Calvert County Public Schools Philosophy of Interscholastic Athletics

2026 – 2027

The Board of Education of Calvert County recognizes the importance, value and positive role that interscholastic athletics plays in the educational system. The goals for students who participate in the interscholastic athletic program include:

- Learning Sport Skills
- Improving Physical Fitness
- Developing Good Health Habits
- Learning Appropriate Behavior When Working with Others
- Learning to Cooperate in a Competitive Context
- Learning to Understand and Control Emotions
- Developing a Feeling of Self-Worth

Interscholastic athletics provides an opportunity for the entire student body to develop and demonstrate school spirit and positive citizenship skills.

Interscholastic participation is secondary to the student's academic responsibilities. Practices and games are scheduled to avoid conflict with the academic class schedule. Student athletes must learn to balance the demands of competitive athletics with the rigorous academic schedule that all secondary students must carry.

In addition to athletic skill development and knowledge of the games and strategies interscholastic athletics provides rewarding experiences that will:

- Teach Sound Sportsmanship Practices and Fair Play
- Help Students Establish Goals and Achieve Them
- Promote the Importance of Teamwork and Unity
- Build Self-Discipline
- Instill Self-Esteem and Self-Confidence

Interscholastic athletics is a privilege that carries with it responsibilities to your school, your team, your community and yourself. Student athletes will conduct themselves in accordance with all the policies, rules and regulations of the Maryland Public Secondary Schools Athletics Association, the Southern Maryland Athletic Conference and Calvert County Public Schools as a requisite for participation in any interscholastic program.

The goal of the Calvert County Public School Interscholastic Athletic program is to foster excellence through educational and competitive experiences in an atmosphere of sportsmanship.

The health and well-being of our student athletes is our primary concern and is more important than the outcome of any contest. We believe that winning and losing are important only if considered in the context of how students represent themselves and their schools and how the game is played. We expect each of our student athletes to conduct themselves with dignity and decorum and embody the character of their school and community.

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HIGH SCHOOL RULES AND REGULATIONS

I. Introduction

a. In order to standardize, promote, and govern policies and procedures that are pertinent to the County Athletic Program, this handbook is offered for assistance and direction to all secondary Principals, Activities Directors, coaches and the public.

II. Constitutional Bylaws

a. All schools participating in the interscholastic program shall abide by these County rules and regulations, the Southern Maryland Athletic Constitution and Bylaws **(SMAC)**, and the Rules and Regulations Governing Interscholastic Athletics in the State of Maryland **(MPSSAA).**

III. Interscholastic Athletics in Calvert County.

The following sports programs may be organized and conducted on a high school level:

a. Baseball
b. Basketball (B&G)
c. Cross Country (B&G)
d. Field Hockey
e. Football
f. Girls Flag Football
g. Golf (B&G)
h. Indoor Track (B&G)
i. Lacrosse (B&G)
j. Soccer (B&G)
k. Softball
l. Swimming (B&G)
m. Tennis
n. Track & Field (B&G)
o. Volleyball
p. Wrestling

IV. Addition or Deletion of Sports to the School Program

a. Please refer to the Calvert County Public Schools website for information regarding the addition or deletion of any interscholastic athletic programs. (Policy #3451 and Procedure #3451.1)

V. Player Eligibility

a. MPSSAA Eligibility Code

i. Section 1 – Student eligibility for participation in interscholastic athletics at the secondary level shall be based on the following criteria:

1. Students must be officially registered in accordance with Maryland School Laws, and they can represent only the school in which they are registered.

2. Students who are 19 years of age or older as of August 31st are ineligible to participate in interscholastic athletics for the school year ahead.

3. Students may participate in interscholastic athletic contests a maximum of three (3) seasons in any one sport in grades 10, 11, and 12. In grade 9, he/she will have a maximum athletic eligibility of four (4) seasons in any one sport.

4. Sixth, seventh and eighth grade students are not eligible to compete or practice with or against varsity and/or junior varsity athletic teams.

5. Students must maintain an amateur status as defined by the National Federation of High Schools.

6. Students, while participating on a school team, are permitted to participate on sports teams outside of school during the school sports season. Such participation must meet the following criteria:

a. The outside participation may not conflict with the sports schedule of the school including district, regional, and state championship play (sports schedule includes games and practice). (MPSSAA Handbook, Sec. 02G, #1).
b. Students who elect to participate on an outside team and do not participate or practice with the school team throughout the designate sport's season, is ineligible to represent his/her school in all meets and games that determine a county, district, regional or state championship. (MPSSAA Handbook, Sec. 02G, #2).
c. This same standard applies to athletes participating in a different outside sport.

7. A student must be examined and certified to the high school Principal as being physically fit to participate as a member of a school team. Such examination must be performed by the family physician or another qualified physician and will be good for 14 months from the date of exam.
8. A student may participate after he/she has legally transferred to another school. "Legally transferred" means a change of residence or a transfer from one school to another by action approved by the local Superintendent of Schools.
9. A student must present to his/her high school Principal a certificate from his/her parent or guardian indicating the parent's or guardian's permission for the student to participate.
10. Any student who has been awarded a high school diploma shall be ineligible to compete in high school athletics.
11. Students who wish to play two sports during the same season may do so under the following conditions:
    a. The student must have the Dual Sport Request From completed, signed by both coaches, the student and the parent, and on file in the Activities Director's office.
    b. Both coaches must agree to the dual participation and develop a practice schedule suitable for the situation.
    c. The student must identify one sport as the primary sport in order to avoid problems and confusion if rescheduling, play-offs, or other reasons cause conflict.

b. Enrollment Procedure

i. A student who enrolls from an out of district school is ineligible to participate in an interscholastic athletic contest for forty-five (45) school days from the date of enrollment unless:

1. The student's parent or legal guardian is a legal resident in the school's district as decided by Student Services, and the student was eligible to participate in interscholastic athletics at the student's former school at the time of enrollment or
2. The student is a foreign exchange student and meets all other eligibility requirements for interscholastic athletics.

ii. An enrolling student who was determined to be ineligible to participate in interscholastic athletics at a former school will have the same ineligibility imposed at the new school following a review of all information.

VI. Procedures for Academic Eligibility for Extracurricular Activities

a. Standard

i. A student must maintain a 70 percent grade point average, with no more than one failing grade of less than 60 percent. If a student receives a failing grade of less than 60 percent in a 2 or 3 credit course, the student is then ineligible. Fourth quarter grades will determine fall eligibility. Grades will determine winter and spring eligibility.

b. Definition

i. 70 Percent GPA: The GPA for the first quarter (winter) and second quarter (spring) season will determine the GPA for the fall season. The overall GPA is not used for eligibility purposes.

ii. Failing Grade: A numerical grade of less than 60 percent is a failing grade. For purposes of eligibility, a minimum of 40 percent or the actual number between 40 percent and 59 percent, whichever is higher, is used to calculate the GPA.

iii. New Students: Students transferring into the Calvert County Public School System from another school district are accountable for their transfer grades and will not be eligible if they are not eligible at their old school. Note: New 9th grade students are automatically eligible until the end of the 1st marking period.

iv. Eligibility Period: The period of eligibility is from the date a report card is issued to the date the next report card is issued.

c. Reinstatement

i. The Activities Director or his/her designee verifies with teachers the numerical grades of a student who petitions for reinstatement on an interim date. A student must meet the standard (70 percent GPA with no more than one failing grade) in order to be reinstated.

d. Practice/Try-Outs

i. A student not currently eligible may try out for a team. An athlete's eligibility can be restored at interims. Coaches should check with their Activities Director to determine eligibility.

e. Students with Disabilities

i. Calvert County Public Schools will ensure that adapted or alternative athletic programs are available to students as per Policy statement #3440 (Students) of the Board of Education Regarding Fitness and Athletic Equity for Students with Disabilities.

ii. A student with an Individualized Education Plan (IEP) under IDEA or Section 504 is subject to the eligibility standards outline above.

f. Appeal Procedures

i. When a student believes an error occurred in the awarding of a grade, he/she may file an appeal with the Principal. The student must demonstrate the circumstances that may have contributed to the awarding of an incorrect grade. The appeal must be initiated within five days of the issuance date of the report card. The student remains ineligible during the appeal process. The Principal shall render a decision within five days.

g. Additional Eligibility Regulations

i. A student absent from school on any day shall not be permitted to participate in practice or competition on that day of absence (exception allowed only if legally absent for a reason other than illness), and, if a game is scheduled on a non-school day, the student must have attended school on the day before the game or have a legal reason for the absence. A "day" means one half of the student's daily minutes.

ii. A student suspended from school for any reason shall not be eligible for practice or participation in any athletic event until he or she has been reinstated by the Principal and has attended classes for at least one day. A player suspended from athletic participation in any sport for any reason may not travel with the team. He or she shall not sit on the team bench nor perform any other function in connection with the team.

iii. A student may not practice or play while serving an ISI placement.

iv. Subsequent ISS placements will result in ineligibility for the duration of the placement.

v. A student who has participated in a sport for four (4) consecutive semesters or is a junior or senior shall not be permitted to play on JV teams, certain exceptions may be granted due to extenuating circumstances. Requests for exceptions must be submitted (with justification) in writing to the Supervisor of Athletics.

