

**Shelby County Interscholastic  
Athletic Association**

**CONSTITUTION  
AND  
BY-LAWS**

Revised July 23, 2014

Rules and Regulations Governing  
Shelby County Interscholastic Athletic Association Contests

## **Senior and Middle Divisions**

Shelby County Interscholastic Athletic Association  
Shelby County Schools  
Memphis, Tennessee  
October, 2014

*Ratified November, 2003*

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# Foreword

The Shelby County Interscholastic Athletic Association schools are a part of the Tennessee Secondary Athletic Association and as such conduct their athletic programs in conformance with the general policies of the TSSAA. The Shelby County Interscholastic Athletic Association, governed by the Athletic Policy Determining Committee, may make rules and regulations more stringent than those of the TSSAA but may not be more liberal or lenient in legislation than permitted by the bylaws of the state organization.

This handbook, prepared under the direction of the Athletic Policy Determining Committee, is designed to serve as a guide to the athletic activities offered in the schools. Effective administration of this program will be largely due to the efforts of dedicated administrators and coaches.

Universal observation and compliance with these rules will assure continually greater success in this phase of our educational program.

## Article I – Name

**Name** The administrative authority of the Shelby County Interscholastic Athletic Association (**SCIAA**) shall be vested in the organization known as the Athletic Policy Determining Committee (**APDC**).

## Article II – Jurisdiction and Purpose

### A. Jurisdiction

1. The APDC is the governing body of the Shelby SCIAA . The APDC operates within the framework of the TSSAA.
2. The Athletic Manager (SCIAA) will act as a liaison between the APDC and the various athletic districts and schools for the purpose of coordination, unifying, and correlating county wide policies.
3. This policy-making body will establish regulations that will be administered in the individual schools by the principals of these schools. Primary responsibility rests with the principals in regard to school athletic programs.

### B. Purpose

1. To be responsible for all rules and regulations on matters of policy-governing athletics.
2. To serve as a committee of appeals on all matters brought to its attention by athletic districts, schools and individuals.
3. Procedures for appeals and/or hearings:
  - a. The Athletic Manager will notify any school charged with violating established regulations.

- b. If a hearing is desired by the school or schools involved, the Athletic Manager must be notified in writing within three (3) days subsequent to the charges.
- c. Provisions will then be made for such hearings and investigations and the school so notified.
- d. After testimony has been heard, the Athletic Policy Determining Committee will meet to discuss the evidence and possible penalties. The Committee will decide what penalty, if any, is to be placed against the school.

### **Article III – Membership**

The APDC will consist of the following members:

- 1. One principal from each classification (1A, 2A, 3A, 4A, 5A, 6A) to be elected by member schools in each respective classification
- 2. One principal from each middle school classification (Area 1, Area 2, Area 3).
- 3. One coach from football, basketball, track, baseball, softball, volleyball and one middle school coach from football, basketball, and track to be appointed annually by the elected members of the Committee
- 4. One principal will serve as Chairperson; one principal will serve as Vice Chairperson
- 5. The TSSAA Board of Control and executive council representative (whichever is a member of the SCIAA) will serve as an ex-officio member
- 6. The Athletic Manager or representative serve as the recorder to the Committee.

The election process will consist of one half board members being elected annually by the Shelby County principals to a 2-year term. For the board positions of 1A, 3A, 5A and the middle schools positions Area 1 and Area 3, the election will be held on the odd years. Positions 2A, 4A, 6A and middle school position Area 2 will be held on the even years. All elections will be held in the month of August.

Each member will be required to attend 60% of scheduled meetings. *If any member fails to comply with this, the remaining members of the association can nominate a replacement to fulfill the duties of that position.*

### **Article IV – Officers**

#### **A. Term of Office and Responsibilities**

- 1. Officers of the APDC will be a Chairperson and Vice Chairperson who will be elected principals. The term of office of committee members will be made by the opening of the fall term. In case appointments have not been made, the incumbents will continue in office until such appointments have been made.
  - a. The retiring members of this committee will serve as the nominating committee for the following term of office.
  - b. If a member leaves the school system during their term, the committee will appoint a member to finish the term.
- 2. The Chairperson will preside over all meetings and see that they are conducted in a parliamentary manner. The Chairperson will appoint all committees necessary for carrying on the functions of the Athletic Policy Determining Committee.

3. The Vice Chairperson will serve as an assistant to the Chairperson and will conduct meetings in the absence of the Chairperson and be of assistance to the Chairperson when it is necessary.
4. The Athletic Manager will keep a permanent record of all minutes of each meeting. Minutes will be posted on the SCIAA website for each member school to review. The Athletic Manager will account for all finances needed in the function of the committee.

### **Article V – Meetings**

There will be a general meeting for the purpose of organization within a month before the opening of the fall term, with two other meetings being called during the academic year. Additional meetings can be called by the Chairperson or upon the petition of three or more members of the Committee.

### **Article VI – Amendments**

Any part of the Constitution may be amended or repealed by a two-thirds affirmative vote of the Athletic Policy Determining Committee, provided the proposed amendment has been read at a previous regular or called meeting.

## **Section I General Rules and Regulations**

### **101. Authorized Teams**

101.1 The following athletic teams (male and female) are authorized by the Shelby County Interscholastic Athletic Association.

<b>Senior High Schools</b>	<b>Middle Schools</b>
1 Baseball	1 Baseball
2 Basketball	2 Basketball
3 Bowling	3 Football
4 Cross Country	4 Soccer (Boys-spring – Girls-fall)
5 Football	5 Softball
6 Golf	6 Track & Field
7 Soccer (Boys-spring - Girls fall)	7 Volleyball
8 Softball	
9 Swimming	
10 Tennis	
11 Track & Field	
12 Wrestling	
13 Volleyball	

101.2 These activities will take place according to dates adopted by the TSSAA/TMSAA. The Shelby County Interscholastic Athletic Association must approve any athletic activity. If a school elects not to participate in any of the approved athletic activities, the school has this privilege. With the aforementioned privilege goes the responsibility of stating the school's position to the SCIAA in sufficient advance time so scheduling difficulties will not occur.

101.4 Divisions

a. Senior Division

Schools which include grades -6-12, 9-12,6-10 and 10-12 may compete in the Senior High Division.

b. Middle School Division

Any Schools which include grades 6-8.

### 101.5 Additional School Sponsored Teams

All school sponsored athletic teams will abide by the Shelby County Interscholastic Athletic Association regulations. School sponsored teams include any group using the school name, school facilities, school equipment and/or school personnel to coach the group.

## 102. Membership Fees

All Shelby County Schools in the Association will be assessed a fee of \$-100.00 annually.  
All Charter Schools in the Association will be assessed a fee of \$250.00 annually.

## 103. County Championship

### 103.1 Scheduling

- a. County champions will be recognized by the Shelby County Interscholastic Athletic Association in the sports designated by the Association. In the event of a tie in a County Championship game or meet, the teams will be declared co-champions.
- b. The SCIAA will determine opponents and assign locations for all county play-off contests.
- c. Details of the county play-off will be determined by the SCIAA.
- d. Championship qualifiers will be determined by the method outlined for each sport. In the event of a tie in seeding, the SCIAA system for resolving ties in that specific sport will be used.

