

2013-2014 Interscholastic Athletics Handbook

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Prince George's County Public Schools would like to thank member schools of MPSSAA for permission to utilize excerpts from their *High School Athletic Handbooks*.

Table of Contents

Philosophy	Page 5
Mission Statement	Page 6
Core Values	Page 7
PGCAA Constitution	Page 8
PGC Athletic Association By-Laws	Page 10
PGCAA Guidelines and Procedures	Page 19
MPSSAA Regional Alignment	Page 23
PGCPS Athletic Organizational Chart	Page 24
Athletic Director Responsibilities	Page 25
• Evaluation of Athletic Directors	Page 28
• A.D. Contact Information	Page 31
Coaching Information	Page 32
• 14 Legal Duties of a Coach	Page 32
• Evaluation of Coaches	Page 34
• Monetary Procedures	Page 38
• Student Activity Funds Procedures	Page 39
• Code of Ethics	Page 42
• Administrative Responsibility/Job Description	Page 43
• Supervision of Players	Page 46
• Procedures for removing a player from the team	Page 47
• Student dismissal Form	Page 48
• Weather Guidelines/Thunder & Lightning	Page 49
• No Practice - No Play Dates	Page 51
Coaching Hiring Procedures	Page 52
• Fingerprinting & Background Check	Page 53
Rules and Restrictions	Page 54
• Scrimmages	Page 54
• Bench Personnel	Page 54
• Eligibility Participation	Page 54
• Ejection of Coaches	Page 54
• Hazing	Page 54
• Influence on Athletes to Play One Sport	Page 55
• Medication and Supplements	Page 55
• Clinics and Camps	Page 55
• Loss of Instructional Time	Page 54
• Open Gym & Open Field Policy	Page 56
• Out of Season Team Interpretation	Page 56
• Frequently Asked Questions	Page 58
• Prayers	Page 59
• Recruitment of Athletes	Page 59
• Scouting	Page 59
• Social Media	Page 59
Student Information	Page 60
• Eligibility Participation	Page 60

• Residency/Transfer Policy	Page 60
• Attendance Policy	Page 61
• All Star Games	Page 61
• Ejections	Page 61
Title IX Information	Page 62
Game Management & Admission	Page 64
• Duties of Game Manager	Page 64
• Pep Bands	Page 64
• Cheerleading Squads	Page 65
• Unsportsmanlike Behavior of Spectators	Page 65
• Seating Arrangement/Team Departure at Events	Page 65
• Signs and Noise Makers	Page 66
• Souvenirs/Promotional Sales Items	Page 66
• Broadcasting	Page 66
• Athletics Pass & Admissions Policy	Page 66
• Accounting for Tickets/Ticket Pricing Policy	Page 66
• Other Sports	Page 68
• Guidelines Relative to Free Admittance to Athletic Events	Page 68
Security	Page 68
Sportsmanship	Page 69
• Expectations for Spectator Behavior	Page 69
Sport Representatives	Page 70
PGCPS Calendar	Page 71
Homecoming Dates	Page 73
MPSSAA Quick Reference Calendar	Page 74
General Guidelines/Procedures for all Sports	Page 75
Specific Sport Information	Page 77
• Adding a New Sports Program	Page 77
• Baseball	Page 77
• Boys' & Girls' Basketball	Page 77
• Cheerleaders	Page 78
• Cross Country	Page 78
• Football	Page 79
• Golf	Page 80
• Indoor Track	Page 80
• Boys' & Girls' Outdoor Track	Page 81
• Boys' & Girls' Soccer	Page 81
• Softball	Page 81
• Swimming	Page 82
• Tennis	Page 83
• Volleyball	Page 84
• Wrestling	Page 84
County Championships	Page 85
Appendix	
1. Game and Event Management Checklist	
2. Sample Emergency Plan	

Prince George's County Public Schools

Philosophy

It is our belief that interscholastic athletics is a way to achieve a balanced educational program for our students. As we all know athletic competition, by its nature, will contribute to greater student awareness of self-discipline, a growth in emotional maturity, and an increasing realization of the worth of the individual. Students will also realize that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct outside of school hours as outlined in the athletic handbook and the "Student Code of Conduct".

All of our coaches should first and foremost be leaders of young men and women by constantly setting a good example of what it means to be an athlete during and after school hours. It is expected that our coaches will be consistent and fair in all rules and regulations applied to the athletes they coach.

There should be a complete understanding that all persons involved with the athletic program fall under all state and county guidelines and policies.

The primary goal of our interscholastic athletics program will always be to achieve success in all academic and competitive endeavors. It is recognized that a positive athletic program can contribute significantly to school morale and community pride as well as to the pride and honor for all persons involved with the athletic program.

We believe as athletic administrators and coaches we bear the responsibility for the periodic evaluation of the total program. New programs should be suggested when appropriate, and old programs scrutinized to be sure that they are meeting the needs and interests of student-athletes.

It is our belief that student's participation in interscholastic athletics could very well influence the rest of his/her life. For this reason, we are committed to providing great customer service and excellence in all phases of a sound interscholastic athletics program.

ATHLETICS "The Other Side Of Education".

Prince George's County Public Schools

Mission

The mission of Prince George's County Public Schools is to ensure that all students acquire knowledge and develop skills and understandings that will enable them to become productive citizens and lifelong learners in a technological, diverse society. This mission is accomplished by identifying and nurturing strong instructional leadership; establishing high expectations for all students, parents, teachers, staff, and administrators; implementing a rigorous, technology-infused curriculum; emphasizing effective learning strategies for students at all performance levels; maintaining a safe and orderly school environment; monitoring students' progress, resulting in appropriate adjustments to instructional programs; developing high levels of accountability; and cultivating meaningful family and community involvement.

All Administrative Procedures executed by Prince George's County Public School System supersedes the contents of this document.

Core Values

INTEGRITY

We are committed to doing what is right, even when no one is watching. Integrity is more than simple honesty. It involves keeping commitments, being sincere, being honest in word and deed, and expecting the same of others. This character trait is the foundation of our value system; without it all other core values cannot prevail.

EXCELLENCE

We are committed to high standards, thoroughness, and accuracy. We insist on giving our best effort in all of our work. We recognize the difference between “honest mistakes” (best effort, bad result) and “bad mistakes” (careless performance or little effort).

PROFESSIONALISM

We value continuous education and training as a means to achieving the highest level of professional performance, which is reflected in our decisions and actions.

COLLABORATION

We are committed to working as a team and uniting with all stakeholders to achieve common goals and to make decisions in the best interest of children. Collaboration diminishes or eliminates obstacles that prevent us from achieving our goals.

MUTUAL RESPECT

We value the contributions of each individual and encourage all members of the school community to be independent thinkers. We expect all members of the school community to express positive regard toward each other as we work to achieve our common goals.

EMPOWERMENT

We are encouraged to act courageously in making decisions that further the mission of Prince George’s County Public Schools.

LOYALTY

We are committed to achieving high quality job performance by supporting each other and dedicating ourselves to meeting the needs of Prince George’s County Public Schools and exceeding the community’s expectation.

Constitution of the Prince George's County High School Athletic Association

ARTICLE I: Name

The name of this organization shall be the Prince George's County High School Athletic Association.

ARTICLE II: Purpose

The purpose of this Association shall be to promote, organize, and administer athletics among the high schools in Prince George's County.

ARTICLE III: Organization

All high schools with Interscholastic Athletic Programs are under the supervision of the Board of Education shall become members of the Association and shall be eligible to participate in the sports season immediately following the organization of the school.