VII. Squad Membership

a. A student, in being shifted from a junior varsity team to a varsity team and vice versa, may not in a week or season play in a number of games to exceed the maximum allowed for a varsity team in a sport; nor may he or she play in more than one game on one day (e.g. he or she may not play in a varsity or junior varsity game on the same day).

VIII. Enforcement of the Code

a. The Activities Director must certify to the Administrator in charge of Athletics, the scholastic eligibility of each student.

b. The Principal of the school assumes overall responsibility for certification of athletic eligibility and for enforcement of the Scholastic Eligibility Code.

c. Violation of Calvert County, SMAC, and/or MPSSAA rules and regulations may result in the forfeiture of games or contests and/or consequences for the coach and/or athletes.

IX. Eligibility Roster Form (Varsity and Junior Varsity)

a. A copy of all team rosters and eligibility sheets must be maintained by the Activities Director.

X. Out of Season Conditioning Programs, Clinics

a. Out of season conditioning programs, clinics, camps and open gyms can be conducted only under the following guidelines:

i. It is expected that all Activities Directors and coaches will carefully read and follow the MPSSAA handbook regarding out of season practices (Section .04G (2) and Camps (.04I (2), (3). Failure to closely follow these regulations may have serious consequences for the coach and their team.

ii. Athletes should be encouraged to participate in more than one sport. Coaches are not to encourage athletes to get involved in off-season programs, in lieu of another school sponsored program. In planning and approving summer conditioning programs, the Activities Director and coaches should consider that many students participate in more than one sport during the year and cannot be expected to be committed to all during the summer months.

iii. Such programs cannot be mandatory. All out-of-season conditioning programs must be approved in advance by the Activities Director and Principal. Any rules pertaining to these programs should be on file with the Activities Director.

iv. It is the coaches' responsibility to ensure that participants in each program have a current physical, appropriate insurance forms and a signed copy of Training Rules and Guidelines on file in the Activities Director's office.

v. All such conditioning programs must be supervised by a faculty member or an approved sponsor.

vi. MPSSAA, SMAC, and county rules and guidelines must be followed regarding participation in camps, clinics and out-of-season teams. All coaches should carefully review the MPSSAA Handbook section on "Out-of-Season Practice".

XI. Athletic Insurance, Parent Permission, Physical Examinations

a. A student shall be eligible for practice participation in athletics only when there is a certificate of consent which is signed by his or her parent or guardian and on file with the Principal or his/her designee.

b. A student may not practice or participate in any athletic activity until he or she has been certified physically able to participate in that activity by a physician and the certificate is on file with the Principal.

c. All athletes must have health insurance while participating in the athletic program. Regular school insurance will provide protection for all sports except football. If the football participant does not have their own health insurance the school will make up the difference between regular insurance for the participant and the school. Students not enrolled in the Insurance Plan, carried by CCPS, must submit evidence of coverage to the AD. If a student's parents have insurance protection through their own personal policy, a student may complete the insurance "waiver" form signed by the parents relieving the school from any cost of medical treatment for their child in case of accident.

XII. Transportation

a. Athletic team members must travel on the bus, when provided by the school, to away contests. Principals may grant exceptions for parents/guardians to transport when special circumstances occur. Student-athletes may not ride home from any away contests with anyone else except parents/guardians or a parentally approved adult. In this case, a note or phone contact is required.

b. Only authorized team members, coaches, and other authorized school personnel may ride on the bus. At least one member of the coaching staff must always ride on the bus.

XIII. Athletic Injuries

a. An Athletic Trainer (ATC) should be present at all home games and practices.
b. All athletes, if possible, shall consult their family physician when injured and shall be not return to play without being cleared for play by the physician in writing.

c. All serious accidents or injuries will be reported by the head coach to the Athletic Trainer and Activities Director who will report to the Principal. The appropriate accident form shall be filled out by the coach on any serious injury sustained during the game or practice.

d. No football game can begin or continue without a doctor, Athletic Trainer or certified EMT present.

XIV. Training Rules and Player Conduct

a. All athletes will be given a copy of the Training Rules and Player conduct Guidelines as established countywide. The student, parent, and coach must sign. The coach must collect and submit to the Activities Director. The rules and guidelines are as follows:

i. Student-athletes may not, literally or constructively, use, possess, or distribute drugs, alcohol, or controlled paraphernalia at any time.

ii. Student-athletes may not, literally or constructively, use tobacco products or Electronic Vaping System at any time, on or off school property.

iii. Student–athletes are to attend practice sessions regularly unless legally absent from school or excused by the coach.

iv. Student-athletes must be courteous and respectful to opponents, teammates, officials, and spectators and refrain from using profanity, inflammatory, derogatory or hate speech.

v. Student-athletes are expected to utilize appropriate, positive use of social media, e-mail messages, blogs, websites, apps or other electronic communications.

vi. Student-athletes are to refrain from fighting and physical altercations during games and practices.

vii. Student-athletes are to refrain from the destruction or theft of school or personal property.

viii. Student-athletes are to refrain from any form of hazing of their teammates.

ix. Student-athletes are to obey all rules of conduct as stated in the Student Code of Conduct.

x. Student-athletes suspended from school for any reason shall not be eligible for practice or participation in any athletic event until reinstated by the school administration and has attended classes for at least one day.

xi. Student-athletes may not practice or play while serving an OSS placement.

xii. Student-athletes must maintain a 70% grade point average, with no more than one failing grade of less than 60% in order to maintain athletic eligibility.

xiii. Student-athletes remain in good standing as a member of the team to be eligible for senior night, banquet and post-season awards. This would include participation in all regional and state play-off and championship games unless legally absent or excused by the coach and Principal.

xiv. Coaches are encouraged to create their own additional rules and regulations.

xv. Coaches should inform the Activities Director and Principal of any player suspensions and consult with the Activities Director and Principal if a rules infraction might result in permanent removal from an athletic team.

xvi. Any athlete ejected from a contest is suspended from the next scheduled game. If that injection is egregious or flagrant it will be a two game suspension. If the athlete is ejected from a second game in the same season, he/she will be suspended from the next scheduled five (5) games.

b. Athletes who violate any of the rules listed above, or those set by the coach, could forfeit their right to any post-season awards and/or could be suspended or permanently removed from the team.

XV. Scheduling

a. General Guidelines

i. Scheduling guidelines outlined in the Rules and Regulations Governing Interscholastic Athletics for Calvert County, SMAC, and the State of Maryland shall be followed.

ii. Calvert County requires a minimum of 5 days of practice before playing games with another school.

iii. No school can participate in the following contests unless sanctioned by the State Association:

1. Any interstate tournament or meet in which three or more schools participate.

2. Any interstate two school contest which involves a round trip exceeding 300 miles. Events that require out-of-state travel beyond 300 miles may not involve any loss of school time.

3. Any interstate two school contest (regardless of the distance to be traveled) which is sponsored by an individual, or an organization other than a member high school. MPSSAA does approve games at certain non-educational institutions when games are against other sanctioned public high schools. The Activities Director must always receive approval from MPSSAA before scheduling such games.

iv. All out-of-state and/or overnight athletic trips must receive approval from the Principal, Supervisor of Athletics and the Superintendent. A member of the school administration must accompany the team on any overnight trips. Refer to Administrative Policy #2405.

v. Each school shall have contracts for non-conference athletic contests. No show guarantees should be considered.

vi. It is essential that all scheduled contests, especially with non-MPSSAA members, be thoroughly reviewed. Activities Directors and coaches should review the MPSSAA website to ascertain a non-member school's eligibility. If in doubt, MPSSAA officials should be contacted.

vii. Postponed contests:

1. Decision to postpone contests should be made no later than 12 noon the day of the scheduled contest, if possible. Visiting teams should be notified of postponed games an hour prior to bus departure when possible. Final determination will be made by the Principal of the host school.

