses.....	18
Suggested Care for Athletes with Heat-Related Illnesses	18
Supervision of Athletic Events	18
Procedures for Athletic Supervision.....	19
School Resource Officers, Campus Security, and Off-Duty Police Officers	19
Financial, Accounting & Fund-Raising Procedures	19
Budget.....	19
Audits.....	19
Revenue	19
Admission to Games (Costs).....	19
Price Scale for Admission Tickets.....	20
Athletic Revenue Share Policy	20
Concessions.....	20
Insignias/ Logos/Endorsements on Athletic Uniforms and Equipment	20
Criteria for Letter Awards	21
Specific Minimum Criteria to Receive a Letter.....	21
Retiring Numbers.....	21
Naming Facilities	21
Equipment Management - Inventory.....	21
Purchasing.....	22
District Stadiums Management Guidelines	22
Operation of the District Stadiums.....	22
Stadium Selection for Football Playoffs.....	23
Press Box Procedures	23
Sideline Procedures	23
Broadcasting and Video Policy.....	23
Radio Usage Policy.....	24
Television and Cable Policy	24
Taping of Football Games Policy	24
Responsibilities of the Stadium Manager.....	24
Responsibilities of the Assistant Stadium Manager.....	24
Athletic Events Conducted on School Campuses	25

Introduction

A MESSAGE FROM THE EXECUTIVE DIRECTOR OF ATHLETICS

The DeKalb County School District (DCSD) Department of Athletics recognizes the importance of promoting educational sound practices as part of the interscholastic athletics program. These programs provide lifetime values such as commitment, trustworthiness, respect, responsibility, discipline, leadership, teamwork, and lifelong wellness; all of which are the foundations for academic success. All athletic programs are congruent with the academic goals and objectives of the Board of Education.

Our teams will always strive to win; however, never at the expense of character, healthy attitudes, and good judgment. We emphasize excellence, cooperation, sportsmanship, pride, and respect for coaches, teammates, and officials. Participation in the DeKalb County School District athletics program is a privilege and not a right. With this privilege, student athletes are expected to conform to the high standards of the athletic program. This privilege may be revoked at any time for failure to comply with rules, policies, and procedures. Our goal is to ensure that the athletic experience is not only rewarding but also fun.

The handbook is a compilation of the Georgia Department of Education (GDOE) guidelines, the Georgia High School Association (GHSA) regulations, the DeKalb County School District (DCSD) Board policies, and, in accordance with other local government guidelines, the athletics guidelines that govern athletics in the State of Georgia. It serves as a reference for coaches and administrators.

Please take this opportunity to familiarize yourself with this booklet and understand the district's guidelines, policies, and expectations for student-athletes, parents, coaches, and administrators. Note that in instances where there is a discrepancy between this handbook and the updated policies and procedures of DeKalb Athletics, the updated policies and procedures will always govern.

DeKalb County School District Philosophy of Educational Athletics

Goals of the Athletic Program

1. To educate girls and boys through competition.
2. To provide educational experiences outside the classroom setting.
3. To develop a climate for enhancement of knowledge, physical skills, and emotional patterns; and
4. To contribute to the development of better citizens.

Objectives and Emphasis on Team Play

- a. 1. To provide opportunities for mental and physical growth by developing: Coordination, endurance, muscular strength, and flexibility
 - b. Ability to think through problems to find feasible solutions; and
 - c. Developing skills that require higher order thinking under challenging circumstances.
2. To provide for the development of desirable social growth and adjustment by:
 - a. Building the student's self-reliance and emotional maturity.
 - b. Affording students opportunities for development of leadership and group cooperation.
 - c. Designing athletic activities that allow students the opportunity to attain enjoyment from participation; and
 - d. Emphasizing good sportsmanship as an immediate and long-range goal.

Sportsmanship

One of the primary objectives of educational athletics is good sportsmanship. The National Federation of State High School Associations has adopted guidelines for sportsmanship. High school students should set a good example concerning sportsmanship and quickly condemn unsportsmanlike conduct by other students or adults and insist on extending courteous treatment to all members of the visiting team. To this end they should:

1. A student attending a school athletic event represents his or her school the same as a participating student athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team, especially when it is losing.
4. Learn the rules of the various athletic games so that either as spectators or critics they will be intelligent.
5. Accept decisions of officials without question.
6. Express disapproval of rough play or poor sportsmanship by players representing the school.
7. Express disapproval of any abusive remarks from the sidelines.
8. Recognize and applaud an exhibition of fine play or good sportsmanship by the visiting team.
9. Be considerate of the injured athlete(s) on the visiting team.

DeKalb Athletics: Focusing on Educationally Sound Practices”

10. Ensure the visiting team is always treated with courtesy and extend every possible hospitality to its members.
11. Impress upon the community's ideals of good sportsmanship and the responsibility for the exercise of self-control and fair play at all athletic contests.
12. Be familiar with the rules of eligibility and support their strict enforcement.
13. Encourage the full discussion of fair play, sportsmanship, and school spirit to discover ways by which students and schools can develop and demonstrate good sportsmanship. (See Appendix P)