The Association shall be composed of the Director of Interscholastic Athletics, Supervisor of Interscholastic Athletics, the high school principals, an athletic director from each high school, and one individual representing each recognized sport to be elected bi-annually by the respective coaches' group.

The Association shall operate within the framework of the Maryland Public Secondary Schools Athletic Association and County School Board Policy. It shall be directly responsible to the Superintendent of Schools or his/her designee.

ARTICLE IV: Officers – Term of Office

The officers of this Association shall consist of a president, vice-president, and secretary – treasurer. The Director of Interscholastic Athletics shall hold the office of the secretary-treasurer. The president and vice-president shall be elected to a two-year term with the vice-president automatically succeeding the president. Election of the vice-president and secretary will be held at the final meeting of the second year and the newly elected vice-president assumes office on July 1st following the election.

ARTICLE V: Executive Committee

The officers, one athletic director, one sports representative, to be elected bi annually by the athletic directors, the Director of Interscholastic Athletics and the Supervisor of Interscholastic Athletics shall be the Executive Committee responsible for the routine operation of the Association.

ARTICLE VI: Meetings

There shall be at least three general meetings during the school year, and there shall be such other meetings as circumstances and necessity may dictate. The meeting shall be called by the chair, the Director of Interscholastic Athletics, or by the chair upon the petition of three or more members of the Association. The Supervisor of Interscholastic Athletics may convene a meeting in the absence of the director.

ARTICLE VII: Voting Privileges

Each member is entitled to one vote and any officially designated alternate shall be entitled to one vote in the absence of the member and shall have full authority to vote for the member.

ARTICLE VIII: Quorum

A quorum shall consist of a majority of all members of the Association.

ARTICLE IX: Amendments

Any part of the Constitution may be amended by a two-thirds affirmative vote of the membership, the proposed amendments having been read at a prior meeting provided that a period of at least thirty (30) days shall have elapsed between the reading of the proposed amendment and action for ratification or that any amendment may be proposed by any member provided that the proposed amendment be submitted in writing to each member at least thirty (30) days prior to a meeting.

If the said amendment should affect board policy as outlined presently in this constitution and bylaws or if the amendment relates to a monetary item that is to be met with Board of Education funds, it shall apply only after referral to the Superintendent and the Board of Education where their official approval has been granted.

ARTICLE X: Bylaws

Bylaws shall be established to provide operating procedures for the Association.

The bylaws may be amended by a majority affirmative vote of the membership provided that such amendment shall become effective at the beginning of the following sport season. Proposed amendments to the Bylaws must be submitted to all principals, athletic directors, and coaches' representative two weeks prior to their inclusion on the agenda of the association.

However, the Bylaws will be amended in the event that said Bylaws come into conflict with changes in the Bylaws of the Maryland State Public Secondary Schools Athletic Association.

Bylaws of the Prince George's County High School Athletic Association

Revised July 6, 2010

BYLAW I Eligibility

Student eligibility for participation in interscholastic athletics at the secondary school level shall be based on the following criteria:

A. MPSSAA Policies

1. Students must be officially registered as required by Maryland School Laws and they may represent only the school in which they are registered.
2. Students who are 19 years or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.
3. Students may participate in interscholastic athletic contests for a *maximum of four seasons* in any one sport in grades 9,10,11, and 12.
4. A student shall be examined and certified to the high school principal as being physically fit to participate in any try out, practice, or contest of a school team. A licensed physician, certified physicians' assistant under the supervision of a licensed physician or a certified nurse practitioner, shall perform the examination. **Physical examinations are valid for one year calendar year.**
5. Loss of Instructional Time – Participation in the event is within the USA, does not involve loss of instructional time, and complies with the local school system policies and procedures for school travel.

Interpretation: Events that require out of state travel beyond 300 miles may not involve any loss of school time.

B. Prince George's County Policies

1. 2.0 - Eligibility

- a. Eligibility rosters must be submitted to the school's athletic director 1 week before the first play date as published by the MPSSAA Office. Additions to the eligibility roster must be submitted prior to any participation. An eligibility roster for each sports team will be sent to the Office of the Interscholastic Athletics prior to the first official play date as published by the MPSSAA. The athletic director will retain a duplicate copy in the school.

- b. All students in grades 9-12 must earn an overall quarter Eligibility Index of at least 2.0 in order to participate in extracurricular activities or interscholastic athletics during the following quarter.
 - c. If a student's Eligibility Index falls below 2.0 at the end of a quarter during which he/she is participating in a sport or activity, and the sport continues through the following quarter, the student will no longer be eligible for participation in the sport or activity. The student will need to cease participation, effective the date the report cards are released to students, as listed on the approved Board of Education School Calendar.
 - d. Personnel from the Division of Information Technology will compute the Extracurricular Activities Eligibility Index for all students in grades 9-12 at the end of the first, second, and third quarter and for all students in grades 8-11 at the end of the fourth quarter. (Averages will be rounded to two places behind the decimal.) This data will be sent to schools. The Extracurricular Activities Eligibility Index (Quarter QPA) will be printed on student's report cards at the end of each quarter.
 - e. If a student transfers to the Prince George's County Public School System from an approved, unapproved, or unaccredited educational program **without a current transcript or GPA**, eligibility will be determined by entering all classes and grades earned during the previous quarter into the student information system and running processes prescribed by the Division of Information Technology to compute the student's quarter QPA. **If the student has a current GPA, it shall be used to determine his/her eligibility (AP 5121.3).**
2. Raising Quality Point Averages Through Summer School and Evening School. A student may bring up a quality point average by retaking a course or through taking an additional course in summer school or evening school.
- a. A student who has a 2.0 QPA or above at the end of the fourth quarter remains eligible for participation in interscholastic sports or extracurricular activities during the first quarter of the fall semester regardless of grades he/she received in any course taken during the summer school, whether for original or repeat credit.
 - b. A student who passes all courses at the end of the year but achieves fourth quarter QPA below 2.0 may enroll in any summer school course approved by the Associate Superintendent of the High School Performance or his/her designee. The course may be for original or repeat credit.

- c. A student, who fails a course in English, Social Studies, Mathematics, and or Science, must repeat and pass the course failed.
- d. A student who fails a course, which is not offered in summer school, may enroll in a summer school course, which has been approved by the Associate Superintendent for the High School Performance or his/her designee. The course must be in the same content area.
- e. If a course is repeated in summer or evening school, the new grade will replace the existing grade for purposes of determining eligibility only. If a course is taken for original credit in summer or evening school, that grade will be averaged with existing grades for purposes of determining eligibility.
- f. The Eligibility Index should not be recalculated manually. Schools will receive an annual memorandum from Instructional Data Systems describing the procedures to update the Eligibility Index from summer schools grades.
- g. Students who are presently ineligible will be declared eligible, after an internal audit of their grades is made and on the date published by the Board of Education. Coaches, athletic directors, and the principal will verify through their signatures that these athletes are eligible. Once athletes complete their 10 day conditioning period, report cards are issued, and an addendum to the eligibility roster has been received in the Office of Interscholastic Athletics, athletes will be able to participate in athletic events.

3. Students Exemptions – There are no waivers/exemptions.

4. Appeals Procedure

- a. The Principal shall determine whether an appeal involves challenging a course grade
- b. If the appeal involves a challenge of a course grade, the steps described in Administrative Procedure 5121, Section III-F should be followed.
- c. If individual students, parents or guardians wish to appeal application of the Board policy for their child, the appeal route will be as follows:
 - 1. Appeal to the Principal who will verify the accuracy of the student's quarter QPA.
 - 2. Appeal to the Superintendent, or his designee, who will verify the information submitted by the school and determine if extenuating

circumstances warrant the granting of a waiver. The Superintendent's waiver may be conditionally granted.