### 103.2 Tie Breaking Procedure (except soccer)

- a. Head-to-Head competition in league play. If teams have played each other during the season, the outcome of these games will resolve the tie.
- b. If a tie remains after (a), the tiebreaker will be determined by how teams have done against the next highest seeded teams in their respective league: 1st, 2nd, 3rd, 4th, etc.
- c. If the tie remains after (a) and (b), the overall win-loss record against teams within that classification will be used to break the tie. This only includes games played in your classification with member teams of TSSAA.
- d. If the tie remains after (a), (b), and (c), the best overall record with the highest winning percentage will be used to break the tie. The best overall record includes games and tournaments with all teams associated with the National Federation of State High School Associations (**NFHS**). Scheduled games must be on an Official SCIAA Schedule to count for championship purposes.
- e. If a tie remains, a coin will be tossed. A draw will be used to determine who will call the coin toss. The number system will be used to determine who calls the coin.

### 103.3 Soccer County Championship Tie Breaker Procedure:

#### 103.4 Scoring

- A) League winners will be determined by the following 4 point system:
  - a) Win- 3 points
  - b) Ties-1 point
  - c) Loss- 0 points
- B) Forfeit is scored as a 3-0 loss and a total of 3 points will be awarded.
- C) If teams are tied in points, rule (2) will be used to break the tie.

#### 103.5 Tie Breakers

- D) To determine league winners and seed for the Championships:
  - a) Winner of head-head competition
  - b) Highest goal differential- goals for minus goals against with a (maximum 3 goals per game)
  - c) Least total goals allowed (maximum 3 goals per game)
  - d) Most shutouts
  - e) Most goals scored
  - f) Penalty kicks

### 104. Preparation of Schedules

- 104.1 Schedules for all SCIAA contests will be made by the Athletic Manager. The details of such schedules will conform to the framework established by TSSAA/TMSAA Rules and Regulations.
- 104.2 Schedule details of all County Championship contests will be determined by the SCIAA. A meeting will be set prior to the county championship to determine qualifiers. The times and dates in each sport can be changed at the discretion of the SCIAA.
- 104.3 Schools must play all league games to be eligible to participate in the SCIAA County Championship. All league games that are cancelled must be scheduled within three working days. An exception to this rule may be made by the (SCS) Athletic Manager.

### 105. Inclement Weather and Postponed Games

- 105.1 Inclement Weather - When school is cancelled because of inclement weather conditions, all athletic events will be postponed. The home school is responsible for notifying officials and calling everyone involved in the contest.
- 105.2 If schools are closed on the day a meeting is to be held, the meeting will be rescheduled by the SCIAA office. Schools will be notified of the new date.
- 105.3 The principal of the home school will contact the principal of the visiting school and they will decide whether the game is to be played or postponed. In the event of disagreement, the decision rests with the Athletic Manager.
- 105.4 If postponed:
  - a. The Athletic Manager should be notified of the decision immediately, including the new date and site preference.
  - b. The home school will notify the officials' assigning agent that the game has been postponed.

#### 105.5 Guidelines for Forfeiting Athletic Contests

Forfeit - Any game that is cancelled by a school for reasons other than weather related conditions.

- a. To keep from paying a fine, the forfeiting schools must notify the opposing school and the SCIAA office in writing at least 24 hours before the contest.
- b. Officials should be notified of game cancellation by 11:00 a.m. on the day of a scheduled contest. If the school fails to notify the officials, the forfeiting school must pay and will not receive reimbursement from the Athletic Office.
- c. Both schools in a forfeiting situation should send a letter to the SCIAA office and a copy to the opposing school principal.
- d. The fines for forfeiting are two hundred dollars (\$200.00) for major sports, fifty dollars (\$50.00) for minor sports.

**Major Sports (\$200.00)**

Basketball  
Baseball  
Football  
Softball

**Minor Sports (\$50.00)**

All Middle Schools athletic programs  
  
Bowling  
Cross Country  
Golf  
Junior Varsity Football  
Soccer  
Swimming  
Tennis  
Track & Field  
Volleyball  
Wrestling

- e. If a school fails to notify the opposing team by 11:00 am in writing on the day of a scheduled contest the forfeiting school must pay the cost of the bus for the visiting team if a bus charge is incurred.
- f. The forfeited game will not be rescheduled.
- g. If there is a continued pattern of forfeiting in any sport, the Athletic Manager may request an explanation.
- h. Any school that has a forfeit situation must notify the SCIAA within 24 hours. Failure to notify the SCIAA in writing will result in a no contest for championship purposes.
- i. A forfeit will remove the forfeiting team from consideration for the SCIAA Championship.

**106. Physical Examinations**

- 106.1 Each student-athlete must pass a physical examination by a licensed general physician, orthopedic physician, nurse practitioner or physician's assistant before being allowed to participate in athletics.
- 106.2 Student-athlete absent from athletic practices or competitions for serious illness or major injury must be cleared by a physician with a written consent of release on file at the school for re-admittance to practices and competitions.

**106. Preparation of Athletic Records**

- 106.1 Each student-athlete must have proof of a pre-participation physical examination signed by an approved medical provider on file at the school before he/she can participate in practices and competitions.

- 106.2 Each student-athlete must submit a release of all claims form signed by his/her parents or legal guardians on file at the school before he/she can participate in practices and competitions.
- 106.3 Each student-athlete must submit a completed emergency information form signed by his/her parents or legal guardians authorizing the medical treatment of the player in case of an emergency on file at the school before he/she can participate in practices and competitions. A copy of this form should accompany the coach to all games and practices.
- 106.4 Each year a concussion and head injury information form must be reviewed and signed by all student-athletes and their parents/legal guardians.
- 106.5 Each athletic director of his/her associated school will be responsible for ensuring that no student-athlete engages in practices and competitions until these standards are met. Student-athletes whose athletic records are noncompliant with standards will be suspended from practices and competitions until standards are met.
- 106.6 Mandatory athletic records must be prepared according to Athletic Liability Assessment guidelines established by SCIAA. Schools will be fined \$50 per visit for noncompliance.

## **107. Insurance Benefits**

- 107.1 All schools participating in athletics must be a member of TSSAA so the athletic program will be covered under the catastrophic insurance plan.
- 107.2 All SCS schools participating in athletics are insured under the SCIAA secondary athletic insurance health plan.
- 107.3 For an SCS school to be eligible to participate in any interscholastic practices or competitions, schools must complete the requirements designated by SCIAA to ensure proper coverage. Schools will be fined \$50.00 per sport for noncompliance..

## **108. Rallies and Demonstrations: Noise Producers**

- 108.1 There will be no unsportsmanlike demonstrations after any athletic contest. It is permissible for a team to have a rally at their school when the team has returned from an away event.
- 108.2 Use of artificial noise producers will be discouraged at any athletic contest and prohibited at indoor activities. This will include all horns, drums, cowbells, whistles, megaphones, etc. (Exception: Yell leaders and pep bands may use megaphones.)
- 108.3 The use of live animals or fowl as mascots in conjunction with an interscholastic athletic event is prohibited.
- 108.4 All rallies, demonstrations and other activities associated with the interscholastic athletic program are to be limited to campus activities and approved daytime off-campus activities.
- 108.5 Obscene posters, banners and signs are prohibited inside the stadium and gymnasium. The goal posts may be decorated with crepe paper below the crossbars.
- 108.6 It is recommended that home team bands perform the National Anthem at home games.
- 108.7 Any student taking part or associated in any way with the activities in violation of rule 111 may be ruled ineligible to represent their school in interscholastic athletics until reinstated by the school principal.