Code of Ethics for Coaches

1. To abide by the rules of the State Board of Education, the DeKalb Board of Education, and the Georgia High School Association.
2. To maintain a high standard of personal conduct.
3. To insist upon proper conduct of students.
4. To uphold, honor, and dignify the profession.
5. To refrain from discussing the deficiencies of one's colleagues in such a way as to embarrass them.
6. To practice professionalism as determined by the Professional Standards Commission.
7. To maintain a high standard of sportsmanship in relationships with coaches, players, officials, and fans.
8. To bring to the profession all knowledge, skill, and devotion that one may possess.
9. To always extend professional courtesy to other members of the profession.
10. To avoid the discussion of matters of student discipline with anyone except the proper authorities.
11. To give each student an equal opportunity.
12. To avoid intentionally humiliating one's opponent in competition.
13. To accept proper criticism in a gracious manner and, if in error, to remedy the fault that called for the criticism.
14. To find out the exact meaning of written and verbal contracts and to live up to them in letter and in spirit.
15. To be absent from work only when necessary.
16. To refer all physical or organic defects requiring diagnosis or treatment to a competent medical doctor.
17. To give credit to the proper sources in the matter of borrowed ideas.
18. To give credit where credit is due in recognizing meritorious service on the part of either teachers or students.
19. To vacate one's position only after all records are complete and can be readily understood by one's successor and only after appropriate notice to one's employer.

Participation

No student is to participate in an athletic program in the DCSD unless he/she meets the requirements for registration and participation in athletics. Every possible policy and procedure to protect the student has been adopted. PRIOR to any student participating in a tryout, in conditioning, in a practice, or in competition, the student must complete the following:

DeKalb Athletics: Focusing on Educationally Sound Practices”

1. DCSD - The DeKalb County Interscholastic Athletic Registration form, including parents' signature, must be completed for each sport season. The copy is retained in the principal's office. (See Appendix A)
2. CERTIFICATION - Each student-athlete in grades 9 through 12 must be certified by the Georgia High School Association (GHSA) indicating that the eligibility requirements of the GHSA have been met.
3. PHYSICAL EXAMINATION - The parent or legal guardian must complete the Medical History and Authorization form before the pupil has a physical examination. The physical form must be signed by a physician licensed in the State of Georgia. The form must include the student's name, and the date (month, day, year) after the form was completed by the physician. ***Physicals are valid for (1) calendar year from the date of the physical.***
4. INSURANCE POLICY - Each student-athlete must be covered by either the school approved accident insurance policy or by a family policy if the student is not covered by
5. The school approved an insurance policy. A certification (waiver) signed by the parent and a copy of the insurance card stating that the student is adequately covered by accident insurance must be on file in the principal's office.

Student Accident Insurance is available. ***Instructions to find brochures online-***

Go to DeKalb School website and select the PARENTS tab. Midway down the page on the LEFT you will see a link/tab for "Accident Insurance." Click that tab/link to access the application.

As a reminder, students MUST be enrolled in your school to participate with your school for summer clinics and practices.

Quarterly Positive Student-Athlete Program

The DeKalb Positive Student-Athlete Program recognizes one outstanding student-athlete from each of the 19 high schools on a quarterly basis. Selected student athletes receive a certificate and a nominal gift in recognition of their achievement.

This award is designed to highlight more than athletic performance alone. It honors student-athletes who consistently demonstrate exemplary attitude, leadership, character, and teamwork, serving as positive role models within their teams and school communities. Students are nominated through the school's Athletic Liaison.

Development of Team Rules

All athletic teams will have written team rules. These rules should be specific and set clear expectations for behavior and participation. The rules should also specify disciplinary actions that will be taken when team rules are violated. Disciplinary measures should be incremental, enforceable, and fair, and must be applied in a consistent manner.

It is recommended that the coach involves the captain or team leaders in the development of these rules. The principal, who will review the proposed rules for fairness, enforceability, and consistency with school and school district policy and community standards, must approve team rules.

After approval by the principal, the team's rules should be reviewed with the members of the team and a copy sent to the parents. It is recommended that coaches request parents to sign a copy of the team's

DeKalb Athletics: Focusing on Educationally Sound Practices”

rules. The coach should retain a copy signed by the parents. When parents understand the rules and procedures, they can help coaches eliminate discipline problems.

Sport Level Offerings

Baseball, basketball, game day cheer, competition cheer, cross country, dance, e-sports, flag football, football, golf, gymnastics, lacrosse, literary, one act play, riflery, soccer, softball, swim/dive, tennis, track & field volleyball, and wrestling

Middle school students cannot participate in the Junior varsity at a feeder school if the sport is offered at the middle school level.

GHSA - "Dead Week"

During the “dead week” no school teams may conduct conditioning drills, practices, or be involved in competitions on or off the school campus. This means that weight training, running drills, passing league games in football, school-based summer league games in baseball, and team camps in a variety of sports may not occur during this week. Violations of this rule will be handled similarly to out-of-season practices. Non-school programs organized by such groups as AAU, JO, ASA, etc., are not covered by this rule.

Officials

All officials are assigned and designated by Georgia High School Association (GHSA).

Rules of Eligibility

A student who participates on an athletic team at any level must meet eligibility requirements of the Georgia Department of Education, DeKalb County Board of Education, and of the GHSA. Events in any sport, frequently called exhibition or unattached events, which involve students who are not eligible, or students who are not members of the school team, are strictly prohibited.

Eligibility to participate in practice or in competition is gained or lost on the first day of the semester, except the fall semester, when eligibility shall be declared based on Carnegie units accumulated according to year in school. Summer school is an extension of the second semester.

Academically Ineligible Students

Academically ineligible students shall not be allowed to participate in conditioning, tryouts, practice, competition, or to travel with their team. student-athletes who require assistance academically.

Participation in Multiple Sports

Under usual circumstances, a student will not be permitted to join an athletic team after the second scheduled contest.