3. A further appeal may be made to the Board of Education.

5. Attendance

- a. A student must maintain high standards of citizenship. A student suspended from school is ineligible to participate in athletics for the duration of the suspension.
- b. Students must be in school to practice or participate in any sport contest that particular day (except with legal excuses as defined by the Board of Education policy).

6. **Residency and Transfers**

- a. Residency - A student is eligible to participate in Interscholastic Athletics at the school to which he or she is assigned under **Prince George's County Schools Administrative Procedure 5111**. School registration personnel shall determine that a student and parent or court appointed guardian resides in their school attendance area. To verify the **School Attendance by Street Report (SBS6030)** shall be used.

For the purpose of determining athletic eligibility students must establish one (1) place of residence. "**Residence**" is defined as the equivalent of the term "**domicile**" as applied by the courts of the State of Maryland. Under no circumstances can a student have more than one residence for athletic eligibility.

Any change in residence must be **bona fide**. The home address provided to the registrar and shown on the Interscholastic Athletics Parental Permission form must be the sole bona fide residence, and the school principal must be notified immediately of any change in residence, since such a move may alter the eligibility status of the student.

Students not attending the school in the area in which they reside are not eligible to participate in Interscholastic Athletics.

There may be exceptions to this policy.

Appeal Process:

If unusual circumstances exist, a student may appeal the ineligibility in writing to **Mr. Earl L. Hawkins, Director of Interscholastic Athletics, 4400 Shell Street, Capitol Heights, MD 20743.** A copy of the approved transfer form (PGIN – 75403001) must accompany the appeal.

b. Transfer Policy

All students are expected to attend the school assigned to the address at which the parent (s) or legal guardian (s) resides. Students must not withdraw from or cease attendance at their assigned schools except upon receipt of an official letter of transfer approval. Contextual Learning Environment (CLE) goals may affect transfer decisions.

Middle school students who attend school outside of their area of residence and who wish to remain in that pattern must apply for a wavier to be eligible for Interscholastic Athletics.

Middle school students who matriculate to a high school other than the home attendance area school may not participate in Interscholastic Athletics.

There may be exceptions to this rule.

Appeal Process:

If unusual circumstances exist, a student may appeal the ineligibility in writing to **Mr. Earl L. Hawkins, Director of Interscholastic Athletics, 4400 Shell Street, Capitol Heights, MD 20743.**

A copy of the approved transfer form (PGIN – 75403001) must accompany the appeal.

Process:

The Director of Interscholastic Athletics will meet with the school principal (s) and athletic directors involved to decide if the appeal should be granted.

7. Expulsion

- a. When a student's expulsion covers any grading quarter, he/she is ineligible for the following quarter as no grades are earned.
- b. If a student's expulsion covers the fourth quarter, he/she is ineligible for fall sports as no grades are earned.

8. Medicals

Students are required to have an annual medical evaluation before participation. Prince George's County Public Schools Medical Evaluation Form must be used (PGIN #7540-3100).

10. Senior Year Eligibility

- a. No student will be eligible for interscholastic athletics that is classified as a senior in two (2) separate academic years. Exceptions may be granted for students who have been continuously registered and attending. Appeals may be submitted in writing to the Director of Interscholastic Athletics at 4400 Shell Street, Capitol Heights, MD 20743.

BYLAWS II

Coaching Guidelines

- A. All head coaches of a respective sport shall meet annually with the sports representative prior to their season to review guidelines to be followed by all teams in that sport. The Athletic Association filed with the Supervisor of Interscholastic Athletics, and the President of the Athletic Association must approve all recommendations. Any alleged violations of said guidelines shall be subject to the protest procedure.
- B. Coaches are prohibited from recruiting or instigating recruitment of students for the purpose of athletic participation. Recruiting shall be defined so as to include contacts between coaches, students, parents/guardians or all agents representing the family residing outside their fixed attendance area unless that student is already enrolled in that school's program.
- C. Any coach found in violation of County and/or State Bylaws is subject to Maryland Public Secondary School Athletic Association Bylaw section .05 (3) (violations, penalties, and appeals).

Protest

- A. Protests or complaints growing out of interschool competitions, such as those dealing with eligibility of participants or with alleged violations of rules and regulations shall be filed with the President for adjudication or settlement by the Association.
- B. No protests will be considered which are based upon the real or alleged failure of contest officials to render correct decisions in matters of judgment.

BYLAWS III

Rules and Interpretations

- A. The Director of Interscholastic Athletics or his/her designee (supervisor of athletics), the President of the Association or in his or her absence the Vice-President of the Association is authorized and required to interpret league rules and regulations.
- B. Requests for Interpretation may be addressed to the Director of Interscholastic Athletics or his/her designee, or the President. When such a case is referred to the President, he/she shall consult with the Director of Interscholastic Athletics to learn of any precedents bearing on the case. The Director or President may refer cases for interpretations to the Association for official ruling.
- C. Oral interpretations by the Director of Interscholastic Athletics, his/her designee, the President of the association shall be considered as binding pending written interpretation without penalty. It shall be considered in any case, and presented to the Association. If later committed to writing, however, such interpretation shall have the same force and effect as other written interpretations.
- D. Written interpretations by the Director of Interscholastic Athletics, his/her designee, or the President of the association shall be official and binding on member schools, unless and until they are changed by action of the association or the Board of Education.

Reporting Violations Procedure

- A. The principal of each member school is obligated to report any violation of league rules and regulations to the Director of Interscholastic Athletics. Whenever the director learns officially of an alleged violation he/she shall make a complete and thorough investigation and shall initiate appropriate action through the Investigative Committee of the High School Athletic Association.
- B. Only the Director of Interscholastic Athletics or his/her designee, principal, or athletic directors may initiate protests. All parties must be notified before any written protest is submitted. Protests shall be in writing, addressed to the Director or Interscholastic Athletics and to the President of the PGCAA, and shall contain a digest of all facts pertinent to the case.

Ruling on Admitted or Alleged Violations

- A. Self-reported Violations: Upon receipt of written admission of a rule violation, the Director of Interscholastic Athletics or his/her designee shall convene a hearing via electronic medium or in person with the principals and the athletic directors of the school (s) involved to determine an appropriate penalty. The party that allegedly committed the violation will be afforded the opportunity to be heard. Penalties must be in line with those imposed for similar infractions.
- B. Upon receipt of a written protest (not self-reported), the Director of Interscholastic Athletics or his/her designee shall convene a Rules Infraction Committee to decide if a violation has occurred. Additionally, the committee will determine an appropriate penalty. The investigative committee shall be made up of four principals, two athletic directors and a sports representative.
- C. Members of the investigative committee may not serve on that committee if their school is involved in any investigation of any kind. The investigative committee shall meet promptly to consider and act upon each protest properly filed with the Office of Interscholastic Athletics or the President of the Association.
- D. In each case in which disciplinary action is taken or the committee imposes a penalty, the Association secretary shall file a complete report with the Superintendent and other parties involved. Penalties will follow state guidelines (See State Handbook Violations, Penalties, and Appeals).

Appeals

- A. Final decisions of the Investigative Committee shall be binding upon the membership of the Association.
- B. Appeals from the decision of the Association may be made to the Superintendent (PGCAA Rules) or the Executive Director of the MPSSAA (State Rules).