## 109. Reporting Violations

109.1 All violations must be reported immediately to the SCIAA office in written form. Any violation of TSSAA and SCIAA rules and regulations must be reported immediately in writing to the SCIAA office.

109.2 If a conflict should arise at a school or between schools regarding a compliance, eligibility or code of conduct issue the following steps should be taken:

- a. Try to resolve it by communicating with the coaches, athletic directors and principals of the involved schools
- b. Notify the SCIAA Athletic Manager in writing with specific details
- c. If the conflict cannot be resolved between the school administrators inform SCIAA of the actions taken and the end result
- d. The SCIAA office will determine what steps need to be taken to find a resolution
- e. In the event that a problem cannot be resolved by SCIAA, The Athletic Manger will consult with TSSAA and inform the involved parties of the next course of action.

## 110. Reporting Results

110.1 The results of all contests will be reported to the as requested and according to instruction issued from the SCIAA office.

110.2 The athletic director of the home team or his/her designated representative will report the results of athletic contests to the news media. This must be done immediately after the contest.

Enter scores online after by 12:00p.m., the next day, if applicable. or

110.3 All teams must -- SCIAA office at the completion of the regular season schedule, if applicable

## 111. Responsibilities of Home School

111.1 The home school will be responsible for the items listed below and other related items essential to the successful staging of the athletic event:

- a. Seating:

Each school will provide a separate seating area for the visiting spectators whenever possible.

- b. Dressing Facilities and Towels:

Each school must provide adequate dressing areas for officials and visiting players. Each team will furnish its own towels at all games.

- c. Preparation of Playing Area

The field or court should be marked in accordance with the official rules of each sport.

111.2. Preparation of Playing Area:

- a. Each school/team is required to have water and injury ice set up for all practices and competitions.
- b. Each team is required to have an appropriate First-Aid kit available at all practices and competitions.

## 112. Responsibility of Schools

112.1 Schools are responsible not only for the conduct of their own students at athletic events but also for the development and display of proper attitudes and conduct on the part of alumni and other community groups that attend such contests. {Refer to Guidelines for Safety and Security of Athletic Contests, Section XX}

## 113. Recruiting

113.1 Recruitment of students for athletic purposes by members of the SCIAA at school, in the home, or any other place is prohibited. It is the principal's and coach's responsibility to immediately report all recruiting violations to the SCIAA office. Failure to report such violations will result in sanctions being imposed on the school that fails to notify the SCIAA of these violations.

113.2 College contacts with the high school for purposes of recruitment will be made through the principal's office. The recruiter must sign in at the principal's office.

113.3 Individuals involved in the recruiting process of a student-athlete must follow all rules and regulations outlined by the SCIAA, TSSAA, and NCAA.

113.4 See TSSAA Recruiting Policy for Additional Information.

### 113.5 SCIAA COACHES RECRUITING POLICY

#### a. PHILOSOPHY

It shall be the philosophy that all coaches uphold the principles and values of the Shelby County Schools (SCS) District and the Shelby County Interscholastic Athletic Association (SCIAA). Coaches, in no way shall influence, entice or encourage parents/student-athletes to take part in any illegal recruiting schemes.

#### b. EXPLANATION OF ACCEPTABLE AND UNACCEPTABLE RECRUITING

Acceptable Recruiting – Coaches or a representative from their school may visit the schools that are defined by the area school district as a feeder school or visit with potential student-athletes that are zoned to attend that particular school the succeeding year.

Unacceptable Recruiting – A form of undue influence directed towards a potential student-athlete or parent/guardian by anyone to recruit students to his/her school. **If anyone representing a school attempts to entice, encourage, persuade, provide transportation, take an exam, provide financial assistance, and consult with any representatives in schools the student-athlete is not zoned to, is a direct violation of the recruiting policy.**

#### c. ALLEGATIONS OF A RECRUITING VIOLATION

If a member of this school district or its representative brings forth the allegation of a recruiting violation (by any member school, the following steps should be imposed: (1) **a statement of facts pertinent to the alleged violation must be submitted in writing, to the Athletic Manager. The reporting school must include the circumstances and all relevant proof confirming the alleged violations. The Athletic Manager will render an interpretation and notify all schools within three working days.** (2) **If one or more schools do not accept this interpretation, the case must then be decided by the APDC.** (3) **After a decision has been made by the APDC, a special meeting shall be called for all coaches of that particular sport and the Athletic Director of each school. The purpose of the meeting shall be the explanation of all circumstances leading to the decision.**

The penalty for the alleged aforementioned will be as follows:

1. The coach **will be** removed from all coaching responsibilities for one calendar year. The coach will be fined \$250.00 which must be paid prior to return to coaching.
2. The school **will be** fined \$250.00 dollars.
3. Any affiliated representatives will be removed from any contact with any participating SCIAA athlete for one calendar year.

## **114. Radio and Television Broadcasts**

114.1 Radio broadcasting and televising of high school athletic contests are permitted. Shelby County School's board policy on communications must be followed.

## **115. Suspensions**

115.1 Suspension may be the result of violation of any of the rules and regulations of the Association.

115.2 Any school which incurs the penalty of suspension by the Athletic Policy Determining Committee must close its athletic competition in all sports as determined by the Committee. The school will be placed on probation in all sports for a period of one year from the date of suspension, during which time further penalties may be imposed if, in the judgment of the Athletic Policy Determining Committee, circumstances are warranted. During the suspension period, schools involved may not meet each other in dual competition or substitute other opponents on these dates and for the purpose of determining the district standings, each cancelled game is to count as one game lost for each school. The Athletic Policy Determining Committee reserves the right to require teams to disband before the close of the dual season if, in the opinion of the Athletic Policy Determining Committee, the offense justifies it.

115.3 During the probation year any further infraction of the rules may result in additional penalties, either specified or unspecified in these rules. The period of probation may be ended only by application of the offending school and official action by the Policy Determining Committee.

## **116. League Structure**

116.1 Leagues will be established by the SCIAA. During reclassification years, the SCIAA will follow the TSSAA and the TMSAA guidelines.

## **117. SCIAA Athletic Meetings & Special Events**

117.1 The SCIAA office will hold meetings at designated areas throughout the year to organize the upcoming sports. It is required that every school be represented at all meetings. Schools not represented at an official SCIAA meeting will be fined \$50.00. Notification of attendance at each meeting will be sent to the principals.

117.2 If a meeting is held prior to a county championship. A coach or a representative must be present with the athletic record at the time seeding is done. If a representative is not present the following will occur:

- a. Removal of the coach for County Championship series and the coach will not be allowed to attend the play-offs and/or County Championship game.
- b. Removal of the coach for County Championship series and the coach will not be allowed to attend the play-offs and/or County Championship game.
- c. All schools must submit their records or entry forms to the SCIAA Office by the deadline designated by the SCIAA.

- d. A school that does not attend the County Championship meeting must pay a fine to be included, high school \$500 and middle school \$250. The fine will be payable before participation in tournament play and will be awarded to any school that is removed from the tournament due to the inclusion. In Track & Field, teams will be allowed to participate as open lanes permit.

117.3 If a school does not attend official special events sponsored by the SCIAA, a fine of \$500 for high school and \$200 for middle school will be assessed for noncompliance.

## **118. Clinics**

Every coach will be required to participate in approved SCIAA sponsored clinic work each year.