DeKalb Athletics: Focusing on Educationally Sound Practices”

Exceptions to this will be students who enter the school after that date and students who were unable to participate earlier due to eligibility, medical reasons, or play-offs in another sport. Under no circumstances will a student be permitted to come out for a team after the second contest if the result is the displacement of a member of the team.

A student athlete can participate in two sports (including cheerleading) with coinciding season dates if he/she gets permission from both coaches and parents. A practice/play plan should be instituted by the coaches involved to allow the student athlete's participation to be maximized by each of the sports involved. Withdrawal from one of the sports after the season begins will require permission from the coach of the sport the student-athlete wished to drop out of participation along with a written excusal request from the student signed by his/her parents. Dropping out of participation of one of the two sports without permission will also disqualify the student athlete from participation in all sports for the rest of that season.

Migratory Rule

GHSA Eligibility Compliance

The DeKalb County School District (DCSD) Department of Athletics will adhere to all eligibility requirements set forth by the Georgia High School Association (GHSA).

Transcripts for middle school students for the last school year generally display nine grades each semester. However, according to State Board Rules the two exploratory courses, each nine weeks in length, count as only one class. Pass or fail is determined by averaging the two numerical scores and applying that average to the grading scale. Physical Education is also divided into two nine-week segments and should be averaged in the same manner. Language Arts, Reading, Pre-Algebra, Science, and Georgia History comprise the remaining five courses and are 18 weeks in length. This means that while the transcript may show 9 grades, for the semester, there are only a total of seven subjects each semester of which five must be passed to be eligible.

Participation in Non-School Athletic Competitions

Year-round athletes, such as swimmers, track participants, and gymnasts who choose to be members of the high school team must attend practice each day that is scheduled by the high school team. They may attend practice either with the high school team or with the non-school team. It is not necessary for the individual to practice with both teams. The high school coach may require the non-school team coach to certify that the student has attended the non-school practice.

All high school team members, including year-round swimmers, track participants, and gymnasts must attend all scheduled meets. The team member must be present for the entire meet or contest and not just for those events in which he/she participates. Any high school team member who misses any portion of a scheduled meet to participate in a non-school athletic activity or competition will be

DeKalb Athletics: Focusing on Educationally Sound Practices”

dismissed from the school team and will forfeit all awards and recognitions in the specific sport for the remainder of the sport season.

Specialty School Policy

Consistent with GHSA By-Laws Section 1.62(n), students enrolled full-time at DeKalb Early College Academy (DECA) or DeKalb School of the Arts (DSA), all of which meet the United States Department of Education's definition of a "magnet school," may participate in GHSA extracurricular activities at the school they would ordinarily attend according to DeKalb County Board of Education attendance policy (the "home school") under the policy conditions. See BOE Policy IDE (1) for more information.

Vocational-Technical School/Joint Enrollment

A student attending a vocational-technical school, or a college (institution of higher learning) will be eligible to participate in a high school athletic program representing the high school in which the student is enrolled, provided the student meets all other eligibility requirements, and:

1. The student is carried on the attendance register of the parent high school, and the
2. Parent high school receives state funds for the student's attendance.
3. The student is carrying work in the school which he/she is attending equivalent to five courses and is passing five. A student that is in a state-approved joint enrollment plan must earn 2.5 Carnegie Units and meet the "on track" requirement for high school credit.
4. The student is not, and has not participated in athletics and/or activities in the vocational-technical school, alternative school, or college.

Schedule for Practice Dates and for Athletic Events

Please click on schedule for practice dates for the link to GHSA beginning and end dates.

Sunday Practice and/or Team Meetings

GHSA 2.91 Sunday Competition: Sunday competition is prohibited for GHSA regular season or playoff contests. Sunday practices are regulated by local school policy.

Varsity Schedules

The first consideration is given to scheduling contests which are needed for region play. Additional games are scheduled through the Athletic Department of the DeKalb County Schools. When possible, these additional games are scheduled against other DeKalb schools. If contests cannot be scheduled within the county, opponents within the metropolitan Atlanta area are selected. Contests are scheduled with schools outside the metropolitan area only as a last resort.

Non-Varsity Schedule

J.V. may not play more than 70% of the number of regularly scheduled games played by the varsity in any sport. Eighth graders are limited to 60% of the number of varsity games.

DeKalb County Elementary Athletics Overview

DeKalb Athletics: Focusing on Educationally Sound Practices”

The DeKalb County Elementary Sports Program provides student-athletes with the opportunity to participate in organized athletics while developing teamwork, sportsmanship, discipline, and leadership skills.

Participation is open to **4th and 5th grade students only**. The program offers athletic opportunities for **both girls and boys** throughout the school year.

DeKalb County Elementary Athletics offers **five sports** across three seasons:

Fall Sports

- Track & Field
- Soccer

Winter Sports

- Competitive Dance
- Basketball

Spring Sport

- Flag Football

Through these programs, students can represent their schools, compete with other elementary teams, and build a strong foundation for future athletic success.

Game Cancellation Policy

Coaches may NOT cancel games/matches without approval from the Department of Athletics and the principal (See Appendix R). Once a game/match is scheduled and a system-wide schedule is completed, no additional games/matches may be added to the schedule. The date and the location for competition in regional stadiums are determined by the Athletic Department with input from the principals. Stadium sites may change from year to year. Coaches are responsible for meeting obligations to attend meetings, make and submit schedules, protect inventory, and meet schedule obligations. Failure to meet these responsibilities may lead to negative adjustments to the supplement salary or termination.