2. Inclement weather, which causes the closing of one or both schools involved in the contest, will automatically postpone all athletic contest scheduled between the schools.

viii. Rescheduling Postponed Contests

1. All sports should schedule postponed contests to best meet the needs of the schools involved. Best practice, whenever possible, is to reschedule on the next possible date. However, all rules concerning time lapse between contests should

be enforced. When in doubt, check with the MPSSAA handbook, the SMAC schedules and Section D of this handbook.

b. Number of Contests

   i. Extra games that are required to determine a county entry into district, regional, or state competition will not count toward the number of games permitted.

   ii. All school schedules shall be established by the start of each sport season according to the following restrictions which are specified in the MPSSAA guidelines. All coaches and Activities Directors should refer to the MPSSAA Handbook as scheduling decisions are made to ensure compliance with the MPSSAA Standards of Competition. These guidelines are abbreviated from the full descriptors contained in the MPSSAA Handbook, which is available on the CCPS website under Departments, Athletics.

c. Starting Times and Days Contests

   i. Starting times for athletic contests will be based on SMAC guidelines. Exceptions to these guidelines must first be approved by the Supervisor of Athletics.

   ii. Schools are permitted to schedule no more than one (1) game in the afternoon, i.e., during the regular school day, for the benefit of the student body.

   iii. On a school night, contest may begin no later than 8 p.m. On a week-end night, every attempt should be made to ensure the same guideline is followed. If inclement weather or other unusual circumstances occur, then the best judgment of the Activities Director and school administrator should be followed.

d. Scrimmages

   i. A scrimmage game is defined as a practice game with another school or schools under the following conditions: no admission may be charged, transportation guidelines shall be the same as for regular games, tri- or multi-team scrimmages will be allowed on any particular date as only one scrimmage.

   ii. Three pre-season scrimmage dates are allowed for all sports.

   iii. Teams may participate in a post-season scrimmage if excess dates are available between the last game and the open tournament. This typically will occur if teams have 1st round byes. Permission is required from the Supervisor of Athletics.

   iv. JV teams are permitted scrimmages if and only if it is at no additional cost to the school system. These games should be scheduled with the varsity scrimmage whenever possible. Extra costs incurred will be charged to the school.

   v. During the pre-season while coaches are still evaluating personnel, the younger players may be involved in the varsity scrimmage at the same site (field or court, etc.) during the same event. Note: The development of appropriate physical conditioning, along with the teaching of essential basic skills, must be completed before any student is placed in a scrimmage setting. Coaches should consider the physical condition of students entering their programs as well as climatic factors affecting their health.

e. Starting and Ending Dates

   i. Fall Sports – Fall means the Wednesday of the 6th week of the National Federation of High Schools (NFHS) standardized calendar:

   2026 – 2027 – August 12

ii. Winter Sports – November 14th until the final date of the county, conference, district, regional, or state tournament.

iii. Spring Sports – March 1st until the final date of the county, conference, district, regional, or state tournament.

iv. When November 14th or March 1st falls on a Sunday, practice may begin on the preceding Saturday.

f. Other Practice Regulations

i. Teams may not practice when schools are closed because of inclement weather or other emergencies without permission of the Superintendent.

ii. Practice times will be limited to three (3) hour sessions and will be established by the Principal and Activities Director in consultation with the coach of the respective sport. Cut-off time for practice shall not be later than 9:00 p.m., unless approved by the Principal.

iii. Parents should be advised in writing about the program; including practice times, expectations, and rules prior to a student beginning in any sport. A copy of this communication shall be on file with the Activities Director at each high school.

iv. By definition, those activities designated as Collision sports may incur a high rate of concussion for participating athletes. Research indicates that in addition to proper instruction and drills a reduction of exposure to live contact should contribute to a lower rate of concussion injury.

1. Football

a. **Rationale:** *Research has demonstrated the rate of concussion injury in football is the highest among interscholastic sports. The National High School Sports Related Injury Surveillance Study 2011-12 found that head/face concussions accounted for 23.6% of total injuries. Furthermore, the data details 95% of these injuries occur while blocking, being blocked, tackling or being tackled. Research data by the Ivy League and the NCAA have reported similar findings in the rate on concussions. Currently numerous national and state organizations, as well as three local school systems in Maryland have implemented reductions to contact exposure during practice sessions.*

b. Definitions:

i. Live Hitting is defined as football drills or live game simulations where full game speed blocking and tackling of players to the ground occurs.

ii. Full Padded is defined as players dressed and equipped in accordance with NFHS Football Rule 1-5 (equipment guidelines).

c. Recommendations:

i. Coaches should place special emphasis during practice sessions on proper techniques for blocking and tackling.

ii. The following football practice restrictions are recommended to strike a balance between teaching proper techniques and skills while limiting the number of live contact exposures.

1. **Pre-season:**

    a. No live hitting until day 6 of practice (Heat Acclimation Rules)

    b. Live hitting (full speed, go to ground contact) periods limited to full padded practice days.

2. **In-season (Beginning the Monday prior to the first play date):**

    a. A team may conduct full padded practice days but may only participate in live hitting drills and live game simulations with live hitting no more than two practice days per week.

    b. Live hitting drills or live game simulations with live hitting shall not be conducted the day prior to a game.

2. <u>Boys Lacrosse</u>

a. **Rationale:** *Research has demonstrated the rate of concussion injury in boys' lacrosse is among the highest within interscholastic sports. The National High School Sports Related Injury Surveillance Study 2011-12 found that head/face concussions accounted for 34.3 % of reported injuries. NCAA data collected from 1988 to 2003 found the concussion injury rate in men's lacrosse to be 2nd only to football. Research by the Ivy League has reported similar collaborative data.*

b. Definition:

i. <u>Body Checking</u> is defined as contact typically made with a shoulder or chest to an opponent with both hands of the player applying the check remaining in contact with the cross.

c. Recommendations:

i. Coaches should place special emphasis during practice sessions on proper techniques for body checking that avoids contact with or to the head.

ii. The following boy's lacrosse practice restrictions are recommended to strike a balance between teaching proper technique and skills while limiting the number of live contact exposures.

1. After the 1st play date, schools are limited to a maximum of one full-contact practice per day.

2. No live body checking allowed in practice the day prior to a game. (Stick checking is permitted.)

v. While activities classified as Contact Sports are not specifically structured to provide for intentional physical contact between participants like Collision Sports, the incidence of game/sport related contact between players and/or equipment cannot be totally avoided. Providing athletes with proper instruction and drills emphasizing proper techniques should contribute to a lower rate of concussion injury.

1. **Rationale:** *Research has demonstrated that the rate of concussion in contact sports indicated the need for special emphasis on specific sports related skills. The National High School Sports Related Injury Surveillance Study 2001-12 indicated skill-related activities that led to the highest incidents of head/face concussion injury. Thus, the instruction and drill of proper techniques in these specific sport segments is essential in order to minimize potential for injury.*

   a. **Sport Recommendations:**

      i. **Basketball:** Coaches will place special emphasis on proper techniques on play involving body-to-body contact specifically rebounding, picking, screening and shot blockage.

      ii. **Field Hockey:** Coaches will place special emphasis on proper techniques on dual challenges specifically where the potential for body-body or body-to-stick contact can occur.

      iii. **Girl's Lacrosse:** Coaches will place special emphasis on proper techniques specifically for player positioning and stick checking.

      iv. **Soccer:** Coaches will place special emphasis during practice sessions specifically on proper individual heading techniques, heading duals and aerial challenges.

      v. **Wrestling:** Coaches will place special emphasis specifically on proper takedown techniques and aspects of competitions involving contact to the head.

Sport Classification

Collision	Contact	Limited Contact	Non-Contact
Consistent with the purpose of the game, athletes hit or collide with each other or inanimate objects, including the ground, with great force.	*Athletes routinely make contact with each other or inanimate objects but usually with less force than in collision sports.*	*Contact with other athletes or inanimate objects are less frequent or inadvertent.*	*Any contact is inadvertent and not expected.*
Football	Basketball	Baseball	Track & Cross Country
Boys Lacrosse	Field Hockey	Field Event: High Jump	Tennis
	Girls Lacrosse	Softball	Field Events: Discus Shot Put Triple Jump Long Jump

XVI. Weather

a. Calvert County utilizes Perry Weather severe weather detection systems and alert devices. If at any time the alert siren sounds, everyone must seek shelter at once. School administration may stop a contest or practice and have everyone seek shelter without the siren sounding as well.

b. CCPS will use the following chart for heat related events. The WetBulb Globe Temperature **(WBGT)** is a measure of the heat stress in direct sunlight, which considers temperature,

humidity, wind speed, sun angle and cloud cover (solar radiation). This differs from the heat index, which takes into consideration temperature and humidity and is calculated for shady areas. WBGT will be taken by the athletic trainers at each school as often as is necessary to monitor heat conditions for our athletes. If at any time the WBGT rises or lowers to a different level of the chart, coaches, trainers and ADs will make necessary adjustments to practices or contests.

WBGT Reading	Level	Practice Hours	Activity Break Guidelines	Fluids
Under 82.0	Green	Resume normal activities	Normal activities – Provide at least three separate breaks each hour of minimum duration of 3 minutes each during workout	Water or electrolyte drinks
82.0 – 86.9	Yellow	Use discretion for intense or prolonged exercise; watch at-risk players carefully	Provide at least three separate rest breaks each hour of a minimum of four minutes duration each	Water or electrolyte drinks
87.0 – 89.9	Orange	Maximum practice time is two hours	For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each	Water or electrolyte drinks
90.0 – 92.0	Red	Maximum length of practice is one hour	No protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice	Water or electrolyte drinks
Over 92.1	Black	No outdoor workouts	Cancel exercise; delay practices until a cooler WBGT reading occurs	Water or electrolyte drinks

Heat Acclimatization Statement – Refer to the Southern Maryland Athletic Conference website at smacathletics.org for information regarding this guideline.