## **119. Medical**

- 119.1 Every coach will be required to have a current Cardio Pulmonary Resuscitation (CPR) and First Aid certification in order to supervise practices and competitions. A copy of these certifications should be kept on file at the school. Approved CPR and First Aid certifications must 1) conform to national standards and be based on the same scientific guidelines and recommendations used by the American Heart Association and American Red Cross for course development and 2) the emergency care component is required to have hands-on performance of basic first aid and CPR skills evaluated by an authorized instructor.
- 119.2 The athletic director of his/her school is responsible for ensuring that no coach supervises practices and competitions until standards are met.
- 119.3 Each team is required to have an appropriate First-Aid kit, water, and injury ice available at all practices and competitions. Student-Athlete emergency information should be available at all practices and competitions.
- 119.4 Every coach and athletic director must complete a concussion recognition and head injury education course prior to initiating practice or competition each year. Documentation must be on file at the school. See TN Department of Health for more information.

# **Section II Eligibility Rules**

## **201. Certificate of Eligibility**

- 201.1 Eligibility forms and schedules must be submitted to the state athletic office by the deadline established by the TSSAA. Send a copy to the SCIAA office.
- 201.2 Team rosters must be submitted to the SCIAA office by the dates established by the Athletic Manager.
- 201.3 All student-athletes are required to have a physical form, release of claims form, emergency information form, concussion information form, and proof of secondary insurance designated by the SCIAA on file at the school in order to engage in practices and competitions.

## **202. Citizen Requirement**

202.1 Participation in athletics is a privilege and not a right. Each participating student must maintain high standards of citizenship within his/her school and community. Each school is charged with the responsibility of seeing that its student-athletes are in good standing.

202.2 A student who is regarded in his/her school as ineligible to compete because of SCS Board Policy and who transfers to another school will be ineligible to compete in his/her new school for a period mandated in the policy.

## **203. Attendance on Day of Contest**

203.1 To be eligible for any athletic contest a student must be in attendance a minimum of 3 hours and 16 minutes (half of a school day) of the day of the contest. Exceptions may be made by the principals in case of death in families, court order or other extreme emergencies.. All alleged infractions of policy must be reported to the SCIAA office for review.

## **204. Pupil Falsifying Information or Name**

204.1 Any student who knowingly fails to give full and correct information regarding his/her eligibility to participate in athletics or who plays in any unauthorized athletic contest, will be declared ineligible to represent his/her school in any sport for one year following the date of the discovery of the event and may be reinstated only by the action of the Athletic Policy Determining Committee.

204.2 A student who participates, or attempts to participate, on any team under an assumed name is ineligible for one year and may be reinstated only by the Athletic Policy Determining Committee.

## **205. Information about Ineligible Student-Athletes**

205.1 Any school or official who has information which leads him/her to suspect that there is an ineligible player on the squad of any school is obligated to report immediately the matter in writing to the principal of the school concerned and to the SCIAA Athletic Manager.

205.1 Schools will not play ineligible students in any contest.

## **206. Academics**

206.1 Adhere to all Shelby County Schools/SCIAA academic policies and procedures.

## **207. Try-Out Policy**

207.1 In the event student-athletes need to be cut from participating on a sports team the coach has the ultimate authority to determine the participants to make the team. In this authority lies the responsibility to maximize the opportunities for our students without diluting the quality of the program. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

207.2 Responsibility

- a. Choosing the members of the athletic squads is the sole responsibility of the coaches of those squads. The Participants need to understand there is no guarantees in making the team before try-outs begin.

- b. Prior to squad selection, the coach shall provide in writing the following information to all candidates for the team:
  - Extent of try-out period, guidelines to select the team, number to be selected, practice commitments, game commitments and any financial obligations

#### 207.3 Procedures

- a. When a squad cut becomes a necessity, the process will include having performed in at least one intra-squad game or game type situation
- b. Coaches will discuss alternative possibilities for the participation in the sport or other areas of the activities program. EX. Manager
- c. Cut lists are not to be posted
- d. If a coach anticipates difficulties arising as a result of the squad selection, he/she should discuss the situation with the Athletic Director. The coach must have documentation for the selection process
- e. Upon request the Coach and Athletic Director must meet with the student and parent.

## **Section III – Finances**

### **301. Admission**

301. 1 Admission to all athletic contests must be by numbered tickets only; however, personnel presenting credentials properly validated will be admitted to all regularly scheduled contests.

### **302. Types of Tickets Sold**

302.1 The SCIAA or home school office will furnish the tickets sold at the gate.

### **303. Sale of Tickets**

303.1 Each school will provide the necessary gate and fence attendants for contests designated by the SCIAA. Failure to have necessary personnel present prior to the beginning of the contest will result in forfeiture of right to share in receipts. See specific sports for rules and regulations.

303.2 Athletic Contests played at the district stadiums will be staffed and operated by the SCIAA office See specific sports for rules and regulations

### **304. Complimentary Tickets and Passes**

#### 304.1 Uniformed Participants

- a. Bands, drill teams, and cheerleaders in uniform will be admitted free of charge when their team is participating.
- b. Players in jerseys escorted by his/her coach will be admitted free of charge

304.2 Faculty, school reporters and school photographers, without proper credentials, must present a ticket for admission.

304.3 SCIAA, TSSAA, Press and Retired Teacher Passes will be honored at all SCIAA contests. Only TSSAA passes will be honored during post season and special events.

304.4 Middle school student athletes attending senior high games must have tickets to gain admittance. Member schools may present complimentary tickets to their feeder school principals and coaches for distribution. Such tickets will be presented to the principal or coach and not directly to the players.

### **305. Receipts**

305.2 At all County Play-off Contests and special events, for which admission is charged, the Athletic Manager of the SCIAA will determine opponents, assign locations, and print tickets for these contests as needed. All receipts will be shared and distributed as determined by the SCIAA.

**306. Traveling Expenses** - Each team will be responsible for its own traveling expenses.

### **307. Contracts**

307.1 Contracts are required for all non-association scheduled contests in football and basketball. All contracts must be submitted to the SCIAA prior to approval.

307.2 Financial arrangements for games played between association and non association members are left to the school involved.

### **308. Fines**

Use of the money collected from fines will be determined by the SCIAA at the end of the year. All dues and fines must be paid before member schools will receive reimbursements from the SCIAA.

### **309. Reimbursements**

309.1 For invitational tournaments there will be NO reimbursements for officials or tournament expenditures. Please refer to TSSAA for financial arrangements.

309.2 The officials' reimbursement form must be turned in by the designated deadline. All reimbursements for that sport will be transacted once the proper forms have been received.

309.3 A deadline will be set for submission for all reimbursements forms to be sent to the SCIAA office. Schools not meeting this deadline will not receive reimbursements.

## **Section IV – Awards**

### **401. Granting of Letters**

Each school in the Shelby County Interscholastic Athletic Association has the power to determine to what teams and to which individuals on those teams' letters will be given.

### **402. County Championship Awards (when applicable)**

402.1 The champion will receive an award in all County Championship activities sponsored by the association.

402.2 The most outstanding student-athletes in County Championships will receive an award.

402.3 In case of a tie in the County Championship game, co-champion awards will be presented.

# **Shelby County Interscholastic Athletic Association Guidelines for Athletic Contests**

The secondary schools across the country are becoming increasingly aware of the need for preventive measures to overcome crowd control problems. Because of the major concern we have for the future of secondary school athletics, we are attempting to establish some guidelines to follow in controlling crowds at the athletic events.

The responsibility in following these guidelines must be shared by the Board of Education, our law enforcement agencies, our courts, our civic groups, and by every respectable citizen in the Shelby County. The major share of this responsibility, however, falls in the hands of school officials. Because of this, we must establish desirable standards for spectator behavior and then encourage the adoption of these standards by students, school patrons and the community at large.