Tournaments, Invitational Meets, and/or Relay Meets

1. Requests to host a tournament or invitational meet must be submitted in writing and approved by Athletics.
2. All requests must include a complete format including the entrants for the tournament or invitational meet.
3. The host school will have total responsibility for all financial costs incurred. Ticket revenues above expenses will be deposited in the school account. After all expenses are paid, the school may keep profits. The Department of Athletics will assume no financial responsibility for the event.
4. Financial reports of approved invitational tournaments/meets will be directed to the Executive Director of Athletics. These reports will utilize system forms that include tickets, ticket sales reports, extra activity payroll reports (non-security or security), and appropriate employment forms such as 1099's (IRS). Non-DeKalb employees will be paid by a school check. All DeKalb County employees must be paid through Extra Activity payroll.

DeKalb Athletics: Focusing on Educationally Sound Practices”

5. Requests to host an area, regional, or state tournaments must be reviewed by the Executive Director of Athletics prior to submitting the request to the GHSA.
6. Work orders requesting that athletic equipment, such as wrestling mats, be moved from one school to another are to be sent directly to the Executive Director of Athletics. He/She will approve and forward the request to the Service Center.
7. The work order must state when the mat is to be moved from your school, the school to where it is to be moved, and the date the mat is to be returned. When it is necessary for wrestling mats to be moved, they must be rolled and placed near the gymnasium door before the workers from the Service Center are scheduled to arrive to move the mats. The school's Athletic Office will coordinate this procedure so that mats can be moved in a timely fashion without the loss of valuable employee work time. Request for equipment removal should be sent to the Senior Coordinator or Coordinator of Athletics for that sport at least ten days before the move.

Middle School Playoffs

1. At the conclusion of the regular season, the top teams from each division will advance to participate in a playoff tournament.
2. Regular season records will determine the teams in the playoffs.
3. If any tie breakers exist, the tie will be broken by using the GHSA tie breaker rules.

JV Tournaments

1. After the regular season, the top team in each division for certain sports will compete in a JV tournaments game.
2. Regular season records will determine the teams in the playoffs.
3. If any tie breakers exist, the tie will be broken by the Athletic Department.
4. Students who participate in more than 5 varsity basketball games will not be eligible to participate in the JV tournament.

Forfeiture and Restitution Policy

If a school fails to show up for a game or cancels a game within four (4) hours of the scheduled starting time without an emergency condition or weather-related conditions, that school shall pay a forfeiture fee to the host school equivalent to the cost of the officials. Additionally, the school must make payments to the Department of Athletics to cover cost for the stadium/gymnasium staff and the cost of School Resources Officers scheduled to work at the event.

NOTE: If the host school is the violating team, the fee will be paid directly to the official association. The host school shall reimburse the visiting team(s) for mileage incurred by the visiting team(s) when this by-law is violated by the host team).

(4) If a school fails to show up for a game or cancels within four (4) hours of the scheduled game time without emergency reasons or weather-related reasons for a second time, that school must make restitution again and must how cause to the GHSA Executive Director as to why they should not be placed on probation by the GHSA.

Cancellation/Postponement of Event/Inclement Weather

If it is necessary to postpone or cancel an athletic event due to inclement weather, the following guidelines should be followed:

1. Athletic events scheduled for the district stadiums can only be canceled or postponed by the Athletic Department. Events to be held on the school campus may be postponed or canceled when appropriate by the host school principal after consultation with the appropriate person from the opposing school. When any event is scheduled to be played on the school campus is canceled or postponed, the Athletic Department. Bus drivers and officials must be notified as soon as possible. Failure to notify bus drivers or officials may result in a fine. Safety is the most important consideration. No outdoor contest or practice may continue if lightning is present. If rain occurs without lightning, a delay may occur.
2. Within reason and sound judgment, every effort should be made to complete the contest.
3. If inclement weather causes cancellation of an event, every effort will be made to reschedule the event.
4. When an event needs to be rescheduled, varsity teams will have priority.

Selection and Placement of Coaches

[2.50 - QUALIFICATIONS TO COACH](#)

[Lay Coach](#)

[Volunteer Coach](#)

Note: A paraprofessional must meet the same requirements as those that are set forth for Lay or Community Coaches.

Middle School Community Coach Alternative Route Requirements:

The following items must be in place before a person can coach:

- Criminal Background check required
- Valid Certificate in First Aid and CPR required
- High School Diploma/GED equivalent or undergraduate degree required
- Two references (one must be a former or current supervisor)
- *Instead of the GHSA Community Coaching Certificate, the person can:*
Complete and submit certificates for the following NFHS clinics:
 - [Fundamentals of Coaching \(\\$35\)](#)
 - [Protecting Students from Abuse \(Free\)](#)
 - [Concussion in Sports \(Free\)](#)

DeKalb Athletics: Focusing on Educationally Sound Practices”

- [Sudden Cardiac Arrest \(Free\)](#)
- [First Aid, Health, and Safety \(\\$35\)](#)

Note: Middle school community coaches who use the alternative certification route are not compensated (will need to sign volunteer agreement)

Note: The Middle School Community Coach Alternative Route will not be accepted as certification for a high school volunteer or Community Coach candidate

Coaching Supplement

A coaching supplement is paid for the entire sports season. If a coach does not complete the season or, if for any reason, the team does not compete for the entire season, including county and region meets or contests, the coach supplement will be prorated. Supplements are set by the Division of Human Resources.