XVII. Financing Athletics

a. General Guidelines

i. The Calvert County Interscholastic Athletic Program is financed by the Board of Education. All funds raised for and from interscholastic athletics shall be expended for that purpose.

ii. Each high school and middle school have been given an accounting system by the Finance office. This system must operate following the guidelines established by the Board of Education. All income and expenses related to this program must be accounted for within these guidelines and are subject to annual review by the Board's appointed auditors.

iii. Other categories, such as officials, pool rentals, tournament fees, and other needs are supported by the Supervisor of Athletics' budget. Schools will be allowed to keep all athletic ticket revenues (with the exception of swimming) which may be used at the Activities Director's and Principal's discretion for athletic uses only.

iv. The Activities Director and the Principal shall be responsible for the Athletics budget. Purchases of any and all equipment and supplies from Board accounts must be approved by the Supervisor of Athletics and the Principal.

v. Each school is expected to closely follow the prescribed Finance Department procedures for the collection and accounting of gate receipts as well as how event staff are paid. All gate receipts are to either be deposited at a bank or secured in a safe at the end of each contest.

vi. High School Event Staff will be paid per event as follows:

1. Event Staff - $45 (2 or more games $67.50)
2. Game Manager - $60 (2 or more games $90.00)

b. Admission Charge

i. As prescribed by SMAC by-laws: Varsity and junior varsity high school events will charge $6.00 for everyone over the age of 7 years old. children under 7 are free.
ii. Seasonal passes for students & adults are available.

XVIII. Officials

a. All officials shall be certified by MPSSAA.

XIX. Athletic Awards

a. Athletes must complete the season in good standing as a member of an athletic team to be eligible for any post-season awards including a varsity letter or all-conference recognition. This would include participation in all regional and state play-off games unless legally absent or excused by the coach and Principal.

b. Athletes must have returned all equipment assigned to them to be eligible for any awards.

c. Athletes must be recommended to the Activities Director by the coach in charge of each sport to be eligible for any awards.

d. Athletes who have been injured during the season and not permitted by doctor's orders to participate may be eligible for a post-season award.

e. The coach, Activities Director, and Principal shall make final decisions at the school level concerning all matters involving athletic awards.

f. The first year a student letters in any varsity sport, he/she will be awarded a certificate, a letter and a sports pin.

g. The second, third, and fourth years an athlete letters in any sport, he/she will be awarded a certificate and an emblem.

h. The members of a team winning a conference, district, or state title will receive an award signifying that accomplishment.

i. All athletes selected to the All-conference team will receive an award signifying that accomplishment.

j. In sports that have JV teams or freshmen teams, all athletes who complete the season will receive a certificate of participation.
k. A coach may award a letter to any athlete who has, in the opinion of the coach, made a major contribution to the team and program.
l. Major Awards for Individual Varsity Programs

    i. Each varsity coach will have the opportunity to present three major awards to his/her team members at the end of the season.

    ii. These awards will be presented at an awards banquet or assembly sponsored by the school or school booster club.

    iii. It is the responsibility of the head coach to decide on the recipients of each award, the criteria used to make the selection, and the method of selection.

    iv. Any athlete who has successfully completed four years in any sport (varsity and junior varsity count) will receive an award signifying that accomplishment.

m. Major Awards for the Overall Athletic Program

    i. Six major awards will be presented at the end of the school year at an awards banquet or assembly sponsored by the school or school booster club and will be purchased by the school.

    ii. These major awards are: Outstanding Male and Female Athlete; Outstanding Male and Female Scholar Athlete; and Male and Female Sportsmanship Award.

    iii. It will be the responsibility of the Activities Directors and all head coaches to select the winners of these awards.

XX. Selection, Assignment and Evaluation of Coaches

a. Application Procedures

    i. Any currently employed faculty member desiring to coach a sport must fill out a coaching application for any vacant position. These application forms will be online.

    ii. No teacher may be a head coach of any sport or team representing a school other than the one to which they have been assigned unless approved by the Principals, the Supervisor of Athletics, and a representative from the Superintendent's office.

    iii. All positions filled by "emergency head coaches", meaning non-CCPS employees or non-credentialed coaches, must be advertised on an annual basis.

b. Procedures for Processing a New Non-CCPS Paid or Volunteer Coach

    i. All non-CCPS paid, or volunteer coaches must first complete a Coach/Club Sponsor/Advisor Application. The application must be submitted to the school Activities Director who should check for accuracy and ensure completion.

    ii. The Activities Director will forward the application to the Human Resources Department.
    iii. Once completed, the prospective coach will be contacted by the Human Resources representative to schedule an appointment to be finger printed.
    iv. Once the in-take procedure has been completed, the Activities Director will be notified and the non-CCPS coach may begin working with student-athletes. Remember, prospective coaches cannot be allowed to work with students until this process is completed.

v. All non-CCPS coaches, paid or volunteer, must have a contract on file and complete all steps outlined herein.

c. Criteria for Selection.

The Candidate:

i. Must show a sincere interest in youngsters and the ability to get along with them.

ii. Qualifications and records showing his or her success as a teacher are preferred.

iii. Should have had playing experience and/or training with up-to-date knowledge of the sport and its rules and regulations.

iv. Prior successful coaching experience is preferred.

v. Assumes that the coaching assignment does not infringe upon the regular teaching assignment.

vi. Must be willing to enforce the rules and regulations established by the school and CCPS, SMAC and MPSSAA.

vii. Must have completed the equivalent of a one-credit course in the prevention and care of athletic injuries (one year is the time period allowed to fulfill this requirement). This includes all coaches, volunteer as well as paid.

d. Recommendation for Appointment

i. It shall be the responsibility of the Principal to screen all interested faculty members and non-faculty coaches using the above criteria and coach/athletic director/sponsor evaluation(s). The Principal may confer with the Activities Director(s) and head coaches when screening candidates.

ii. The Principal may confer with the Supervisor of Athletics before making a final decision on each coach or sponsor. Administrators and Activities Directors should follow all procedures outlined in Extra Duty/Extra Pay procedures which are listed on the CCPS website under Employment/EDEP, Athletics and/or Human Resources.

e. Evaluation

i. Evaluations should be completed within 30 days following the end of the season, every year, for all coaches utilizing the EDEP Evaluation online.

ii. It is the responsibility of the Principal or his/her designees and the Supervisor of Athletics, when requested by the Principal, to evaluate, on the approved form, any performance that either needs improvement or is unsatisfactory. Input from the Activities Director(s), as well as input from the head coaches, can be used. Principals should inform the Supervisor of Athletics of concerns/issues with coaches and consult before evaluation is completed.

iii. Coaches not removed for cause or resigned, wishing to retain their positions, will automatically be reassigned.

f. Volunteer Coaches

i. Member MPSSAA schools may approve volunteer athletic coaches to assist their coaching staff. These volunteer coaches may not serve as head coaches at any level and must work only under the direction of the head coach unless there is “no acceptable and certifiable professional educator available” then “a person acceptable to the local

school system may be employed as an emergency coach on a one-season basis." (MPSSAA Handbook) A volunteer coach may be appointed if the following procedures are followed:

1. The volunteer coach shall be at least 21 years old and possess a high school diploma or equivalent.
2. The volunteer coach shall have completed or be enrolled in a one-credit course in the prevention and care of athletic injuries.
3. The volunteer coach shall be formally appointed on a one season basis for a specific coaching assignment.
4. A volunteer coach will be assigned duties only after the team has been selected by the Head Coach and his/her faculty assistant.
5. Any person employed by CCPS as a coach or sponsor who works independently with children must be approved after completing all necessary HR requirements.

XXI. Control of Athletic Events

a. Non-Student Attendance

i. Attendance of non-students at athletic events is a privilege extended to those individuals who are willing to attend such events without causing disruption and who are willing to abide by any other rules and regulations established.

ii. No one except players, officials, cheerleaders, faculty members assigned as coaches, and others approved by the Principal and the Supervisor of Athletics may be on the playing field or court areas during a contest.

iii. No tobacco products or Electronic Vaping Systems are allowed on school property.

iv. Alcoholic beverages are not to be brought on or consumed on school premises.

v. Should a spectator be unwilling to behave in a manner deemed satisfactory by the administrator in charge of the event, the spectator shall be requested to leave the event immediately. If the spectator has paid an admission fee and the event has not terminated, the fee shall be offered to the spectator upon leaving. Should the spectator refuse to leave when requested, police assistance should be requested.

vi. Spectators and/or students given notice not to trespass at athletic events may not attend a game in any school in the county.

b. General

i. The school should seek assistance from the Maryland State Police, the county Sheriff's Department and/or private protection agencies for all events in which supervision might be deemed necessary.

ii. The Principal, or his designee, has the authority to take the necessary steps to deal with situations of security and safety. This authority includes cancellation of the activity.

iii. An extensive public relations program should be initiated by the schools and the Board of Education to inform the general public of the extracurricular programs in the schools.

iv. Good sportsmanship is expected from coaches, players, as well as spectators. Opposing players, coaches, and officials should be treated with respect.

v. Spectators shall not bring any food or beverage into events.