Sanctions Imposed by Other Jurisdictions

- A. Students, who are under a sanction in another Maryland County or the MPSSAA, must complete the penalty or penalties imposed prior to becoming eligible to participate in Interscholastic Athletics in Prince George's County Public Schools.
- B. Parents may appeal in writing to Earl Hawkins, Director of Interscholastic Athletics, 4400 Shell Street, Capitol Heights, MD 20743.

GUIDELINES AND PROCEDURES

The members of the Prince George's County Athletic Association have adopted the following guidelines and procedures to cover all athletic sports. All Prince George's County coaches and athletic teams will follow the guidelines that are stated herein and in Maryland Public Secondary School Athletic Association Handbook.

I. FALL, WINTER, SPRING SEASONS: REFER TO MPSSAA HANDBOOK (.03A)

II PRE-PRACTICE MEETING

Each head coach is **required** to have an organizational meeting for the purpose of informing students of:

- A. Medical examinations (good for one (1) calendar year)
- B. Parental Permission Form/Insurance Information
- C. Eligibility/Requirements
- D. Practice/Game schedule
- E. Equipment required
- F. Transportation arrangements
- G. School, county and state policies- Pre-season Assembly- Conducted by AD/Coaches
- H. Sportsmanship - Agreement
- I. Specific information for each sport
- J. Pre-season Parent Meeting
- K. Media Release Form
- L. **Information on Concussion**
- M. Athletic Activity Fee
- N. **Heat Acclimatization**

III PRACTICES

- A. Practices may be held every day that schools are in session and on Saturday. Athletic Directors will notify coaches and athletic teams of any non-practice and non-contest days and dates. **Practice should not be held during faculty duty hours unless approved by the Associate Superintendent for High School Performance.** (Consult no-practice/no-play bulletin.)

- B. When schools are closed due to inclement weather, all practices and games are cancelled. For information relevant to non-school day practice/games, call Security at (301) 499-7000.
- C. When two practices are held in one day, each session should not exceed two hours. (Summer football interpretation).
- D. When one practice is held in a day, the practice should not exceed 3 hours.
- E. The number of scrimmages are limited to two (2) home and two (2) away scrimmages for all athletic teams during the preseason and regular season. Athletic teams will be allowed 1 postseason scrimmage. All scrimmages must be within the fifty (50) mile radius that is allowed by the Prince George's County Public School Transportation department. However, a school may have the option or flexibility of having more home than away scrimmages (ex. 3 home, 1 away). – see MPSSAA Handbook for definition of a scrimmage.
- F. Hot Weather Guidelines (refer to APPENDIX).
- G. All regular season Varsity and Junior Varsity contests must be played using a majority of the team members listed on the preseason eligibility roster. Any exceptions to this rule must be submitted to the Supervisor of Athletics within 24 hours prior to the next scheduled contest. Only the Supervisor of Interscholastic Athletics can end a sport season.

IV. ATHLETIC FINANCIAL RESPONSIBILITIES OF EACH SCHOOL

- A. County track meets
Tournament/other athletic event entry fees
- B. Officials
 - 1. All Scrimmages (revenue sports)
 - 2. Holiday tournaments
 - 3. 6th Football Official (optional)
 - 4. Scorer/Timer
- C. Security at all home athletic events except varsity football
- D. Equipment and first aid supplies
- E. Uniforms
- F. Game Workers (except football)

- G. Substitute coverage
- H. All other items for the program as determined by athletic director and administrative staff.

VI. GENERAL INFORMATION FOR ALL SPORTS

- A. Warm up for games
 - 1. Proper warm up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
 - 2. Pre-game and Half time Warm up Guidelines
 - a. Players can only warm up in their assigned half of the playing area.
 - b. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.
- B. In the event of game postponement or cancellation, the home team is responsible for contacting the opposing team and sport commissioner immediately.
- C. Post game departure
 - 1. Visiting schools should depart the school premises in a timely manner.
 - 2. The coach of the visiting team shall inspect the dressing area of the visiting team before and after a contest. Problems or concerns should be reported to the game manager, athletic director or home team coach.
- D. Communicable diseases (refer to NFHS policy)
- E. Drug, alcohol, and tobacco use (refer to Student Code of Conduct)
- F. Child abuse (refer to County memo)
- G. Discrimination and Harassment (refer to Administrative Procedure 4170)
- H. Sanction rule – A member MPSSAA school shall not compete in any of the following contests unless the contest is approved by the MPSSAA Executive Director:
 - 1. Any inter-county contest involving more than three teams and sponsored by a non-member educational institution;
 - 2. Any inter-county contest involving more than four schools;

3. Any inter-county contest involving more than four counties. The host school shall file the appropriate sanction request form with the MPSSAA Executive Director at least 45 days before the event.
- I. Background check for coaches (refer to Prince George's County Fingerprinting memo).
- J. Equity (refer to Prince George's County Board of Education Policy 0500).
- K. School mascots and colors (refer to appendix).
- L. Testing dates (see Prince George's County yearly Testing Schedule for High Schools).

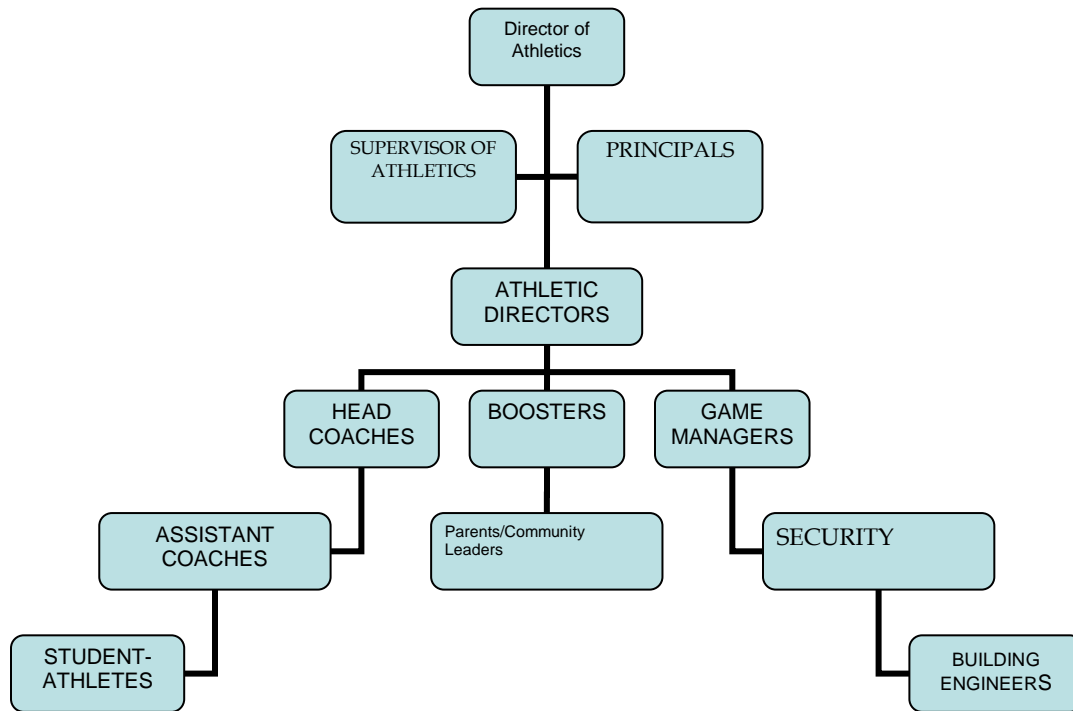
NOTE: For safety reasons and continuity of programs, at the beginning of each sports season, a minimum number of players per sports team will be set. There will be an on going evaluation of programs during each season. If the number of players falls below the minimum, the program will be re-evaluated by the school athletic director and the supervisor of athletics. The minimum number for each sport must be met at least seven days prior to the first contest.

MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION

Regions 2013-2015

Class 4A											
West Region			North Region			South Region			East Region		
Section I			Section I			Section I			Section I		
1. Bethesda-CC	Mtg		1. Catonsville	B Co		1. Bladensburg	PG		1. Arundel	AA	
2. Churchill	Mtg		2. Dulaney	B Co		2. Duval	PG		2. Chesapeake	AA	
3. Kennedy	Mtg		3. Kenwood	B Co		3. High Point	PG		3. Glen Burnie	AA	
4. Montgomery Blair	Mtg		4. Perry Hall	B Co		4. Laurel	PG		4. Moade	AA	
5. Richard Montgomery	Mtg		5. Mergenthaler	Balt		5. Northwestern (PG)	PG		5. North County	AA	
6. Walt Whitman	Mtg		6. Southwestern	Balt		6. Parkdale	PG		6. Old Mill	AA	
7. Walter Johnson	Mtg		7. Western	Balt					7. Severna Park	AA	
Section II			Section II			Section II			Section II		
1. Clarksburg	Mtg		1. Howard	How		1. Bowie	PG		1. Annapolis	AA	
2. Galthersburg	Mtg		2. Blake	Mtg		2. C H Flowers	PG		2. Broadneck	AA	
3. Magruder	Mtg		3. Paint Branch	Mtg		3. Dr. Henry A Wise Jr	PG		3. South River	AA	
4. Northwest	Mtg		4. Sherwood	Mtg		4. Eleanor Roosevelt	PG		4. North Point	Cha	
5. Quince Orchard	Mtg		5. Springbrook	Mtg		5. Oxon Hill	PG		5. Great Mills	SdM	
6. Wootton	Mtg					6. Suitland	PG		6. Leonardtown	SdM	
Class 3A											
West Region			North Region			South Region			East Region		
Section I			Section I			Section I			Section I		
1. Frederick	Fre		1. Franklin	B Co		1. Northeast (AA)	AA		1. City	Balt	
2. Linganore	Fre		2. Milford Mill Academy	B Co		2. Huntingtown	Cal		2. Digital Harbor	Balt	
3. Thomas Johnson	Fre		3. Parkville	B Co		3. Northern (Cal.)	Cal		3. Poly	Balt	
4. Tuscarora	Fre		4. Towson	B Co		4. J. M. Bennett	Wic		4. Centennial	How	
5. Urbana	Fre		5. Woodlawn	B Co		5. Stephen Decatur	Wor		5. Long Reach	How	
6. North Hagerstown	Was		6. Westminster	Car					6. Mt. Hebron	How	
7. South Hagerstown	Was										
Section II			Section II			Section II			Section II		
1. Damascus	Mtg		1. Aberdeen	Hfd		1. La Plata	Cha		1. Atholton	How	
2. Einstein	Mtg		2. Bel Air	Hfd		2. Lackey	Cha		2. Glenelg	How	
3. Northwood	Mtg		3. C. Milton Wright	Hfd		3. Thomas Stone	Cha		3. Reservoir	How	
4. Rockville	Mtg		4. Edgewood	Hfd		4. Westlake	Cha		4. River Hill	How	
5. Seneca Valley	Mtg		5. North Harford	Hfd		5. Chopicon	StM		5. Wilde Lake	How	
6. Watkins Mill	Mtg		6. Dundalk	B Co		6. Crossland	PG				
7. Wheaton	Mtg		7. Patapsco	B Co							
Class 2A											
West Region			North Region			South Region			East Region		
Section I			Section I			Section I			Section I		
1. Mountain Ridge	All		1. Carver Vo-Tech	Balt		1. Calvert	Cal		1. Fallston	Hfd	
2. Catocin	Fre		2. Dunbar	Balt		2. Patuxent	Cal		2. Harford Tech	Hfd	
3. Middletown	Fre		3. Patterson	Balt		3. McDonough	Cha		3. Patterson Mill	Hfd	
4. Oakdale	Fre		4. Loch Raven	B Co		4. Hammond	How		4. Eldon	Cec	
5. Walkersville	Fre		5. Lansdowne	B Co		5. Marriotts Ridge	How		5. North East (Cecil)	Cec	
6. Boonsboro	Was		6. Western STES	B Co		6. Oakland Mills	How		6. Rising Sun	Cec	
7. Williamsport	Was										
Section II			Section II			Section II			Section II		
1. Century	Car		1. Chesapeake	B Co		1. Southern (AA)	AA		1. North Carolina	Ch	
2. Francis Scott Key	Car		2. Eastern Technical	B Co		2. Frederick Douglass	PG		2. Kent Island	Qa	
3. Liberty	Car		3. Herford	B Co		3. Friendly	PG		3. Queen Anne's	Qa	
4. South Carroll	Car		4. Overlea	B Co		4. Gwynn Park	PG		4. Easton	Tal	
5. Winters Mill	Car		5. Owings Mills	B Co		5. Largo	PG		5. Parkside	Wic	
6. Poolesville	Mtg		6. Randallstown	B Co		6. Potomac	PG		6. Wicomico	Wic	
Class 1A											
West Region			North Region			South Region			East Region		
Section I			Section I			Section I			Section I		
1. Allegany	All		1. Carver A&T	B Co		1. Benjamin Franklin	Balt		1. Colonel Richardson	Cin	
2. Fort Hill	All		2. New Town	B Co		2. Lake Clifton	Balt		2. Kent County	K	
3. Northern (Gar.)	G		3. Pikesville	B Co		3. KASA	Balt		3. St. Michaels	Tal	
4. Southern (Gar.)	G		4. Sparrows Point	B Co		4. Reginald Lewis	Balt		4. Bohemia Manor	Cec	
5. Hancock	Was		5. ACCE	Balt		5. Maritime Academy	Balt		5. Perryville	Cec	
			6. Baltimore Freedom (BF)	Balt		6. W.E.B. DuBois	Balt		6. Havre de Grace	Hfd	
			7. Blufford Drew Jamison /	Balt					7. Joppatown	Hfd	
Section II			Section II			Section II			Section II		
1. Manchester Valley	Car		1. Chesapeake Science P.	AA		1. Douglass	Balt		1. Cambridge-SD	Dor	
2. North Carroll	Car		2. Central	PG		2. Edmondson/Westside	Balt		2. North Dorchester	Dor	
3. Brunswick	Fre		3. Fairmont Heights	PG		3. Forest Park	Balt		3. Crisfield	Som	
4. Clear Spring	Was		4. Forestville	PG		4. Northwestern	Balt		4. Washington	Som	
5. Smithsburg	Was		5. Summitville	PG		5. Southside Academy	Balt		5. Mardels	Wic	
			6. FAET	Balt		6. National Academy (NA)	Balt		6. Pocomoke	Wor	
			7. FAST	Balt					7. Snow Hill	Wor	

CHANNELS OF COMMUNICATION



The PGCPS ATHLETIC CHANNELS OF COMMUNICATION GRAPH shows the basic organization and levels of The Athletic Department infrastructure. **This graph should be used to identify the proper communication path needed to get questions answered or problems resolved.**

Director-The Director of Athletics is the official athletics administrator who is directly responsible for the overall supervision, coordination, and operation of the PGCPs Interscholastic Athletics program.

Supervisor -The Supervisor of Athletics is the official athletic administrator who reports directly to the director of athletics and shall provide supervision, training, and evaluation of athletic directors for both high and middle schools while ensuring a sound interscholastic athletics program.