The responsibility for much of the attitude of the student body lies with the school principal while the responsibility of the athletic director is to be aware of procedures and principles of crowd control. The coach must always be aware that in times of crisis, he/she is coaching more than his/her respective team. The coach not only has a responsibility to athletes, but to the school administrators, to the student body and to the entire community.

With this in mind, the following are some suggested guidelines for implementing crowd control procedures. The intent of these standards detailed as outlined below are to enhance strategic effort to preserve secondary school athletics in the Shelby County Schools.

## **Athletic Policy Determining Committee Shelby County Interscholastic Athletic Association**

### **Responsibilities of School Principals:**

1. Direct and supervise the athletic program in his/her school in accordance with policies of the Board of Education and the rules and regulations of the SCIAA.
2. Appoint a person in the school to fulfill the duties of director of athletics and delegate to this director responsibility for the organization and operation of the interscholastic athletic program in the school.
3. Assign and delegate to the proper school official the responsibility and authority for crowd control at all contests. Convey to the delegated authority the seriousness of crowd control.
4. Attend all home athletic contests and all away contests whenever possible.
5. Stress sportsmanship; demand it of the coaches, players, and student body. Establish definite dates for sportsmanship programs before football and basketball seasons and recruit speakers from the community to stress good sportsmanship.
6. Report on appropriate forms if there is any serious incident pertaining to the game. This form should be sent to the Athletics Manager.
7. Establish a booster group consisting of school patrons to aid in crowd control at all athletic events in which their school participates.

### **Responsibilities of the Athletic Director:**

The basic role of the athletic director is to provide leadership to the overall athletic program, as well as to manage the details necessary for successful day-to-day operation. The numerous activities, such as: scheduling, procuring and expending funds, contest management, supervising, and evaluating personnel, facility management, conflict management, etc. An effective athletic director will relieve the principal from some of the responsibilities in this area.

Rationale: Since the interscholastic program is one of most visible school programs to the public, the leadership phase of athletic administration becomes paramount. Athletic Directors must devote the time to effectively manage a program that addresses the needs of SCS stakeholders.

1. The Athletic Director is responsible to the Principal for organizing, administering, and supervising the operation of the school interscholastic athletic program. These responsibilities include initiating, organizing, developing, and evaluating athletic activities.
2. The Athletic Director shall work closely with the school administration and coaches in the performance of their duties.
3. Follow the SCS, SCIAA, TSSAA or TMSAA rules and regulations; contact the district's Athletic Manager for clarification when in doubt.
4. Assist the Principal with recruiting and hiring of needed coaches.
5. Join appropriate professional organizations and attend related leagues and meetings.
6. Attend any and all meetings involving the school in the area of athletics.
7. Enforce the district, athletic department, and school code of conducts.
8. Emphasize and encourage good sportsmanship by players, coaches, and spectators.
9. Prepare and assist the Principal with the athletic budget.
10. Direct and manage gate receipts for all athletic contests.
11. Initiate and coordinate approved fund-raising activities and structure these activities for financial accountability.
12. Organize the development of an athletic boosters' club; attend and serve as school liaison at boosters' club meetings.
13. Promote and enhance good public relations with community and school groups.
14. Review and verify officials' assignments.
15. Ensure that there are appropriate faculty supervision at all athletic contests.
16. Supervise the inspection of athletic facilities and report unsafe conditions to the appropriate school administrator.
17. Assist the principal with maintaining a file of permission slips, medical evaluation forms, and accident report forms.
18. Provide all requested information on standard forms to the SCIAA office in a timely manner.
19. Develop a method for collection of score report forms and officials' vouchers from coaching staff.
20. Initiate procedures for supervision and use of the locker rooms and team rooms.

21. Serve as the main contact person for the SCIAA academics and supporting the Guidance counselors.
22. Plan, prepare, and/or supervise for each athletic team:
  - a. Seasonal schedules in conjunction with SCS, SCIAA, and TSSAA or TMSAA calendars.
  - b. Practice areas
  - c. Policy governing the arrival and departure of visiting teams and officials, including availability of dressing facilities for each.
  - d. Bus transportation and dismissal times.
  - e. Facility maintenance.
  - f. Visitation of athletic trainers.
  - g. Performance and evaluation of coaches.
  - h. Team uniform cleaning, repairing, and storage.
  - i. Equipment inventory, ordering, repair and storage.
23. Perform any other duties deemed necessary by the Principal.

### **Responsibilities (Guidelines) for Coaches:**

#### Organizational and Communication

- 1) send information/correspondence to student-athletes/parents
- 2) conduct orientation programs for parents, student-athletes and coaches
- 3) assume responsibility for schedule development or schedule validation
- 4) develop procedures for open communication with parents and athletes
- 5) establish dialogue with parents and players to address issues or concerns
- 6) address the media in a positive manner

#### Administrative

- 1) equipment inventory/ordering/management
- 2) repair and cleaning
- 3) implement school athletic code
- 4) ensure completion of health exam by student-athletes
- 5) ensure existence of medical insurance for student-athletes
- 6) check for residence ineligibility and living arrangements that do not involve custodial parents
- 7) distribute team rosters, contest schedules and descriptions of contest locations to all student-athletes and parents
- 8) monitor student-athlete attendance/behavior/academic status
- 9) check grades at six-weeks/semester
- 10) determine and procure team awards
- 11) administer season-ending program evaluation by student-athletes and parents
- 12) complete required administrative reports by designated date(s)

#### Training and Preparation

- 1) appropriate development of positive sportsmanship
- 2) sequential conditioning
- 3) appropriate skill training
- 4) appropriate tactical training
- 5) appropriate positive motivation
- 6) appropriate attention to maturity, readiness and pairing of student-athletes

#### Sports Medicine

- 1) ability to use approved first-aid and CPR skills

- 2) interact with team physicians, family physicians, parent(s) and athletic trainers following injury to a student-athlete
- 3) ensure student-athlete is cleared by M.D. in order to return to practice
- 4) develop and implement a site-specific emergency response plan

#### **Guidelines for the Student-Athletes:**

1. Be respectful to opponents and officials.
2. Shake hands with opponents with sincerity and friendliness.
3. Be in control of their temper and language at all times, both on and off the playing field and/or court.
4. Take victory or defeat in a calm and gracious manner. Maintain your composure in victory or defeat.
5. Commend the victors on their success.
6. Use their influence to:
  - a. Discourage unsportsmanlike demonstrations toward opponents or officials by spectators or their teammates.
  - b. Inform students that good crowd behavior makes it easier for players on the field or court.
  - c. Educate their parents and friends on the rules and strategies of the game so they can better understand why certain decisions are made.
7. Accept and abide by the decisions of the officials.
8. Any player put out of a game by an official will be placed on probation.
9. Players should avoid “show-boating”, unsportsmanlike gestures or harassing an opponent. When seated on the bench, players should refrain from heckling opponents or officials.