XXII. Guideline for Participation of Athletic Team Members in Physical Education Classes

a. All athletic team members who are enrolled in regular physical education classes are expected to dress and participate in class activities. Head coaches who want team members to participate in less strenuous activities on game, match, or meet days, must communicate in writing to physical education teachers before the season begins.

MIDDLE SCHOOL RULES AND REGULATIONS

I. Introduction

a. In order to standardize, promote, and govern policies and procedures that are pertinent to the Calvert County Middle School Athletic Program, this handbook is offered for assistance and direction to all middle school Principals, Athletic Directors, coaches and the public.

II. Interscholastic Athletics in Calvert County.

We currently offer the following sports in middle school:

a. Basketball (B&G)
b. Baseball
c. Soccer (Co-Ed)
d. Softball
e. Track (B&G)
f. Volleyball

III. Addition or Deletion of Sports to the Program

a. See page 3 – High School Rules and Regulations.

IV. Scheduling and Practice Regulations

a. All scheduling will be completed for the up-coming school year by the Supervisor of Athletics. Any changes to those schedules other than routine changes due to weather conditions must be approved in advance by the Principals involved and the Supervisor of Athletics or upon request of the Superintendent. Athletic directors are responsible for arranging transportation, officials and fields.

b. Clinic Schedules

    i. Every student should have the opportunity to have five (5) clinic days during the clinic period.

c. Postponed contests

    i. Decision to postpone a contest should be made no later than 12 noon the day of the scheduled contest, if possible. The Principal of the host school will make the final determination to postpone a contest.

    ii. Inclement weather which causes closing of schools in Calvert County will automatically cancel all athletic contests and practices scheduled for that day.

d. Rescheduling Postponed Contests

    i. Postponed contests are to be played on the next possible date, if possible.

e. All daytime athletic contests played on school days will begin no later than 4:00 p.m.

f. Teams may not practice when schools are closed because of inclement weather, on Sundays or holidays.

g. Team practices will be limited to two-hour sessions. The schedule of practices shall be prepared by the coach and approved by the Athletic Director and the Principal.

h. Parents are to be informed in writing of the expectations, rules, etc., including practice time, prior to a student beginning participation in any sport. A copy of this communication shall be on file with the Athletic Director.

i. Only players, officials, coaches, cheerleaders, and others approved by the Principal may be on the playing field or court areas during a contest or practice.

V. Number of Contests

a. Each team will play 5 regular season games and at least one (1) post season game.

VI. Financing Athletics

a. See pages 18-19 – High School Rules and Regulations

b. For Middle school events in which admission is charged, the rates will be as follows: $2.00 for all adult spectators; all school age children will be $1.00; children under 7 are free. Championship games will be $4.00 per adult.

c. Middle School Event Staff will be paid per event as follows:

   i. Ticket Takers - $25

   ii. Clock Manager - $25

VII. Equipment

a. See page 19 – High School Rules and Regulations except as noted in Section XVII.

VIII. Officials

a. Certified officials shall be used in all contests except track, unless otherwise approved by the Supervisor of Athletics.

IX. Player Eligibility

a. Students shall be officially registered in a Calvert County Middle School and can only represent the school in which they are registered.

b. Students who are 15 years old or older on August 31st are ineligible to participate in middle school interscholastic athletics for the subsequent school year.

c. Students may participate in middle school interscholastic athletic contests a maximum of three seasons in any one sport in grades 6, 7 and 8.

d. Middle School students are not eligible to compete or practice with varsity or junior varsity athletic teams.

e. Students, while participating on a school team, are permitted to participate on sports teams outside of school during the school sports season. Such participation must meet the following criteria:

   i. The outside participation must not conflict with the sports schedule of the school (sports schedule includes games and practice).

   ii. A student who elects to participate on an outside team and does not participate on the school team during the designated sport's season is ineligible to represent his/her school in all meets and games that determine a county championship.

f. A student must be examined and certified to the high school Principal as being physically fit to participate as a member of a school team as of April 1st. Such examination must be performed by the family physician or another qualified physician and will be good for 14 months from the date of exam.

g. Enrollment Procedure: See pages 5 – High School Rules and Regulations.

h. A student absent from school on any day shall not be permitted to participate in practice or competition on that day of absence (exception allowed only if student is legally absent for a reason other than illness). A “day” is defined as four or more hours.

i. A student suspended from school for any reason shall not be eligible for practice or participation in any athletic event until he or she has been reinstated by the Principal and has attended classes for at least one day. A player suspended from athletic participation in any sport for any reason may not travel with the team. He or she shall not sit on the team bench nor perform any other function in connection with the team.

j. A student may practice or play while serving an initial ISS placement regardless of the duration of the placement. Subsequent ISS placements will result in ineligibility for the duration of the placement.

k. A student who is ineligible due to grades may participate in the clinic. However, an ineligible student may not participate in the interscholastic games. This must be clearly communicated by the coach to student and parents/guardians.

l. Extracurricular Eligibility Standards

    i. The standard will be a 2.0 with no more than one failing grade. Refer to pages 17 of high school rules and regulations for Extracurricular Eligibility Standards and Policies for further information.

X. Athletic Injuries

a. See page 9 – High School Rules and Regulations

XI. Training Rules and Player Conduct

a. See pages 9 – 11 – High School Rules and Regulations

XII. Selection, Assignment and Evaluation of Coaches

a. See pages 21 – 23 – High School Rules and Regulations

XIII. Control of Extracurricular Activities

a. See pages 23 – 24 – High School Rules and Regulations

XIV. Athletic Insurance, Parent Permission, Physical Examinations, Transportation

a. See pages 8 – 9 – High School Rules and Regulations

XV. Pay to Play Guidelines

a. Middle school students who wish to participate in the middle school athletic program will be required to pay an annual one-time fee of $35 which will allow them to participate in all three (3) seasonal clinics. Additionally, there will be an annual one-time fee of $30 for the interscholastic team roster which will allow them to play for all seasonal teams if selected. For more information, check the Calvert County Public Schools website at www.calvertnet.k12.md.us or ask for information at any middle school.

XVI. Middle School Uniforms

a. All middle school athletic teams will use uniforms determined by the Supervisor of Athletics. All uniforms will be bought from the same distributor. Also, physical education shorts will be worn. Baseball will continue to wear pants. Softball has the option to wear pants.

b. Fundraising for uniforms is not allowed.

c. Middle school track teams will wear a complete gym uniform.

XVII. Game Guidelines

a. For volleyball, games will be best of five (5) games.

b. For soccer, games will consist of two (2) thirty-five (35) minute halves with one (1) five (5) minute sudden death overtime. If tied at the end of overtime, it will stand as a tied game.

c. For boys and girls basketball, games will consist of four (4) six (6) minute quarters and three (3) minute overtime periods.

d. For baseball, no new inning may begin after 5:50 if a community team is scheduled on the field. In this situation, the game must end by 6 p.m. and the score will revert back to the last full inning if the game is not completed by 6 p.m. If no community team is scheduled for the field, the game may be played to completion.

   i. Additionally, the following bat standards will apply:

      1. 6th Grade players may use a 5 oz. drop bat
      2. 7th Grade players may use a 3 oz. drop bat
      3. 8th Grade players may use a 3 oz. drop bat

   ii. For pitchers, the following pitch count will be enforced:

      1. 6th and 7th Grade pitchers will be limited to 85 pitches per game.
      2. 8th Grade pitchers will be limited to 95 pitches per game.

   iii. If a pitcher reaches the pitch limit while facing a batter, the pitcher may continue to pitch until the at-bat is completed. A pitcher may only pitch in consecutive games if 40 or less pitches were delivered. These limits are based on Little League rules. All other rules will follow those rules set by the National Federation of High Schools (NFHS). Umpires will be informed of this stipulation. It is the responsibility of each team to keep a pitch count.

e. For softball, as in the past, middle school softball will have a 7 run per inning limit. Additionally, a 10-run rule at the end of five (5) innings will apply. The same time limits for field use as stated under baseball will also apply to softball. Also, we will use the same extra innings rule as high schools. In the case of extra innings, the batter who made the last out the previous inning will be placed at 2nd base. There will be no outs. The official batting order will continue. Substitutions as prescribed by high school federation rules may occur, including for the runner. Play then continues under normal rules.

CHEERLEADING RULES AND REGULATIONS

I. Introduction

a. Over the past several years, the scope and activities for cheerleaders have increased as rapidly as the athletic program. They comprise an integral part of the Calvert County Athletic Program and the responsibility of sponsors has increased dramatically.

b. The purpose of cheerleading is to promote and uphold school spirit, to develop a sense of good sportsmanship and to enhance the relationship between our schools and the schools with whom we compete.

c. This handbook has been established to provide sponsors with a resource to assist them with this responsibility. Sponsors should direct any questions to their Activities/Athletic Director or Principal.