Itinerant Coaches

If a coach is teaching at one school and coaching at another due to the lack of coaching openings at the home school and a coaching opening becomes available at the home school, the coach has to coach at the home school if the coaching level is the same or higher if requested by the principal. If the coach is teaching at a middle school, the home school will be considered the middle school as well as the senior high school that draws from the middle school. All coaches who want to coach at other schools must do so with the approval of the home school principal.

Principals using coaches from other schools should get approval from the coach's home school principal.

Coaching Fines by GHSA

A Principal may at his or her discretion require a Coach to assume financial responsibility for any GHSA fines related to the Coach's team, misconduct, or failure to comply with GHSA requirements and rules. If the Principal elects to require a Coach to assume responsibility for GHSA fines, the Coach should be notified in writing of this requirement and sign a form indicating that s/he is aware of this requirement before the coaching season starts.

Team Travel Expenses

All travel expenses for post-season competition must be approved by the Executive Director of Athletics in advance. Travel reimbursement forms must be submitted within ten calendar days after the event.

Overnight Stays

All regular season non-region games in which the school desires to stay overnight shall be the full responsibility of the school. The Department of Athletics will cover overnight hotel cost for students who compete in state playoff competitions that require 2 or more consecutive days of competition AND is more than 3 hours from the school. Any overnight stay that does not meet these conditions will be the full responsibility of the school. Prior approval must be received by the Department of Athletics.

Meals

Meals will be provided for post-season contests when appropriate at the rate. Please click on “Meals” to see these rates. Each case will be evaluated on an individual basis considering the amount of time required for the trip. When meals are provided, the number of participants funded will be limited to the number of uniforms provided by the Department of Athletics for the team. Managers, trainers, etc. will be limited to 4 for football and limited to 2 for any other sports.

The principal will include the meal reimbursement request with appropriate documentation on the Travel Reimbursement Form.

Transportation-Buses

Transportation- Regular Season Events

The Director of Transportation is responsible for the assignment of buses and bus drivers when the school requests them for athletic events. All regular season region games will be covered by the Department of Transportation. Schools should log the trip into the **TripTracker** system as soon as foreseeable.

The principal has the responsibility of requesting two buses when needed. Generally, this will apply to those games that require considerable distance to be traveled. This does not mean that a principal cannot request two buses when needed for an in-county contest. Using safety as the factor, the principal will make that decision. The indiscriminate scheduling of two (2) buses for every basketball contest will cause a serious financial drain. The principal is responsible for seeing that the athletic teams and the band are restricted to the correct number of buses.

Bus Utilization Guidelines – Football

Number of players in uniform:

- up to 40 - one regular bus (65 passengers)
- 41 to 80 - two regular buses (65 passengers)
- 81 to 120 - three regular buses (65 passengers)

Plus - one bus for cheerleaders

Bus Utilization Guidelines - All Other Sports

One bus for each team. In basketball, the boys' team, girls' team, and cheerleaders will travel on the same bus. In cross country and swimming, the boys' team and girls' team will travel on the same bus.

DeKalb Athletics: Focusing on Educationally Sound Practices”

Transportation to Tournaments and Non-Region Games (Basketball)

All regular season, non-region games in which a school must travel 75 miles or more beyond the metropolitan area, is the school's responsibility to assume the cost of transportation, 100%.

Additionally, the cost to travel to any invitational tournaments outside of the DeKalb County School District is the responsibility of the participating school, 100%.

Schools should log the trip into the **TRIPTRACKER** system as soon as possible. If the trip is beyond 100 miles, schools must select transportation from the approved commercial carrier list provided by the Department of Transportation. A parent may elect to transport his/her child **ONLY** in the event a desired mode of transportation cannot be secured.

Transportation to Post Season Tournaments

All regional/area playoffs and games leading to a state championship will be covered by the Department of Transportation. Schools should log the trip into the Triptracker system as soon as possible. A commercial carrier may be approved if a school bus is not available to transport the students. A parent may elect to transport his/her child **ONLY** in the event a desired mode of transportation cannot be secured.

Once again, the school district will provide transportation to all postseason regions, and playoff/tournaments. It is at the sole discretion of the Department of Transportation to determine whether a commercial carrier or school passenger bus will be utilized. If the school insists on using an unauthorized carrier, the school will incur 100% of the cost.

Professional Leave for Team Travel for Coaches

When it is necessary for a coach to be absent from school to accompany team members for post-season competition, a request for professional leave should be sent directly to the Executive Director of Athletics. Professional leave for coaches will not be approved for regular season competition.

Cheerleaders

There will be cheerleading squads for football and basketball. A student is eligible for membership on both the football and the basketball squads. One cheerleading squad may be selected to cheer during the football and basketball seasons, or a separate squad may be selected to serve football and a separate team for basketball. Tryouts for varsity and junior varsity, football and basketball will be conducted in the spring. Middle School tryouts will be held at the beginning of each school year. Tryouts cannot conflict with any other sport in season. Students must meet all the academic and athletic eligibility requirements for tryouts. All interested students must tryout including the previous year's team members.

GHSA Regulations

1. All rules and regulations as stated in the National Federation Spirit Rulebook are adopted for the Georgia High School Association schools.

DeKalb Athletics: Focusing on Educationally Sound Practices”

2. Cheerleaders must meet all athletic eligibility requirements. No additional requirements may be added.
3. Cheerleaders may compete in GHSA sanctioned meets but not in competition leading to sectional or national championships.
4. Cheerleaders at basketball games shall be restricted from the area of the end line boundary during the time a game is in progress. No artificial noisemakers (including megaphones) shall be allowed in the gym during basketball games. During regular season basketball games, school bands may not play while the ball is in play. Enforcement of this rule is the responsibility of the principal of the home school.