#### **Guidelines for the Cheerleaders:**

1. Cheerleaders' functions are to make a positive contribution to good spectator reaction at an athletic contest and to create better relations between opposing supporters.
2. Cheers should be positive, not aimed at antagonizing an opponent. Care should be taken in making certain that words used in a cheer are not suggestive and do not have a connotation which would inflame the audience.
3. Cheerleaders should be alert to potentially disruptive crowd influences and take immediate steps to promote positive cheering from the crowd.
4. Cheerleaders are expected to lead the group in a round of applause for an injured player leaving the game.
5. When booing occurs, the cheerleaders should attempt to stop it. It is important that any booing is waved off immediately. If the booing becomes louder, the cheerleaders should help to divert the crowd's attention by starting a popular yell routine. Immediate action is the key to control booing.
6. Cheerleaders who display negative conduct and attitudes should be suspended or removed from the squad.
7. Cheerleaders should promote a spirit of friendliness between schools.
8. Cheerleaders should be ever conscious that they are official student representatives of their school and so conduct themselves to bring credit to it.

### **Crowd Control Regulations:**

1. The SCIAA Athletic Manager in consultation with the principals of the schools involved has the authority to change the site of games that could become volatile in nature.
2. School athletic directors assign the school patrons who wear official school colors and act as ushers to help control the crowd. These individuals report any incident they can't handle to the security personnel on duty.
3. Public address announcements at games must stress sportsmanship.
4. Schools should advise spectators of recommended parking areas.
5. Spectators should be encouraged not to loiter around the facility.

## **Police and Security Duties Stadium Crowd Control**

1. The number of security officers is determined by the School Security Office in consultation with the Athletic Office and school Principals.
2. Faculty members, when properly identified, will supplement the uniformed security officers in crowd control. These individuals act as an auxiliary group to report incidents to the closest uniformed police officer in their area if they cannot handle the incident themselves.
  - a. Assists in ensuring spectators remained seated throughout duration of the game.
  - b. Report consumption of alcoholic beverages or the use of illegal drugs immediately to the police.
3. Duties:
  - a. Pre-Game:
    - 1) Meet with the athletic director or his/her designated representative to review security plans, procedures, duties and responsibilities so all participants are aware of them in case of emergencies.
    - 2) Police are to report for duty at least one hour before game time.
    - 3) Designated meeting places should be specified for each stadium.
  - b. Games:
    - 1) The basic stations are specified for each stadium.
    - 2) Officers should be at their basic station at the start of the game for safety measures.
    - 3) Athletic Directors and Officers in charge should take special care to ensure that assigned duties are carried out by all personnel.
    - 4) Special attention should be focused on concession and restroom areas.
    - 5) A closed room should be provided where police may talk to people involved in difficulty so that police will not get involved in a shouting contest with troublemakers in front of a crowd.

- 6) Police should remove troublemakers from premises.
- 7) Police should remove spectator groups around the outside of stadiums and gyms.

c. Post-Game Duties:

- 1) Auxiliary ushers should walk out with the crowd.
- 2) Have all exits open. Separate exits for each student body should be provided whenever possible.
- 3) Two officers clear out site.
- 4) A portion of the police detail should be assigned to move with the crowd to the parking areas.
- 5) If things are tense, have the home fans remain in the stands until the visitors have had an opportunity to vacate the area.
- 6) Have squad cars with a radio at the front gate and cruising around the area. (This service must be requested).

4. Visiting School:

- a. Visiting teams and students will be accompanied by the principal, team coach or his/her designee. Member schools are responsible for the conduct of their own fans and students at every contest, regardless of where it may be held.

5. Additional Police:

It is up to the home administrator in charge of the game to call the police department for additional police protection.

6. Site Change:

If the game is considered too dangerous to stage, the Athletic Manager is to be contacted and the game may be moved to an alternate site.

## APPENDIXES

### A. Athletic Director Job Description

The basic role of the athletic director is to provide leadership to the overall athletic program, as well as to manage the details necessary for successful day-to-day operation. The numerous activities, such as: scheduling, procuring and expending funds, contest management, supervising, and evaluating personnel, facility management, conflict management, etc. An effective athletic director will relieve the principal from some of the responsibilities in this area.

Rationale: Since the interscholastic program is one of most visible school programs to the public, the leadership phase of athletic administration becomes paramount. Athletic Directors must devote the time to effectively manage a program that addresses the needs of SCS stakeholders.

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2. The Athletic Director shall work closely with the school administration and coaches in the performance of their duties.
3. Follow the SCS, SCIAA, TSSAA or TMSAA rules and regulations; contact the district's Athletics Manager for clarification when in doubt.
4. Assist the Principal with recruiting and hiring of needed coaches.
5. Join appropriate professional organizations and attend related leagues and meetings.
6. Attend any and all meetings involving the school in the area of athletics.
7. Enforce the district, athletic department, and school code of conducts.
8. Emphasize and encourage good sportsmanship by players, coaches, and spectators.
9. Prepare and assist the Principal with the athletic budget.
10. Direct and manage gate receipts for all athletic contests.
11. Initiate and coordinate approved fund-raising activities and structure these activities for financial accountability.
12. Organize the development of an athletic boosters' club; attend and serve as school liaison at boosters' club meetings.
13. Promote and enhance good public relations with community and school groups.
14. Review and verify officials' assignments.
15. Ensure that there are appropriate faculty supervision at all athletic contests.

16. Supervise the inspection of athletic facilities and report unsafe conditions to the appropriate school administrator.
17. Assist the principal with maintaining a file of permission slips, medical evaluation forms, and accident report forms.
18. Provide all requested information on standard forms to the SCIAA office in a timely manner.
19. Develop a method for collection of score report forms and officials' vouchers from coaching staff.
20. Initiate procedures for supervision and use of the locker rooms and team rooms.
21. Serve as the main contact person for the SCIAA academics and supporting the Guidance counselors.
22. Plan, prepare, and/or supervise for each athletic team:
  - j. Seasonal schedules in conjunction with SCS, SCIAA, and TSSAA or TMSAA calendars.
  - k. Practice areas
  - l. Policy governing the arrival and departure of visiting teams and officials, including availability of dressing facilities for each.
  - m. Bus transportation and dismissal times.
  - n. Facility maintenance.
  - o. Visitation of athletic trainers.
  - p. Performance and evaluation of coaches.
  - q. Team uniform cleaning, repairing, and storage.
  - r. Equipment inventory, ordering, repair and storage.
23. Perform any other duties deemed necessary by the Principal.

## B. Athletic Director Evaluation

Shelby County Schools							
_____ High/Middle School							
Athletic Director's Evaluation							
_____ Name of Athletic Director							
Rating Scale:		NA Not applicable	1 Definite Weakness	2 Improvement Needed	3 Satisfactory	4 Good	5 Excellent
<b>I</b>	<b>PROFESSIONAL AND PERSONAL RELATIONSHIP</b>				(Circle Rating)		
1.	Understands and follows rules and regulations set forth by SCS, SCIAA and TSSAA or TMSAA	NA	1	2	3	4	5
2.	Keeps the principal informed of any or all problems before, during, or after all sporting events.	NA	1	2	3	4	5
3.	Respects and supports all coaches and athletics.	NA	1	2	3	4	5
4.	Public Relations-works and cooperate with the media, etc.	NA	1	2	3	4	5
5.	Implements athletic department policies and procedures.	NA	1	2	3	4	5
6.	Assists principal in supervision of coaches and others involved in school athletic programs.	NA	1	2	3	4	5
7.	Interprets board policy to coaches.	NA	1	2	3	4	5
8.	Communicates and develops rapport with teachers, coaches, administrators, and parents.	NA	1	2	3	4	5
9.	Works with coaches and the principal to develop the annual athletic budget.	NA	1	2	3	4	5
<b>II</b>	<b>SUPERVISION AND COORDINATION</b>						
1.	Acts as a mediator to resolve conflicts within the ranks of the athletic program.	NA	1	2	3	4	5
2.	Seeks ways to support and finance the athletic program.	NA	1	2	3	4	5
3.	Makes arrangements for all interscholastic transportation, lodging and meals, as required.	NA	1	2	3	4	5
4.	Is well-versed and knowledgeable in matters pertaining to sports.	NA	1	2	3	4	5
5.	Receives and evaluates equipment requests from authorized coaches. Approves appropriate requests.	NA	1	2	3	4	5
6.	Attends all home athletic contests and/or arranges for proper supervision.	NA	1	2	3	4	5
7.	Sends reminders of upcoming events to schools and officials.	NA	1	2	3	4	5
8.	Cancels or postpones contracted contests, officials, and transportation due to inclement weather or other hazardous conditions.	NA	1	2	3	4	5
9.	Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, code of conduct forms (student-parent and coaches), for each participating student-athlete.	NA	1	2	3	4	5
10	Maintains a file of all athletic suspensions and expulsions from teams.	NA	1	2	3	4	5
11	Determines initial scholastic eligibility of all student-athletes, certifies their eligibility on the proper forms.	NA	1	2	3	4	5