Athletic Director- The athletic director is directly responsible to the principal and to the administrators of the interscholastic athletics office. The athletic director is primarily responsible for providing the leadership, administration, and supervision of the day-to-day operations of their athletic program.

Coaches- All head coaches shall be responsible to the athletic director for the total operation for their respective sports programs. Head coaches will be responsible for duties described in the coach's job description, and/or any duties delegated by the athletic director.

Athletic Director Responsibilities

The Athletic Director is a member of the faculty who acts as business manager and personnel supervisor of all athletic activities within the school in which he/she is employed. He/She is directly responsible to the principal and serves as a liaison between the school and the office of interscholastic athletes.

The Athletic Director's responsibilities are:

1. *To conduct seasonal coaches' meetings to review all aspects of the Interscholastic Athletic Program. (i.e. county and State regulations)*
2. *To report all major incidents in writing (fights, injuries requiring emergency medical transport, ejections, issues with crowd control, etc.) to the director of interscholastic athletics or his/her designee immediately.*
3. To organize and administer the interscholastic athletic program for his/her school.
4. To complete and approve all athletic schedules.
5. To confer regularly with the director of interscholastic athletics or his/her designee about matters pertaining to interscholastic athletics.
6. To verify the eligibility of each athlete as determined by the coach in cooperation with the school principal.
7. To enforce and be the in-school interpreter of the county and state athletic association's rules and regulations, to conduct coaches, parent and student assemblies/meetings to review all MPSSAA Rules, the MPSSAA Sportsmanship Initiative "Respect the Game", and the PGCPs Sportsmanship Agreement.
8. To arrange all details for practice items of teams, home athletic contests including gymnasium services, field assistance, security and dressing facilities for officials.
9. To ensure, with the cooperation of the coach, that all equipment for each sport is purchased, issues, collected, cleaned, reconditioned and stored.
10. To see that all coaches receive from each athlete all required forms/documents and medical evaluation forms from parents and doctors prior to taking part in any practice session.
11. To arrange transportation for all athletic events.

12. To be responsible for the preparation of overall athletic budget and individual expenditures by all members of the coaching staff with the approval of the principal.
13. To see that all coaches at the end of each sport season, submit an updated inventory and budget request for the following school year.
14. To submit to the supervisor of athletics the following forms when due:
 - a. Football purchase orders
 - b. Title IX Report
 - c. Longevity forms
 - d. Coaches lists
 - e. EMT schedules
 - f. Bus schedules
 - g. Football ticket reports- and all unused tickets
 - h. Appointment and authorization forms
 - i. Payroll
 - j. Ineligible Athletes Status Report
 - k. Seasonal coaching vacancies
 - l. Eligibility rosters (each season)
 - m. OCR forms (each season)
 - n. Game workers payroll – Fall and Winter
 - o. Updated schedules
 - p. Travel reimbursement forms
 - q. Mandatory Ticket Report Form (all unused tickets)
 - r. Athletic Financial Reports
 - s. All other reports as required
15. Provide athletic schedules and all appropriate changes to sport commissioners for the assignment of officials.

16. To provide leadership with the principal in the selection and assignment of athletic coaches. Additionally, they must educate their staff on MPSSAA and PCGAA Rule and Regulations.
17. To supervise all ticket sales connected with the athletic program and assume responsibility for proper handling and accounting of monies involved to the supervisor of interscholastic athletics
18. To assist in fostering good school-community relations by keeping the community aware of the athletic program and be responsive to reasonable request of the community.
19. To attend countywide meetings when scheduled.
20. To provide coaches, athletes, administrative staff and the school community information pertaining to current trends and policies in interscholastic athletics.
21. To verify each coach assigned to each sports team prior to and throughout the sports season.
22. To complete an annual evaluation of all head coaches.
23. To attend pre and post payroll conferences as instructed by the Director of Interscholastic Athletics.
24. To maintain files that shall include all payroll documents for 5 years or until audited by Internal Audit.
25. To maintain records of current and past coaching staffs. The files should include, but are not limited to coaches' contracts, code of ethics, security clearance (finger printing), coaches' evaluations, their team rosters and official eligibility rosters for a minimum of 5 years or until audited.
26. To maintain a file on all student athletes for 6 years. Records should include, but are not limited to permission slips, emergency cards, physical forms, and transfer checklist.
27. To attend all PGCAA and athletic director meetings and/or work sessions.
28. To account for all paid game workers by utilizing a sign-in sheet.

*The vice principal in charge of the athletics program shall evaluate an athletic director in the sports where he/she is the head coach.

* Note: Athletic directors are members of Unit I please follow contract guidelines when assigning duties.

REMEMBER: The athletic program in the Prince George's County Public School System and the State of Maryland is an educational experience. Sportsmanship is a skill that needs to be developed and nurtured in student-athletes. Athletic Directors are the leaders in this endeavor.

Athletic Director Evaluation



Prince George's County Public Schools

Athletic Director Evaluation

+ = Excellent

S = Satisfactory

N = Needs improvement

A. Administrative Responsibilities

- ____ 1. Provide leadership for the athletic department and place it in the proper educational perspective.
- ____ 2. Assist the Principal in securing competent personnel for athletic staff. The athletic administrator should be included in interviews and selection.
- ____ 3. Prepare and keep a calendar for school athletic events; communicate this calendar and a list of activities to all facets of the school and media.
- ____ 4. Assign facilities for all school athletic practices and activities.
- ____ 5. Attend as many contests, meets, and events as possible.
- ____ 6. Participate in the entire school program and encourage coaches to do the same.
- ____ 7. Transmit all pertinent information for county and state athletic associations, conferences, clinics, camps, and college information to Principals and coaches.
- ____ 8. Arrange school-board-approved transportation for athletic events.
- ____ 9. Resolve conflicts that may develop from time to time within the ranks of the athletic department.
- ____ 10. Act as a tournament manager for all league and tournament playoff activities that are assigned to the school.
- ____ 11. Provide a system to maintain permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
- ____ 12. Plan, organize, and supervise all athletic awards programs with the cooperation of the sport's Booster Club, coaches, and other administrators.
- ____ 13. Coordinate with the maintenance department, the repair and maintenance of athletic fields, courts, tracks and gymnasiums, including physical education facilities.
- ____ 14. Attend and serve as school liaison and coaches' representative at athletic Booster Club meetings.
- ____ 15. Coordinate the annual review of the athletic policy and county handbook.
- ____ 16. Evaluate the program, always seeking ways of improving interscholastic athletics.
- ____ 17. Prepare and obtain signed game contracts, if appropriate.
- ____ 18. Impress upon the coaches the need for proper personal and player appearance (neat and clean).
- ____ 19. Examine all equipment and facilities before use.
- ____ 20. Provide dressing rooms and escorts for visiting teams and game officials.
- ____ 21. Keep informed of the rules and regulations of the total athletic program.
- ____ 22. Perform such other duties as the Principal and/or coordinator of athletics may direct.