Emergency Procedures for Athletic Practice Sessions and Athletic Contests

In each sport at all levels, coaches must have a preseason meeting with their parents. Parents should be contacted by mail to ensure their attendance. At this meeting, the coach will have the emergency medical cards completed, (See Appendix H) distribute schedules, and cover all procedures necessary to ensure a safe, cooperative, and successful season.

The student may not practice until the medical card is completed and returned. The medical cards must be available to the coach at all practices and contests. It is recommended that they be kept in the medical kit. A communication link is essential at practice and all competitions. A cellular telephone is the ideal link, but the two-way radio could be used at the local schools. Each stadium is equipped with telephones that are available for use by coaches.

At all away contests, bus drivers are to remain at the site. In case of an injury, the bus driver has a radio and could be of assistance in contacting emergency help. The Department of Athletics has purchased First Aid kits, a blanket, and a stretcher for each school. Each school has first aid supplies. The coach is responsible for having these supplies available at each practice and at each contest. In addition to the standard first aid supplies, a blanket should be included to prevent shock from occurring, and ice should always be readily available.

Student Injury

In the event a student is injured on school grounds or at athletic contests and requires the services of the physician, the following procedure should be followed:

1. When clear and present danger exists for any athlete, 911 should be contacted immediately.
2. Call the emergency numbers listed for the parents on the medical cards.
3. If necessary, follow the parental instructions on transporting the student. The parents will make the decision regarding transportation of the student and the physician or hospital to be used. EMT will make the decision if parents cannot be reached.
4. The coach should contact the principal as soon as possible, and no later than the following morning. The coach should complete a serious incident report.
5. The coach should make every attempt to follow up with the injured athlete.

Extreme Heat and Precautions

Practice Policy for Heat and Humidity

HEAT INDEX MEASUREMENT AND RECORD

1. After a workout or competition: Weigh each athlete and have the athlete drink two cups of fluid for every pound of weight loss.

Guidelines for Rehydration

1. The athlete should drink large amounts of cool fluid at one time.
 2. The athlete should drink cool fluids, such as water.
 3. The athlete should drink (4) 8-ounce glasses of fluid per 1000 calories expended.
 4. The athlete should not drink soft drinks containing caffeine.
- (See Heat Protocol Appendix S)

Guidelines for the Prevention of Serious Infectious Disease

Physicians and Trainers

The Department of Athletics will provide one certified athletic trainer for each High School.

Supervision of Athletic Events

The home school is responsible for providing primary administrative supervision for all athletic contests. In the case of events held at the stadiums or other sites, the designated home school has responsibility for supervision. This procedure applies to all 8th grade, junior varsity, and varsity sports. Varsity football and varsity basketball games should have administrative coverage from both schools. This includes holiday tournaments.

Athletic contests at any level or in any sport where you feel a problem could occur should have administrative coverage by both schools. Some examples of these types of problems include, but are not limited to, an intense rivalry with a school, previous problems that have occurred with the other school, problems that exist between parents and a coach, or other events or community problems that have or are occurring that might spill into the game. In addition to administrative coverage, please communicate your concern to the other school principal and make necessary adjustments for safety to include increased security and administrative presence. It will be much easier to be proactive and prepared for potential problems than to deal with the aftermath. All Schools should have administrative representation at county, region, and state athletic events.

Procedures for Athletic Supervision

1. For athletic contests held in stadiums, coaches should introduce themselves to the stadium manager and identify where they will sit.
2. If visiting a school, coaches should identify themselves to the gym manager, administration, and police officer on duty. Assist, as needed, if a problem occurs at the event.

DeKalb Athletics: Focusing on Educationally Sound Practices”

3. Administrative coverage needs to be provided for the entire athletic contest. Coaches should stress their administrative teams the need to be on time.
4. Be vigilant about problems and be involved as necessary.
5. It is recommended that coaches consider teaming administrators for coverage. Teams will allow all administrators' coverage for free weeks and weekends.

School Resource Officers, Campus Security, and Off Duty Police Officers

Adequate security personnel will be provided by the district school police, based off the teams playing and their formula.

Financial, Accounting & Fund-Raising Procedures

The operational program is financed with revenue derived from the sale of tickets, concessions, and broadcasts. The Executive Director of Athletics is responsible for the allocation of equipment and services to each school in accordance with budgetary limitations and needs.

Budget

The budget for the athletic program is incorporated in the general budget for the DeKalb School District and is reviewed and adopted according to policy.

Audits

The Director of Finance makes periodic audits and examinations of the athletic fund account at the countywide and local school levels. He/She prepares periodic financial reports on the athletic fund account. The athletic fund account is audited annually by the State of Georgia Department of Audits.

Revenue

The Directors of Athletics and Finance supervise the sale of tickets at athletic events and the sale of concessions at the regional stadiums. They designate a stadium manager who is directly responsible for ticket sales at the gate.

Admission to Games (Costs)

The Executive Director of Athletics, with the approval of the Superintendent, has the authority to issue passes. The GHSA playoff contests, sub-regions, region, and area are played under the regulations of the GHSA and prohibits the use of DeKalb County Board of Education season complimentary passes for these events. All students and other patrons are to pay admission for athletic events except for the following cases:

1. Team members and cheerleaders who are in uniform and are participants in the scheduled activity are admitted free of charge. Junior Varsity players are required to pay for varsity games, and varsity

DeKalb Athletics: Focusing on Educationally Sound Practices”

players are required to pay for Junior Varsity games. Only participants in the respective event are allowed to be free.