<b>III</b>	<b>RELATED COACHING AND PROGRAM RESPONSIBILITIES</b>						
1.	Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage.	NA	1	2	3	4	5
2.	Works with and shows interest in middle school feeder program.	NA	1	2	3	4	5
3.	Follows proper procedure for purchase of equipment.	NA	1	2	3	4	5
4.	Has team fund raisers to supplement Athletic Booster Clubs and school funds allotted for team needs.	NA	1	2	3	4	5
5.	Is cooperative and supportive in scheduling non-league games and scrimmages.	NA	1	2	3	4	5
6.	Plans, organizes, and supervises all athletic awards programs with the approval of the Principal	NA	1	2	3	4	5
7.	Serves as liaison between the coaches and the athletic booster club.	NA	1	2	3	4	5
8.	Evaluates and seeks ways of improving the interscholastic athletic program	NA	1	2	3	4	5
9.	Works with the principal, cheerleading advisor and coaches to schedule athletic assemblies and pep rallies.	NA	1	2	3	4	5
10	Monitors all issues related to Title IX.	NA	1	2	3	4	5
11	Performs other duties as the principal may direct	NA	1	2	3	4	5
<b>COMMENTS</b>							
<b>PERFORMANCE IN THIS ASSIGNMENT – (indicate by circling)</b>							
<b><u>Satisfactory</u></b> Recommended for continued assignment		<b><u>Probationary</u></b> Recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested			<b><u>Unsatisfactory</u></b> Not recommended for reassignment		
Athletic Director's Signature: _____					Date _____		
Principal's Signature: _____					Date _____		
Other Evaluator's Signature: _____					Date _____		
Signature of Athletic Director is only to show that the Athletic Director has reviewed the evaluation but does not necessarily agree with the statements.							

## C. Athletic Coach Job Description

### QUALIFICATIONS:

- a) Valid Tennessee teacher certification
- b) Employment as a teacher in Shelby County Schools
- c) Has the ability to organize and supervise a total sports program
- d) Previous successful coaching experience preferred

REPORTS TO: The athletic director, who provides overall objectives and final evaluation in conjunction with the principal.

JOB GOAL: To instruct student-athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### DUTIES AND RESPONSIBILITIES:

#### Organizational and Communication

- 7) send information/correspondence to student-athletes/parents
- 8) conduct orientation programs for parents, student-athletes and coaches
- 9) assume responsibility for schedule development or schedule validation
- 10) develop procedures for open communication with parents and student-athletes
- 11) establish dialogue with parents and student-athletes to address issues or concerns
- 12) address the media in a positive manner

#### Administrative

- 13) equipment inventory/ordering/management
- 14) repair and cleaning
- 15) implement school athletic code
- 16) ensure completion of health exam by student-athletes
- 17) ensure existence of medical insurance for student-athletes
- 18) check for residence ineligibility and living arrangements that do not involve custodial parents
- 19) distribute team rosters, contest schedules and descriptions of contest locations to all players and parents
- 20) monitor student-athlete attendance/behavior/academic status
- 21) check grades at six-weeks/semester
- 22) determine and procure team awards
- 23) administer season-ending program evaluation by student-athletes and parents
- 24) complete required administrative reports by designated date(s)
- 25) Attend all SCIAA Meetings and Clinics
- 26) Attend all SCIAA scheduled events i.e. Jamborees, Championships

#### Training and Preparation

- 7) appropriate development of positive sportsmanship
- 8) sequential conditioning

- 9) appropriate skill training
- 10) appropriate tactical training
- 11) appropriate positive motivation
- 12) appropriate attention to maturity, readiness and pairing of student-athletes

#### Sports Medicine

- 5) ability to use approved first-aid and CPR skills
- 6) interact with team physicians, family physicians, parent(s) and athletic trainers following injury to an student-athlete
- 7) ensure student-athlete is cleared by M.D. in order to return to practice
- 8) develop and implement a site-specific emergency response plan

#### **D. Cheer Coach Job Description**

TITLE: Cheerleading coach (sponsor-advisor)

QUALIFICATIONS; Previous experience preferred

REPORTS: Athletic Administrator

JOB GOAL: To advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

#### DUTIES AND RESPONSIBILITIES:

- a) Responsible for the directing, supervising and sequential training of the cheerleaders.
- b) Responsible for the conduct of the cheerleaders practice sessions and at all contests.
- c) Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
- d) Conducts themselves before the students and the community so as to instill respect and good sportsmanship.
- e) Assumes responsibility for an energetic public relations program for the cheerleaders and their activities.
- f) Responsible for uniforms and supplies.
- g) Sees that the cheerleaders carry out all the duties set forth in their constitution.
- h) Responsible for ordering and issuing awards to deserving cheerleaders.
- i) Read, understand, and comply with the current National Federation Spirit Rulebook and the SCIAA rules, regulations, policies, and procedures manual.
- j) Attends all sponsored coaches' meetings.
- k) Arrange for transportation of the cheerleading team in accordance with the transportation policy.
- l) Coordinate approved fundraising activities with the Athletic Director and structure these activities for financial accountability.
- m) Keep an athletic emergency information card for each cheerleader readily accessible at all practices and events.
- n) Keep a properly equipped first aid kit accessible at all practices and events.

- o) Supervise carefully the teaching and spotting of stunting, and eliminate stunts requiring skills beyond the ability of the team members.
- p) Responsible for any other duties relating to cheerleaders as may be directed by the Athletic Administrator and /or principal.

### **E. Non-Faculty Coach Job Description**

TITLE        Non-faculty (walk on/volunteer) coach

#### **QUALIFICATIONS:**

- a) College degree is preferred
- b) Has reputable background in working with youth
- c) Has previous coaching or playing experience in the assigned position.
- d) Completion of the ASEP Coaches Education Course in a TSSAA-approved course within two years of his/her employment and must attend the TSSAA Coaches Training session within the first year of his/her employment.
- e) Must submit to a background check, conducted by SCS

REPORTS:    Head Coach

SUPERVISES: Student-Athletes and teams assigned. Assumes supervisory control over other student-athletes in program when needed.

JOB GOAL:    To carry out the aims and objectives of the assigned team as outlined by the athletic department and Board of Education policy.  
To instruct student-athletes in individual and team fundamentals, strategy and physical training.