ATHLETIC DIRECTOR EVALUATION

B. Specific Duties

1. In conjunction with coaches, the Athletic Director should do the following:
 - ☐ a. Prepare eligibility lists.
 - ☐ b. Submit roster and photos as required by the MPSSAA.
 - ☐ c. Evaluate each athlete's grades at the end of each grading period; submit All-Academic and Minds In Motion forms accordingly.
 - ☐ d. Secure parents' consent, physicals, permission forms, and emergency cards from all participants.
 - ☐ e. Establish policies on all passes.
 - ☐ f. Inform all coaches of all county rules and regulations.
 - ☐ g. Establish written awards policies for the athletic department.
 - ☐ h. Enforce all MPSSAA regulations.
 - ☐ i. Prepare entry list for tournaments and meets.
 - ☐ j. Supervise and observe coaching.
 - ☐ k. Maintain a proper rapport with coaches.
 - ☐ l. Provide a system for evaluation and professional growth of coaches.
2. Secure all needed personnel for the operation of the athletic program to include the following:
 - ☐ a. Game officials
 - ☐ b. Announcers
 - ☐ c. Time keepers
 - ☐ d. Score keepers
 - ☐ e. Ticket sellers
 - ☐ f. Ticket takers
 - ☐ g. Security
 - ☐ h. Custodians
 - ☐ i. Concessions
 - ☐ j. Support personnel
 - ☐ k. Medical coverage
3. Coordinate and supervise all special events related to the athletic program to include the following:
 - ☐ a. Athletic banquets
 - ☐ b. Awards nights
 - ☐ c. Fund raising
 - ☐ d. Pep rallies
 - ☐ e. Any gymnasium sessions
 - ☐ f. Contests intermission activities
 - ☐ g. Special events
4. Develop the operational budget and financial procedures to include the following:
 - ☐ a. Prepare and supervise the athletic budget process.
 - ☐ b. Direct the sale of tickets for all athletic contests.
 - ☐ c. Collect all monies from athletic contests and deposit in appropriate accounts.
 - ☐ d. Prepare and issue all vouchers for disbursement of funds from the athletic budget.
5. Procure and care of equipment
 - ☐ a. Provide a system for the purchase, storage, repair, cleaning, distribution and collection of athletic equipment in cooperation with the coaches.
 - ☐ b. Establish procedures for proper use of materials, supplies, and equipment.
 - ☐ c. Oversee and approve athletic purchases.
 - 1) Maintain a current inventory
 - 2) Prioritize needs
 - 3) Provide a system for ordering equipment
 - 4) Complete county order

ATHLETIC DIRECTOR EVALUATION

6. Develop community relations:

- ☐ a. Promote publicity for all interscholastic sports, such as flyers, announcements, sports brochures, press and radio, etc.
- ☐ b. Coordinate the use of all facilities with the respective Principal by group outside the school.
- ☐ c. Arrange for medical examinations and emergency personnel and procedures for all home athletic events.
- ☐ d. Send reminders of upcoming events to schools' game officials and news media.
- ☐ e. Supervise and coordinate activities of cheerleaders with the athletic program.
- ☐ f. Coordinate participation of school band with the athletic program.

7. Implement prudent legal procedures:

- ☐ a. Maintain proper records which include players' medical examinations, insurance forms, participation records, parent permission and informed consent forms, payment, etc.
- ☐ b. Maintain records which verify the coaches' qualifications and certification as necessary.
- ☐ c. Maintain a perpetual inventory of equipment relating to safety and certification, and recommend appropriate repair or replacement.
- ☐ d. Maintain a perpetual inventory of facilities safety evaluations, and recommend appropriate changes.
- ☐ e. Provide a system for approved means of transportation to and from contests and/or practices.
- ☐ f. Maintain a file of all athletic disciplinary actions.
- ☐ g. Interpret rules and regulations regarding scholastic eligibility of all candidates for athletic teams, and verify their eligibility.

8. Serve on state/county athletic committees.

9. Join and become an active member in professional organizations: MSADA and NIAAA.

COMMENTS: _____

Principal Date

Athletic Director's Signature Date

Evaluator's Signature Date

Evaluator's Signature Date

Athletic Directors' Contact Information 2013-2014

SCHOOL	PRINCIPAL	ATHLETIC DIRECTOR	SCHOOL NUMBER	Work Number	Cell Number	E-mail
Bladensburg	Bern Nadette Mahoney	Derek Tyler	301-887-6700	301-887-6700		derek.tyler@pgcps.org
Bowie	Drewana Bey	Jessica Brandt	301-805-2600	301-805-2600		jessica.brandt@pgcps.org
Central	Charoscar Coleman	Jeffery Patnode	301-499-7080	301-499-7037		jeffery.patnode@pgcps.org
Charles H. Flowers	Gorman Brown	Carlyle Rose	301-636-8000	301-636-8000		carlyle.rose@pgcps.org
Crossland	Charles Thomas	Eric Knight	301-449-4800	301-449-4790		eric.knight@pgcps.org
Douglass	Rudolph Saunders	Adaya Powell	301-952-2400	301-952-7737		adaya.powell@pgcps.org
Du Val	Alice Swift-Howard	Franklin Crispi	301-918-8600	301-918-8607		franklin.crispi@pgcps.org
Eleanor Roosevelt	Reginal McNeil	Thomas Green	301-513-5400	301-513-5312		thomas.green@pgcps.org
Fairmont Heights	Dwayne Dyke	301-952-1360	301-952-1360			
Forestville Military Academy	Nathaniel Laney	Irvin Hay	301-817-0400	301-817-0441		Irvin.Hay@pgcps.org
Friendly	Raynah Adams	Lawrence Brown	301-449-4900	301-265-7951		lawrence.brown@pgcps.org
Gwynn Park	Tracie Malone	Linda Henson -Hubb	301-372-0140	301-372-0140		linda.hensonhubb@pgcps.org
Henry Wise	Carletta Marrow	Jason Gordon	301-780-2100	301-780-2100		jason.gordon@pgcps.org
High Point	Sandra Jimenez	Shirley Diggs	301-572-6400	301-572-6717		shirley.diggs@pgcps.org
Largo	Angelique Simpson-Marcus	Ayana Ball-Ward	301-808-8880	301-808-8880		ayana.ball@pgcps.org
Laurel	Dwayne Jones	Torrence Oxendine	301-497-2050	301-497-2078		torrence.oxendine@pgcps.org
Northwestern	Edgar Batenga	Terry Dendy	301-985-1820	301-985-1735		terry.dendy@pgcps.org
Oxon Hill	Jean-Paul Cadet	Alva Amaker	301-749-4300	301-466-0114		alva.amaker@pgcps.org
Parkdale	TBA	Brian Moore	301-513-5700	301-513-5700		brian.moore@pgcps.org
Potomac	Robynne Pince	Joanna Stephens	301-720-3900	301-702-7532		joanna.stephens@pgcps.org
Suitland	Nate Newman	George McClure	301-817-0330	301-817-0330		george.mcclure@pgcps.org
Surrattsville	Kristi Holden	Demario Newman	301-599-2453	301-297-7615		demario.newman@pgcps.org

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and

both athletes and parents should be required to provide written certification of their comprehension.

10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (*follow School District guidelines – PGCPs provides transportation*)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.