2. Team managers, statisticians, etc. are admitted free of charge. Limit of two per team unless the principal personally sees the need for and authorizes additional managers, statisticians, etc. Athletic events scheduled in the school gymnasium are held under the supervision of the school principal. It is the principal's responsibility to see that the policies stated above are followed. Immediately after each athletic event held at the school, the ticket report, deposit report, and payroll forms are to be sent to the Department of Athletics.

Price Scale for Admission Tickets

All tickets will be sold via GOFAN. Patrons may purchase tickets by logging on to <https://gofan.co/search>

NOTE: GHSA sets the price for all playoff and state tournament games.

Athletic Revenue Share Policy

Any revenue recognized from the GHSA Playoff will be shared with the participating school at the predetermined Revenue Share Percentages.

1st Round Playoff – 33%

2nd Round Playoff – 33%

3rd Round Playoff – 50%

4th Round Playoff – 65%

Championship – 80%

The Principals and Coaches will determine how the funds should be used.

Concessions

The concessions at each stadium are contracted out by the athletics department.

Insignias/ Logos/Endorsements on Athletic Uniforms and Equipment

DeKalb School Board Policy prohibits the display of insignias, logos, and/or endorsements other than DeKalb School and/or manufacturing logos on athletic uniforms and equipment. Examples of permissible logos are Nike, Adidas, etc. All other advertisements and/or endorsements are prohibited. Any special accommodation or commemorative insignias must be approved prior to placing the items. All uniform orders must be approved by the principal, area superintendent, and the Executive Director of Athletics.

Criteria for Letter Awards

A letter of award shall depend upon satisfactory completion of the season or activity.

DeKalb Athletics: Focusing on Educationally Sound Practices”

Junior Varsity or Middle School team members are not eligible for letter awards. Only students in ninth grade or above shall be eligible for letter awards. *A student shall be given only **one letter**. Inserts for other sports and service bars shall be awarded letters earned after the first year.*

Specific Minimum Criteria to Receive a Letter

- *Cheerleaders*: Acceptable performance at all assigned events.
- Football, Basketball, and Soccer: Participation in one-half of the total game quarters.
- Baseball and Softball: Any player, other than the pitcher, must participate in one-half of the total innings played by the team. A pitcher must participate in one-half of the
- total innings played by the team and/or pitch in one-fourth of the innings played by the team.
- Track, Cross-Country and Lacrosse: Participation in one-half of the scheduled meets.
- Gymnastics, Wrestling, Tennis, Golf, and Swimming: Participation in one-half of all matches or meets.
- Managers: At the discretion of the principal and coach.

Notwithstanding any of the above listed criteria, a letter may be awarded in any activity or sport when, in the judgment of the coach and principal, special merit is evident. The GHSA Constitution states that a student-athlete cannot receive an award of intrinsic value. Symbolic awards (i.e., non-cash), presented for winning or placing in GHSA competitions are limited to \$250.00 per sport per year; this may be paid by the local school and must be approved by the Board of Education.

Retiring Numbers

For any athlete to have his/her number retired, the following criteria should be followed:

1. The athlete must be a graduate of that high school.
2. The student's number must officially be retired in a ceremony sponsored by the school.
3. The administration at each high school must establish their own criteria, keeping in mind that the individual should be a positive role model in every respect.
4. The Athletic Department recommends a five-year waiting period after the student has graduated.

Naming Facilities

Any decision to name a facility or space in honor of an individual must have the approval of the DeKalb Board of Education.

Equipment Management - Inventory

In keeping with school board policy, all athletic equipment is inventoried annually. The head coach and the athletic liaison are responsible for taking athletic inventory three times per year: Fall; winter; and spring sports. Athletic coordinators no longer take inventories for individual schools. The principal is responsible for all property assigned to the school, and the school district shall be reimbursed for the value of property lost through negligence.

Negligence of the person concerned should be established by means of appropriate hearing. A prorated portion of the value shall be paid to the school district for property that has been misused. Thefts shall be reported to the appropriate administrator as soon as they are discovered. A police report must be

DeKalb Athletics: Focusing on Educationally Sound Practices”

filed, and a copy sent to the Athletic Department. The principal at the middle school or senior high school will be responsible for athletic equipment and uniforms housed on campus.

The senior high school and the middle school will maintain separate inventories. The head coach of each sport, or the person designated by the principal, will be responsible for requisitioning athletic equipment for the school. A close working relationship between high school and middle school coaches will be necessary for the success of the athletic program. Each school will receive an annual budget for equipment replacement for each sport.

Varsity uniforms will be replaced every three years and will be passed down to the junior varsity team for use. Middle School uniforms will be replaced every three years. In the event of a change in head coaches, the principal must take the necessary steps to see that athletic uniforms and equipment are secure and accounted for. Keys to equipment storage rooms must be accounted for and may be changed as needed. A complete inventory must be conducted with the outgoing coach after the keys have been taken up and/or the locks changed. The athletic coordinator will assist with the inventory process. The school must pay the cost for inventory loss because of a change in coaches.

Purchasing

The Athletic Department is responsible for allocation of equipment and services to each school in accordance with budgetary limits and needs. The purchasing agent of the DeKalb School District in accordance with established policy purchases athletic and related equipment.

Operation of the District Stadiums

The stadiums are operated on a regional basis and are made available for the use of each DCSD school. The Department of Athletics is responsible for scheduling events in the regional stadiums. In the interest of spectator safety, all stadiums will use Evolv weapons detection for stadium events.