II. Objectives for Cheerleaders

a. By definition, a “cheer” is a shout of encouragement or congratulation and “to lead” means to guide, conduct, direct. Thus, we have a definition of a cheerleader: one who conducts shouts of encouragement and/or congratulations. These cheerleaders must be guided by sponsors so they can successfully fulfill this fundamental task. A cheerleader should be able to:

   i. Exhibit and encourage good sportsmanship and mature behavior at all times.

   ii. Promote support and recognition for athletic teams and other school groups as appropriate.

   iii. Ensure that visiting teams are always welcome and courteously treated.

   iv. Promote school spirit.

   v. Lead organized cheers and chants to the student body and other spectators.

   vi. Acquaint students with a variety of appropriate cheers to be used in different situations.

   vii. Control crowds through organized leadership.

III. Responsibilities of the Cheerleader Sponsor

a. The following responsibilities have been established through consultation with sponsors, Activities/Athletic directors, the Supervisor of Physical Education and Athletics, and high school Principals. The cheerleader sponsor will:

   i. Be USA Cheer certified.
   ii. Be responsible for the cheerleading squads during all activities.

   iii. Supervise all practices and performances or provide a faculty member substitute to perform this duty.

   iv. Work cooperatively with the Athletic Director and administrator throughout the year.

   v. Keep accurate attendance for practices and games.

   vi. Coordinate fund-raising activities if needed to support non-school related functions, (i.e., competitions).

   vii. Approve all cheers.

   viii. Provide leadership to captains of the cheerleading squads.

ix. Keep a medical card readily accessible for each cheerleader during all practices and events.

x. Supervise carefully the teaching of acrobatics, seek help from gymnastic teachers and coaches, and eliminate stunts requiring skills beyond the ability of the squad members. Safety should always be stressed. Use of spotters, mats, and other safety techniques and concerns should be met per USA Cheer.

xi. Be responsible for planning tryouts and the selection of the squad.

IV. Code of Ethics

a. This code of ethics for sponsors has been endorsed by the National Federation of State High School Association. All cheerleading sponsors will emphasize the following guidelines as they work with their squads:

i. Strive to develop in each athlete qualities of leadership, initiative, and good judgment.

ii. Respect the integrity and personality of the individual athlete in the selection of the team as well as in the playing of the game.

iii. Demonstrate good human relations skills.

iv. Encourage the highest standards of conduct and scholastic achievement among all athletes.

v. Seek to inculcate good health habits including the establishment of sound training rules.

vi. Fulfill responsibilities to provide health services and an environment free of safety hazards.

vii. Exemplify the highest moral character, behavior, and leadership.

viii. Promote ethical relationships among sponsors.

ix. Encourage respect for all athletics and their value.

x. Abide by the rules of the game in letter and spirit.

xi. Respect the integrity and judgment of sports officials.

xii. Display sportsmanship in victory and graciousness in defeat.

xiii. Demonstrate a mastery of and continuing interest in cheerleading principles and techniques through professional improvement.

V. Standards and Procedures for Cheerleaders

a. Eligibility rules for interscholastic athletics apply to all cheerleading squads.

b. Squads shall be under the direct supervision of the sponsor or Principal's designee at all practices, events, and performances.

c. Sponsors shall coordinate programs and activities under the direction of the Principal or Principal's designee.

d. Sponsors will coordinate performance and tryout dates with one another and the Athletic Director to avoid conflicts.

e. Squad members must try out each year to re-qualify for a position on the squad. Additional tryouts may be held to fill open positions.

f. Prior to tryouts, each student must submit a signed parent/guardian permission form.

g. Each squad member will submit a completed medical examination form to the sponsor prior to the start of a camp or practice. A medical evaluation from an athletic team will suffice if it has been performed within the past year. A physical dated after April 1 will be required for those students that make the squad.

h. The sponsor will keep a medical card readily accessible at all practices and events.

i. The school should try to keep the financial expectations of performing groups to a minimum. The members of the squad will be expected to be responsible for assisting in the raising of funds to provide uniforms. All uniforms become the property of the school. Personal items other than the basic uniform such as shoes and apparel shall be the responsibility of the individual member and will be retained by the student. No student will be eliminated due to financial status.

j. Sponsors have the responsibility to keep out-of-pocket expenses for cheerleaders to a minimum. “Voluntary” purchases such as expensive jackets, which are not part of a uniform, should be carefully monitored and approved by the Principal.

k. Participation in summer camps or summer practices cannot be required.

l. No practice is permitted during regular school hours on pre-school in-service days.

VI. Cheerleader Responsibilities

a. At away games, the squad will sit in the area designated by the Activities/Athletic Director of the host school.

b. The members of the cheerleading squad shall:

   i. Conduct themselves in a courteous, polite and considerate manner, reflecting good sportsmanship.

   ii. Extend courtesy always to spectators, teams, and cheerleaders from the other school.

   iii. Refrain from the use of profanity or any other unsportsmanlike behavior.

c. Practice sessions, events, and activities shall be attended by all squad members unless excused, in advance, by the sponsor.

d. Uniforms shall be worn for all official school functions as approved by the sponsor.

e. Uniforms shall be kept clean and in good condition at all times.

f. Cheerleaders should wear no jewelry. Make-up should be appropriate. Sponsors will discuss general guidelines with their squads.

VII. Tryout Procedures

a. Tryout procedures may vary from school to school, but the following guidelines shall be in writing and approved by the Principal:

   i. The sponsor will ensure that recruitment is not only school wide but will follow feeder pattern so that all segments of the population are reached.

   ii. All those eligible for tryouts will receive a schedule of clinic and tryout dates, a sample judging sheet, and a detailed description of the selection criteria and tryout procedures, expectations of behavior in various situations, appropriate dress for practice, etc.

iii. The sponsor shall coordinate the tryout schedule with the Activities/Athletic Director to avoid conflicts with other athletic activities.

iv. Before the tryouts begin, each participant shall submit a permission form signed by the parent/guardian. A current medical exam is required.

v. Each tryout participant should receive information describing the responsibilities of cheerleaders.

vi. Tryouts will be open to all eligible students enrolled in the school. Males, minority students and handicapped students should also be encouraged to tryout. To encourage boys to be cheerleaders, separate tryout criteria might be used, provided it is appropriately publicized.

vii. Minority participation as well as gender status should be considered in the selection of the judge's panel. Students from within the school, graduates within the past four years, or parents are not recommended for use in the selection process. Cheerleader sponsors from other schools may serve as judges.

viii. It is recommended that the judges' panel have from three to seven members, which may include the sponsor.

ix. Prior to the tryouts, the judges should be given the selection criteria and a demonstration of the cheers, jumps, and stunts. They should also be given an explanation of the rating sheet and encouraged to maintain consistent judging standards throughout the process.

x. When winter tryouts are held, they must be open to all eligible students. The sponsors should notify all students, planning to try out, of the schedule.

xi. Total Scores from the judges should be available to all who try out.

xii. At the time of spring tryouts, students do not need to meet academic eligibility standards, but once they make the squad, they must be academically eligible before they may practice or perform.

xiii. Junior varsity squads are to be ninth and tenth grade students. Varsity squads can be 9, 10, 11 and 12th grade students. If an A + B squad arrangement is used, or other alternative squads, grade level may be disregarded if approved by the Principal or activities director.

VIII. General Information

a. Practice and Performance Schedules

i. The sponsor will set the official date for the start of practice. There must be at least three weeks of practice prior to the first performance.

ii. It is expected that practices will be held frequently in preparation for each season; therefore, they shall be held to maintain creditable performances.

iii. Each squad will cover all home Football and Basketball games. Beyond that, optional events will be scheduled by the sponsor according to the needs of the individual school.

b. Alternative--Formation of Squads.

With increasing numbers of events for cheerleaders to attend, demands on their time have become extensive. Following are some possibilities as alternatives to the conventional varsity squads:

i. Two tryouts--one for fall sports and one for winter sports. This allows a cheerleader to pursue other interests in the fall or winter by opting for only one season of cheering.

ii. No junior varsity squad--A and B squads (colors, etc.) which cover all required sports and activities, varsity and junior varsity.

iii. Two distinct squads--each squad is autonomous and cheers for specific sports; for example, one for soccer, field hockey, girls' basketball, and wrestling and the other for football, volleyball, boys' basketball, and swimming. Separate tryouts for specific squads could be held.

iv. Split squad-one large squad which is regularly and randomly divided to cover events. Smaller groups cheer for a variety of events.

IX. Calvert County Player Eligibility Code

a. See page 3-5 - High School Rules and Regulations

POMS/DANCE RULES AND REGULATIONS

I. Introduction

a. Over the past several years, involvement of Poms/Dance squads has increased as rapidly as the athletic programs. They comprise an integral part of the Calvert County Athletic Program and responsibility of sponsors has increased dramatically. The competitive season is between the months of December through March of each school year.

b. It is the purpose of Poms/Dance squad to promote and uphold school spirit, to develop a sense of good sportsmanship and to enhance the relationship between the host school and the school with whom they compete. With these goals, the squad must be carefully managed to promote constructive support and interest for the program and the school system.

c. This handbook has been established to provide sponsors with a resource of information to assist them in the area of this responsibility. Sponsors should direct any questions to their Activities/Athletic Director or Principal.