#### **DUTIES AND RESPONSIBILITIES:**

- a)        Attends all meetings and meets all criteria pertaining to athletics that is required of a certified faculty coach.
- b)        Makes contact with the athletic office (school and SCIAA).
- c)        Follows all criteria as outlined in the job descriptions for head coach or assistant coach as determined by assignment.

## F. Coach Job Evaluation

Shelby County Schools							
High/Middle School							
Coaches Evaluation							
Name of Athletic Director							
Rating Scale:		NA Not applicable	1 Definite Weakness	2 Improvement Needed	3 Satisfactory	4 Good	5 Excellent
<b>I</b>	<b>PROFESSIONAL AND PERSONAL RELATIONSHIP</b>				(Circle Rating)		
1.	Understands and follows rules and regulations set forth by SCS, SCIAA and TSSAA or TMSAA	NA	1	2	3	4	5
2.	Keeps the athletic director informed of any or all problems before, during, or after all sporting events.	NA	1	2	3	4	5
3.	Develops rapport with other teachers, coaches and administrators and parents.	NA	1	2	3	4	5
4.	Public Relations-works and cooperate with the media, etc.	NA	1	2	3	4	5
5.	Follows policy in the athletic handbook and meets all criteria as outlined in job description.	NA	1	2	3	4	5
6.	Assists principal and athletic director involved in school athletic programs.	NA	1	2	3	4	5
7.	Read and familiarizes the interscholastic athletics board policy.	NA	1	2	3	4	5
8.	Works cooperatively with the feeder schools developing a coordinated program.	NA	1	2	3	4	5
9.	Have current knowledge of NCAA recruiting policies, regulations, and admission requirements.	NA	1	2	3	4	5
<b>II</b>	<b>SUPERVISION AND COORDINATION</b>						
1.	Present at each practice session and at all contest of the sports coached. This includes supervision at all times, until the area is secured before and after practices and contests.	NA	1	2	3	4	5
2.	Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.	NA	1	2	3	4	5
3.	Assist student-athletes in securing financial aid or college scholarships based on athletic ability.	NA	1	2	3	4	5
4.	Is well-versed and knowledgeable in matters pertaining to sports.	NA	1	2	3	4	5
5.	Establishes the fundamental philosophy, skills and techniques to be taught by the staff.	NA	1	2	3	4	5
6.	Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.	NA	1	2	3	4	5
7.	Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to each individual.	NA	1	2	3	4	5
8.	Develops respect by example in appearance, manners, behavior, language and conduct during a contest.	NA	1	2	3	4	5
9.	Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, code of conduct forms (student-parent and coaches), for	NA	1	2	3	4	5

	each participating student-athlete.						
10	Shows an interest in student-athletes in off-season activities and classroom efforts.	NA	1	2	3	4	5
11	Assist in determining initial scholastic eligibility of all student-athletes, certifies their eligibility on the proper forms.	NA	1	2	3	4	5
<b>III RELATED COACHING AND PROGRAM RESPONSIBILITIES</b>							
1.	Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage.	NA	1	2	3	4	5
2.	Shows self-control and poise in areas related to coaching responsibilities.	NA	1	2	3	4	5
3.	Follows proper procedure for purchase of equipment.	NA	1	2	3	4	5
4.	Has team fund raisers to supplement Athletic Booster Clubs and school funds allotted for team needs.	NA	1	2	3	4	5
5.	Is cooperative and supportive in scheduling non-league games and scrimmages.	NA	1	2	3	4	5
6.	Keeps athletic administrator informed about unusual events.	NA	1	2	3	4	5
7.	Encourages all potential student-athletes to participate in sport programs.	NA	1	2	3	4	5
8.	Evaluates and seeks ways of improving the interscholastic athletic program.	NA	1	2	3	4	5
9.	Works with the principal, cheerleading advisor and coaches to schedule athletic assemblies and pep rallies.	NA	1	2	3	4	5
10	Displays enthusiasm and exhibits interest in coaching.	NA	1	2	3	4	5
11	Performs other duties as the principal may direct.	NA	1	2	3	4	5
<b>COMMENTS</b>							
<b>PERFORMANCE IN THIS ASSIGNMENT – (indicate by circling)</b>							
<b><u>Satisfactory</u></b> Recommended for continued assignment		<b><u>Probationary</u></b> Recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested			<b><u>Unsatisfactory</u></b> Not recommended for reassignment		
Coach's Signature: _____				Date _____			
Principal's Signature: _____				Date _____			
Other Evaluator's Signature: _____				Date _____			
Signature of Coach is only to show that the Coach has reviewed the evaluation but does not necessarily agree with the statements.							

## G. News League Preparation

Because of the intense interest Americans have for sports information, it is important to enhance all opportunities for excellence coverage and accurate reporting for interviews and other media exposures. The coach or athletic administrator, and/or student-athletes are frequently sought for electronic or newspaper press conferences, interviews and press releases. Here are a few suggested techniques to assist the athletic administrator in his/her preparation for this interaction.

### A. Controlling Anxiety

- 1) **Remember that tension also stimulates the release of adrenaline.**  
Do not fear an interview- get up for it just like a ball game
- 2) **Take a deep breath**, hold for 3-5 seconds, and let it out slowly.
- 3) **Stand in a relaxed, natural manner** a balanced stance, arms at the side.  
Shake the arms vigorously, allowing the vibration to be transmitted into the body.
- 4) **Know your subject** and have a list of key points memorized.  
Confidence is enhanced and anxiety reduced by knowing that you have greater subject expertise than your interviewer(s).

### B. News Conference Strategies

- 1) **Stay with the facts.** Don't speculate unless you have enough evidence to do so in an informed manner.
- 2) **Use simple, tangible references;** avoid abstractions and jargon.
- 3) **Maintain eye contact** when responding to media agents.
- 4) **Listen carefully** to all questions-pause and think before responding.
- 5) **Control your rate of response** and vocal inflections.
- 6) **Ask for clarification of reporter questions**, especially if predicted on false assumptions or partial truths.
- 7) **Turn negative questions into positive responses, i.e.,** "Yes, we fumbled too much, but fumbles are a matter of concentration, and we will attempt to solve the problem."
- 8) **Thank members of the media at the conclusion** of the session, no matter how difficult the questioning has been.

### C. News Conference Problem Areas

Certain communication techniques or styles have potential to project an image of insecurity, incompetence or defensiveness during news conferences. In this regard, administrators are **cautioned against:**

- 1) Use of **slang** and **profanity**.
- 2) Repeating negative **reporter questions** and criticisms- they elicit others.
- 3) **Criticizing media representatives** – they are not your personal agents.
- 4) **Using "you know"** as a bridge between thoughts or "okay" as a means of asking whether reporters understood your point of view.
- 5) **Speaking when emotional.** Discipline yourself not to be driven by anger, frustration, or embarrassment.
- 6) **Intricate responses** when can get you sidetracked or which project the appearance of stalling or using "smoke screen tactics."
- 7) **Excuses or criticisms of** officials.
- 8) **Emotional statements** about opponents. *Please keep it positive!*

### D. Interview techniques

- 1) **Be direct**, forthright, and truthful.
- 2) **Admit mistakes** and focus on corrective plans.
- 3) **Avoid "no comment" response.**
- 4) **Emphasize growth.**
- 5) **Use vocal inflection to emphasize** a point during a radio interview. Use gestures and facial expression during TV interviews. Maintain visual contact with the active camera during a TV interview.