The following guidelines govern stadium admission procedures and patron expectations:

1. Booster Club representatives and/or officers must pay full admission prior to the games.
2. In addition to the band's directors, coaches, and/or sponsors, two chaperones per bus transporting auxiliary groups may be admitted at no charge. Such groups include bands, cheerleaders, drill/flag corps, and majorette/rifle corps. All other adults accompanying these groups are expected to pay and enter through the regular gate.
3. It shall be the responsibility of the principal to take proper steps and precautions to ensure that crowd control is handled reasonably at all interscholastic athletic contests.
4. To ensure crowd control and spectator comfort, no noisemakers such as air horns, cow bells, whistles, etc. shall be permitted in the stadium or gymnasium.
5. No food, coolers, cans, or bottles can be taken into the stadium.

Stadium Selection for Football Playoffs

When there is more than one county school that desires to use a specific stadium for a playoff game, the Executive Director of Athletics will make the decision based on safety and economic factors. Other factors considered in stadium selection are:

1. Classification (7A -A)
2. Best overall win/lost record
3. Team records if the two teams played have been competing against each other.
4. Best regions record.

Press Box Procedures

1. Each school is allotted space for coaches in the booth or area with phones to the field. Each school is allowed space for a statistician as assigned by the coach.
2. Each newspaper is allotted space for a maximum of two reporters.
3. Radio stations will be allotted space according to the placement of phone lines. Stations must pay a rights fee to The Athletic Department. Phone company representatives will need to contact stadium managers for placement of phones for broadcast. All requests made to schools should be directed to the Athletic Department.
4. Cable television will be allotted space on the filming platforms or the roof of press boxes. Space in the press box will be available for most regular season games. For playoff games, it will be necessary to check with the Athletic Department in advance.
5. The press box will be limited to coaches, the media, stadium personnel, officials, school administrators, and members of the Athletic Department.
6. Press Credentials for the Media - Passes are available upon written request to the Athletic Department.
7. Each school is allow one videotape crew in the press box at Adams, Avondale, and North DeKalb. At Memorial and Godfrey stadiums, videotaping must be done underneath the press box.

Sideline Procedures

During football games all spectators are to be in the stands. Spectators are not permitted on the sidelines or on the track during the game. The sidelines are reserved for coaches, players in uniform, student managers, team doctors and/or trainers, and media. No one else is to be on the sidelines without written approval from the Executive Director of Athletics.

Broadcasting and Video Policy

Any request to broadcast, telecast, tape record or film an athletic contest in a regional stadium should be directed to the Athletic Department.

Radio Usage Policy

Permission must be obtained from the Department of Athletics. For football, the stadium manager must have a memo from the Department of Athletics, or the radio station must have a letter from the Athletic Department granting permission to assign space in the press box. The rights fee for a regular season

game is \$50 and shall be added to the gate receipts. Any requests for state playoff broadcasts must be made to the GHSA. The state has set fees for all sports.

Television and Cable Policy

Regular season broadcasts shall be negotiated by the Athletic Department. Permission for playoff games is granted by the GHSA. The originating station must have a minimum of three promotional announcements for the DeKalb County School District. The Athletic Department must approve the announcers chosen by the broadcasting outlet.

Taping of Football Games Policy

The Department of Athletics tapes all home games played in DeKalb stadiums. Taping games for schools outside DeKalb County is available on a reciprocal agreement basis. DeKalb County schools will exchange tapes with schools outside the county during the state playoffs. DeKalb County Schools will tape all state playoff games in DeKalb regional stadiums for the home team.

Responsibilities of the Stadium Manager

1. To supervise the stadium during all scheduled events.
2. To determine staffing needs, in collaboration with the athletic coordinator.
3. To supervise all stadium personnel.
4. To identify security coordinators.
5. To perform all additional duties as determined by the athletic coordinator.

Responsibilities of the Assistant Stadium Manager

1. To assist the stadium manager in carrying out all designated duties.
2. To supervise the stadium in the absence of the stadium manager.
3. To supervise the arrival and departure of group buses.
4. To assist in validating tickets in the event of an overflow crowd.
5. To perform other duties as designated by the stadium manager and/or the athletic coordinator.

Rental of District Stadiums by Community Organizations

[Adams Stadium](#)

[James R. Hallford Stadium](#)

[Napoleon B. Cobb/Formerly Avondale Stadium](#) [North Dekalb Stadium](#)

Athletic Events Conducted on School Campuses

Athletic events, which are held on the school campus, are conducted under the supervision and direction of the principal and the Department of Athletics. The rate of compensation for personnel used in these events is determined at the beginning of the

school year by the Executive Director of Athletics and approved by the Board of Education. The principal is responsible for the operation of concessions either by the school or through a school-

DeKalb Athletics: Focusing on Educationally Sound Practices”

affiliated organization. Receipts from concession sales are deposited in the special school account and expenses paid in accordance with school district policy. In the event a school-affiliated organization operates against the concessions, the net proceeds are prorated according to prior written agreement between the principal and the constituted officials of the school-affiliated organization. Funds derived from the sale of concessions are accounted for by the principal according to policy.

DeKalb County Athletics/ GHSA Links

- A. [Constitution and By-Laws](#)
- B. [GHSA Physical Form](#)
- C. [Lay Coaches Certification](#)
- D. [DeKalb Athletic Forms](#)
- E. [Sportsmanship Announcement](#)
- F. [GEORGIA HIGH SCHOOL ASSOCIATION RULES CLINIC](#)
- G. [GHSA Responsibilities](#)
- H. [DCSD SOP'S](#)
- I. [Stadium EAP'S](#)