II. Objectives for Poms/Dance

a. As a member of the athletic program, Poms/Dance squads are promoters of good spirit within the schools. Poms/Dance should instill a sense of pride and enthusiasm through performances at specified athletic events. The Poms/Dance squad needs to be guided by Sponsors and others associated with the activity to fulfill this basic task. Poms/Dance squad members will be able to:

   i. Practice and encourage good sportsmanship and mature behavior at all times.

   ii. Provide support and recognition for athletic teams and other school groups as appropriate.

   iii. Promote school spirit.

III. Responsibilities of the Poms/Dance Sponsor

a. The following responsibilities have been established through consultation with sponsors, Activities/Athletic directors, the Supervisor of Physical Education and Athletics and Secondary School Principals. The Poms/Dance sponsor will:

   i. Be responsible for the squad during all activities.

   ii. Supervise all practices and performances or secure a faculty member substitute to supervise.

   iii. Work cooperatively with the schools' Activities/Athletic director and appropriate administrator throughout the year.

   iv. Arrange for transportation of the squad for away games and, whenever possible, ride the activity bus.

   v. Keep accurate attendance for practices, performances and competitions.

   vi. Coordinate fund-raising activities.

   vii. Approve all routines.

   viii. Provide leadership to captains of the Poms/Dance squad.

   ix. Keep a medical card readily accessible for each squad member at all practices and events.

x. Be responsible for practice, tryouts, and squad selection.

xi. Submit a budget request in the fall of each school year to the Activities/Athletic Director (budget is for succeeding year).

IV. Code of Ethics

a. The following code of ethics has been endorsed by the National Federation of State High School Association and will serve as the basic guidelines as sponsors work with their squads:

i. Strive to develop in each Pom/Dance squad member the qualities of leadership, initiative and good judgment.

ii. Respect the integrity and personality of the individual during the selection process.

iii. Demonstrate and model good human relations skills.

iv. Encourage the highest standards of conduct and scholastic achievement among all Poms/Dance squad members.

v. Inculcate good health habits, including establishing sound training rules.

vi. Provide appropriate health services and an environment free of safety hazards.

vii. Exemplify the highest moral character, behavior, and leadership.

viii. Promote ethical relationships among sponsors.

ix. Encourage respect for all programs and their value.

x. Respect the integrity and judgment of sports officials.

xi. Display sportsmanship victory and graciousness in defeat.

xii. Demonstrate a mastery of and continuing interest in Poms/Dance principles and techniques through professional improvement.

V. Standards and Procedures for Poms/Dance

a. Eligibility rules for interscholastic athletics apply to all Poms/Dance squads. (See **V. Calvert County Eligibility Code**) See page 3-5 - High School Rules and Regulations

b. Squads shall be under the direct supervision of the sponsor or Principal's designee at all practices, events and performances.

c. Sponsors shall coordinate programs and activities under the direction of the Principal or Principal's designee.

d. Sponsors will coordinate performance and tryout dates with one another and Activities/Athletic directors to avoid conflicts.

e. Squad members must try out each year to re-qualify for a position on the squad. Additional tryouts may be held to fill open positions.

f. Prior to tryouts, each student must submit a signed parent/guardian permission form.

g. Each squad member will submit a completed medical examination form to the sponsor prior to the start of a camp or practice in the fall. A medical evaluation from an athletic team will suffice provided it is performed after April 1 of that year.

h. The sponsor will maintain a medical card for each participant that is readily accessible at all practices and events.

i. The school should try to keep the financial expectations of performing groups to a minimum. The members of the squad may be expected to be responsible for assisting in the raising of funds to provide uniforms. All uniforms become the property of the school.

j. Personal items other than the basic uniform such as shoes and apparel shall be the responsibility of the individual member.

k. Sponsors should keep out-of-pocket expenses for Poms/Dance squad members to a minimum. "Voluntary" purchases such as expensive jackets, which are not a part of a uniform, should be carefully monitored and approved by the Principal.

l. Athletic groups, in uniform, and accompanied by a sponsor, will be admitted free to all local athletic events at which the group is performing.

m. Participation in summer camps or summer practices cannot be required for Poms/Dance squad members.

n. No practice is permitted during regular school hours or pre-school in-service days.

o. All Poms/Dance squad members should respect the integrity and judgment of sports officials and display good sportsmanship at all times.

VI. Poms/Dance Responsibilities

a. At away games, the squad will sit in an area designated by the Activities/Athletic director of the host school.

b. The members of the Poms/Dance squad shall:

   i. Conduct themselves in a courteous, polite and considerate manner, always exhibiting good sportsmanship.

   ii. Extend courtesy to spectators, teams and Poms/Dance squads of the other school.

   iii. Refrain from using profanity or other unsportsmanlike conduct.

c. Members should attend all practice sessions, events, and activities unless excused by the sponsor prior to the scheduled activity.

d. Appropriate apparel shall be worn for practice.

e. Uniforms shall be worn only for official school functions as designated by the sponsor.

f. Uniforms shall be kept clean and in good condition at all times.

g. The squad captain shall have the responsibility to communicate with the sponsor concerning all related squad activities.

VII. Tryout Procedures

a. Tryout procedures may vary from school to school, but the following guidelines shall be in writing and approved by the Principal:

   i. The sponsor will ensure that recruitment is school-wide, utilizing a variety of techniques, so that all segments of the population are reached, i.e., P.A. announcements, posters, teachers' announcements, and PTSA newsletter to local schools and to all feeder schools where appropriate.

ii. All those eligible for tryouts will receive a schedule of clinic and tryout dates, a sample judging sheet, and a detailed description of the selection criteria and tryout procedures, behavioral expectations, appropriate dress for practice, etc.

iii. The sponsor shall coordinate the tryout schedule with the Activities/Athletic director to avoid conflicts with other athletic activities and facilities.

iv. Several instructional clinics will be held for all interested students.

v. Before the clinics begin, each participant shall submit a permission form signed by the parent/guardian. A current medical exam is required.

vi. Each prospective participant should receive information describing the responsibilities of Poms/Dance squads.

vii. Tryouts will be open to all eligible students enrolled in the school, who have an approved transfer prior to tryouts or who attend a feeder school. (Male, minority, and disabled students should be encouraged to try out).

viii. Minority participation as well as gender status must be considered in the selection of the judge's panel. Sponsors must be aware of equity and inclusion issues. Students from within the school, graduates within the past four years, or parents are not recommended for use in the selection process. Cheerleader sponsors from other schools may serve as judges.

ix. It is recommended that the judges' panel have from three to seven members, which may include the sponsor.

x. Prior to the tryouts, the judges should be given the selection criteria and a demonstration. They should also be given an explanation of the rating sheet and encouraged to maintain consistent judging standards throughout the process.

xi. Total Scores from the judges should be available to all who try out.

xii. Winter tryouts are open to all students who are currently eligible. The sponsors should notify all students planning to try out.

xiii. At the time of spring tryouts, students do not need to meet academic eligibility standards. However, they must be academically eligible before they may practice or perform.

xiv. Junior varsity squads are to be composed of ninth and tenth grade students only. Varsity squads may involve 9, 10, 11 and 12th grade students. A junior varsity squad is not a mandatory component.

VIII. General Information

a. Practice and Performance Schedules

i. The sponsor will set the official date for the start of practice. There must be at least three weeks of practice prior to the first performance.

ii. It is expected that practices will be held frequently in preparation for each season; and thereafter, scheduled to ensure creditable performances.

IX. Calvert County Player Eligibility Code

a. See page 3-5 - High School Rules and Regulations

THE ACTIVITIES DIRECTOR

High School

The high school activities director provides leadership for all student activities and athletics in all matters at the county, conference and state level and coordinates the use of facilities. The director will work with the administration, staff, students and community to ensure a successful experience for all stakeholders. Directors shall enforce the policies and procedures of the school, Calvert County Public Schools, the Southern Maryland Athletic Conference, and the Maryland Public Secondary Schools Athletic Association.

The duties of an Activities Director are as follows:

1. Shall attain the Certified Athletic Administrator degree from the National Interscholastic Administrators Association or Master's Degree in Athletic Administration.
2. Attends regular meetings in the area of athletics and extra-curricular activities including monthly AD meetings, Booster meetings, and SMAC Board of Control Meetings.
3. Attends home contests and activities, in which his/her school is involved, or appoint and train a representative to act in his/her absence which will include evening and weekend.
4. Conducts coaches' orientation sessions, mentors new coaches and sponsors, supervises and advises returning coaches and sponsors, monitors coaches' compliance with conference and MPSSAA regulations.
5. Evaluates all coaches and sponsors with Principal/designee.
6. Creates and maintains a database for coaches' certification/required trainings as well as a database of student athletes to include, but not limited to parental permission, insurance, academic eligibility, awards, and physicals.
7. Arranges for advertising of EWEP vacancies, arranges for and participates in the interviewing of applicants for coaching positions, volunteers, directs the preparation of and distribution of EWEP contracts.
8. Inspects the building, grounds, stands, athletic field, equipment, etc., to ensure that safety standards have been met and submit the required work orders.
9. Schedules and coordinates officials, game workers, rescue squad, transportation, security and payment of related staff for all athletic events.
10. Coordinates the use of school facilities with school staff, county staff and community organizations to avoid conflicts and schedules the appropriate staff.
11. Maintains the school calendar and signage (i.e. events, field trips, etc.)
12. Approves all press releases concerning the overall athletic program and student extra-curricular activities for print and electronic distribution.
13. Creates and maintains an inventory of all athletic uniforms and equipment and have a rotational guide for replacement of such items.
14. Develops and implements rules and regulations governing receiving visiting teams.
15. Provides and accounts for tickets that are used for admission to any paid activity and ensures the accuracy and security of all gate and concessions receipts.
16. Supervises the arrangements for cleaning, repairing, and maintaining of uniforms and equipment.
17. Interprets the County, Conference and State Athletic Association rules and regulations.

18. Conducts pre-season meetings and athletic awards programs with students and parents for all sports teams.
19. Initiates and implements procedures for care and use of locker rooms and all physical facilities.
20. Verifies academic eligibility of student participants.
21. Develops and monitors the school's athletic budget, oversees financial dealings of individual sports teams, purchases material and equipment to support the program, and oversees activities-related fundraising under direction of the Principal.
22. Communicates regularly with the school Principal and Supervisor of Athletics regarding activities and athletics.
23. Participates in the development of the school's Crisis Response plan with administrators and safety advocates and conducts staff training throughout the year.
24. Performs other duties as may be assigned by the Principal.

THE ATHLETIC DIRECTOR

Middle School

The Athletic Director is the executive officer for the Principal and the school's resource person in the area of athletics. The Athletic Director attempts to foster an athletic program based on sound educational objectives. The Athletic Director shall enforce and adhere to the policies, and rules and regulations of the state, county Board of Education/school. The Principal must be informed at all times on all athletic issues affecting the school.

The duties of an Athletic Director are as follows:

1. Attend all meetings involving his/her school in the area of athletics or appoint a representative to act in his/her absence.
2. Attend all home games, contests, and meets, in which his/her school is involved, or appoint a representative to act in his/her absence.
3. File and have access to all contracts, correspondence pertaining to athletics, proof of age documentation and physical forms of each candidate.
4. Arrange and confirm officials for athletic contests.
5. Bi-weekly, inspect the building, grounds, stands, athletic field, etc., to ensure that safety standards have been met. Record on appropriate form.
6. Schedule all practice areas giving particular attention to activities occurring at the same time.
7. Assist the sponsors of the band, cheerleaders, and other faculty members in preparation for pre-game and half-time entertainment.
8. In cooperation with the Principal, assume the role of leader in the development of the school athletic program.
9. Be responsible for developing and implementing rules and regulations governing, receiving and visiting teams.
10. Arrange for all athletic transportation.
11. Supervise the arrangements for cleaning, repairing, and maintaining of uniforms and equipment.
12. Interpret the County and State Athletic Association rules and regulations. If in doubt, consult with the Supervisor of Interscholastic Athletics for clarification.
13. Establish standardization and enforcement of minimal training rules in cooperation with the coaching staff and administration which includes Concussion Awareness.
14. Be responsible for initiating procedures for care and use of locker rooms and all physical facilities.
15. Be responsible for verifying academic eligibility of student participants.
16. Be responsible for the coordination and development of the school's athletic budget.
17. Perform other duties as may be assigned by the Principal.

HEAD COACH

The duties of the Head Coach are as follows:

BEFORE SEASON

1. Check equipment inventory list. See that necessary repairs are made.
2. List equipment needs including first aid supplies and submit to the Activities/Athletic Director.
3. Check practice area – list any facility needs or improvements.
4. Acquire medical and permission forms.
5. Hold pre-season meeting with students and discuss philosophy of program and inform them of their responsibilities and school regulations. Pre-season meetings with parents are recommended. Parents should be informed in writing of all rules and expectations.
6. Supervise assistant coaches and assign their respective duties.
7. Be accountable to the Principal and Activities Director for entire program (Varsity and Junior Varsity).
8. Make recommendations for improvements, new equipment, etc.
9. Be knowledgeable and adhere to and enforce all policies pertaining to athletics.
10. Attend conference and county pre-season meetings.

DURING THE SEASON

1. Issue equipment and keep appropriate records.
2. Have a complete roster of players after the first day of practice. A copy is to be turned into the Principal's office.
3. Check attendance and keep record of absences.
4. Make available to every player a copy of Procedures for Practice Sessions and Games.
5. Assume responsibility for enforcing the rules outlined above.
6. Assign times for players to report to the dressing room for home games.
7. Assign times for players to report to the bus for away games.
8. See that practice is held regularly and that the players are in good playing condition.
9. Conduct practices only under supervision of authorized personnel.
10. Develop an eligibility roster and submit to the Activities Director.
11. Select at least one reliable manager per sport.
12. Check absence slips to see if absences are legal or illegal.
13. Personally, supervise the dressing room and shower area. Stress health and safety standards in these areas.
14. Fill out accident reports in duplicate and submit one copy to the main office.
15. Report to practice thirty minutes before announced practice time on non-school days.
16. Secure building during practice.

17. Secure building after each practice and game.
18. Keep coaches' offices and playing areas clean and tidy.
19. Teach fundamentals and sportsmanship.
20. Set an example of good moral and physical behavior.
21. Report immediately any damage or loss to property and/or equipment to the Activities Director and Principal.
22. Make sure all players fulfill all state, county and school eligibility requirements.
23. Assume responsibility for team conduct and well-being of every player.
24. Conduct self and team in a manner so as to be a credit to the school and the community.
25. See that field is prepared for practice and games. Typically, the Activities Director will assist in preparation and lining of the field for at least the first contest when applicable.
26. Travel with the team transportation unless approved in advance by the Principal.
27. Assume responsibility for conduct on the bus.
28. Attend all games, scrimmages and practices except in case of illness or emergency.
29. Supervise every minute of every practice.

AFTER THE SEASON

1. Collect and check in all equipment.
2. Make a list of missing equipment.
3. See that equipment is placed in proper storage areas.
4. Put aside any equipment needing repair and submit list of this equipment to the Activities Director.
5. Collect restitution from players for all lost equipment.
6. Make a list of all players who lettered and how many quarters or innings or minutes each played.
7. Make all requests to the central office through the Activities Director and Principal.
8. Attend coaches' meetings, clinics, SMAC meetings etc. (for high school personnel) and school sponsored athletic banquets and awards ceremonies.
9. Encourage team members to attend school sponsored athletic banquets and awards ceremonies and instruct them on proper dress and behavior at such events.

The head coaches will be responsible for organizing, implementing and carrying out a weight training and conditioning programs for all of their players during the off season.

The head coach may be assigned other duties as deemed appropriate by the Principal and Activities Director.

ASSISTANT COACHES

The duties of the Assistant Coach are as follows:

1. Assist head coach with pre-season meeting.
2. Is accountable to head coach.
3. Assist in completing forms as required by Maryland Public Secondary Schools Athletic Association and the Board of Education. (Eligibility, roster, player address, accident report, etc.).
4. Make recommendations to head coach for improvements, new equipment, etc.
5. Report to practice thirty minutes before announced practice time on non-school days.
6. Secure building during each practice.
7. Secure building after each practice and game.
8. Help keep coaches' offices and playing areas clean and tidy.
9. Inform players of their responsibilities and enforce all rules established by the school, county and state.
10. Teach fundamentals and sportsmanship.
11. Set an example of good moral and physical behavior.
12. Check constantly for damaged property and equipment and report damages immediately to the proper authority.
13. Make sure all players fulfill the eligibility requirements of Maryland Public Secondary Schools Athletic Association.
14. Supervise every minute of every practice.
15. Assume responsibility for conduct and well-being of every player on trips.
16. Delegate duties to managers but retain responsibility for their actions.
17. Conduct self and team in a manner so as to be a credit to the school and the community.
18. Attend parents' meeting to discuss the philosophy and goals of the athletic program.
19. Attend coaches' meetings, clinics, etc.
20. Be knowledgeable of state, SMAC, county and school policies, rules and regulations and adhere to and enforce such policies and regulations.
21. Assist Head Coach in preparing the field for practices and games.
22. Attend coaches' meeting, clinics and school-sponsored athletics banquets and award ceremonies.
23. Encourage team members to attend school-sponsored athletic banquets and awards ceremonies and instruct them on proper dress and behavior at such events.
24. Perform other reasonable duties assigned by the head coach, Principal and/or Activities Director.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: https://ocrcas.ed.gov or call 1-800-421-3481.