Evaluation of Coaches

Name of Coach	School	Assignment	Varsity/ JV Level	Boys/Girls Gender
---------------	--------	------------	----------------------	----------------------

RATING SCALE

NA—Not Applicable 1—Definite Weakness 2—Improvement Needed 3—Satisfactory 4—Good

I. PROFESSIONAL AND PERSONAL RELATIONSHIP

CIRCLE RATING

- | | | | | | |
|--|----|---|---|---|---|
| 1. Understands and follows rules and regulations set forth by Prince George's County Office of Athletics and MPSSAA | NA | 1 | 2 | 3 | 4 |
| 2. Works cooperatively with Athletic Director | NA | 1 | 2 | 3 | 4 |
| 3. Keeps Athletic Director informed of any or all problems before, during, or after all sporting events. | NA | 1 | 2 | 3 | 4 |
| 4. Respects and supports other coaches and athletes | NA | 1 | 2 | 3 | 4 |
| 5. Show rapport with head coach and assistants before, during, and after the coaching season for program development | NA | 1 | 2 | 3 | 4 |
| 6. Public Relations—cooperates with newspaper, media, sport's Booster Club, PTSA | NA | 1 | 2 | 3 | 4 |
| 7. Accepts and implements athletic department decisions and policies | NA | 1 | 2 | 3 | 4 |
| 8. Maturely accepts criticism and/or recognition | NA | 1 | 2 | 3 | 4 |
| 9. Shows proper sidelines conduct at games toward players, officials, fans, etc. | NA | 1 | 2 | 3 | 4 |
| 10. Fosters school spirit by promoting and supporting all extracurricular school activities | NA | 1 | 2 | 3 | 4 |
| 11. Makes recommendations for athletic awards and participates in selection of recipients | NA | 1 | 2 | 3 | 4 |
| 12. Develops rapport with other teachers, coaches, and administrators | NA | 1 | 2 | 3 | 4 |
| 13. Cooperates and communicates with parents during the sports season | NA | 1 | 2 | 3 | 4 |
| 14. Is appropriately dressed at practices and games | NA | 1 | 2 | 3 | 4 |

COMMENTS: _____

White Copy – CEA/Principal **Yellow Copy** – Athletic Supervisor **Pink Copy** – Athletic Director **Goldenrod Copy** – Coach

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PGPS 7540-7287-A (007)

COACH'S EVALUATION

II. COACHING PERFORMANCE

CIRCLE RATING

- | | | | | | |
|--|----|---|---|---|---|
| 1. Develops respect by example in appearance, manner, behavior, language, and conduct during athletic contest | NA | 1 | 2 | 3 | 4 |
| 2. Provides proper supervision and security of locker rooms and practice areas | NA | 1 | 2 | 3 | 4 |
| 3. Maintains individual and team discipline and control | NA | 1 | 2 | 3 | 4 |
| 4. Is well-versed and knowledgeable in matters pertaining to the sport | NA | 1 | 2 | 3 | 4 |
| 5. Provides supervision and control on bus trips | NA | 1 | 2 | 3 | 4 |
| 6. Understands written rules and regulations of coach's expectations for athletes during the sports season | NA | 1 | 2 | 3 | 4 |
| 7. Develops a well-organized practice schedule which utilizes his or her staff and team to its maximum potential | NA | 1 | 2 | 3 | 4 |
| 8. Understands scouting responsibilities | NA | 1 | 2 | 3 | 4 |
| 9. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching | NA | 1 | 2 | 3 | 4 |
| 10. Is prompt and consistent in meeting team for practices and games | NA | 1 | 2 | 3 | 4 |
| 11. Shows an interest in athletes both during the season and off season to support their academic program. These efforts include monitoring academic performance in order to maintain athletic eligibility | NA | 1 | 2 | 3 | 4 |
| 12. Provides leadership and attitudes that produce positive efforts by participants | NA | 1 | 2 | 3 | 4 |
| 13. Is familiar with each student's physical examination and is aware of the student/athlete's medical history | NA | 1 | 2 | 3 | 4 |
| 14. Utilizes current technology along with providing quality instruction on coaching techniques | NA | 1 | 2 | 3 | 4 |
| 15. Provides an atmosphere of cooperation by being receptive to suggestions and criticism | NA | 1 | 2 | 3 | 4 |
| 16. Understands team performance should be consistent with quality of athletes available | NA | 1 | 2 | 3 | 4 |

COMMENTS: _____

White Copy – CEA/Principal Yellow Copy – Athletic Supervisor Pink Copy – Athletic Director Goldenrod Copy – Coach

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PGS 7540-7267 5 (4/07)

COACH'S EVALUATION

III. RELATED COACHING RESPONSIBILITIES

CIRCLE RATING

- | | | | | | |
|--|----|---|---|---|---|
| 1. Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage | NA | 1 | 2 | 3 | 4 |
| 2. Is cooperative in sharing facilities | NA | 1 | 2 | 3 | 4 |
| 3. Works with and shows interest in middle school program | NA | 1 | 2 | 3 | 4 |
| 4. Follows proper procedure for purchasing of equipment | NA | 1 | 2 | 3 | 4 |
| 5. Has team fund raising activities to supplement County, sport's Booster Club, and school funds allotted for team needs and follows County procedures regarding the collection and disbursement of funds | NA | 1 | 2 | 3 | 4 |
| 6. Is cooperative in scheduling non-league and scrimmage games | NA | 1 | 2 | 3 | 4 |
| 7. Works with Athletic Director prior to notifying sport's Booster Club of his or her program's needs | NA | 1 | 2 | 3 | 4 |
| 8. Cooperates with the Athletic Director in regards to submitting participant and eligibility list, athletic permits and medical evaluation forms, academic awards, year-end reports, and other information relative to his or her coaching assignment | NA | 1 | 2 | 3 | 4 |
| 9. Attend coaches' meetings pertaining to his or her sport | NA | 1 | 2 | 3 | 4 |

COMMENTS: _____

White Copy – CEA/Principal **Yellow Copy** – Athletic Supervisor **Pink Copy** – Athletic Director **Goldenrod Copy** – Coach

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PGS-7540-7207-C (8/07)

Monetary Procedures for Athletics

The purpose of this policy is to make all staff members aware of guidelines that must be followed when handling money in the name of the school. **No organization using the school name or associated with the school may have an outside account.** All financial forms are available from the Accounting Secretary. Monetary Transmittal Forms (MTF) are available from the Principal's Secretary. Any questions regarding financial procedures may be directed to the principal's secretary.

1. The Principal gives approval of any financial obligations incurred on behalf of the school and **only the principal has the authority to sign contracts.**
2. At the beginning of each season, all coaches will be issued a receipt book. This book will be returned to the Athletic Administration for review at the end of each season. No student should be responsible for the collection of money. That responsibility belongs to the teacher, coach, or sponsor of the group, class, or organization. No money is to be accepted for any reason without giving a **receipt** and without the sponsor keeping a copy.
3. All money turned into the Accounting Secretary must be accompanied by a **Monetary transmittal Form (MTF)** (available from the Accounting Secretary) signed by the teacher/sponsor. All money must be counted accurately with all coins wrapped (coin wrappers are available from the Accounting Secretary). **All deposits are to be turned into the Accounting Secretary by 12:00 noon to be included in that day's deposit.** No checks dated more than ten (10) days previous to the date of deposit will be accepted. Each check should have noted on it the telephone number of the signer and the **name of the student** for whom it is being paid, as well as the name of the group making the deposit. **All checks are to be made payable to your high school.**
4. Disbursements will be made by check only. Requests for payment must be submitted to the Principal's Secretary in duplicate on a **School Funds Expenditure Form (SPEF)** by Friday of each week. Only the principal can approve all SPEF's before checks can be written. Checks will not be available until the following Wednesday. A receipt of invoice must accompany each check request or the check will not be written. The money must also be available in that particular account before the check is written.
5. Fundraisers: The sponsor of any group who wishes to conduct a fundraiser must first obtain the following forms from the Accounting Secretary: (1) Calendar Request, (2) fundraiser Request and Authorization, (3) fundraiser Completion Report, and (4) student Remittance Report. The Calendar Request should be submitted to your Administration for approval. The Fundraiser Request and Authorization Forms should be turned into the Accounting Secretary. Two weeks after the Fundraiser is completed the Fundraiser Completion Report should be submitted to the Accounting Secretary. Monies collected should be turned into the Accounting Secretary before 12:00 noon daily. Financial debts owed by student(s) should be submitted on a "Report Card Withhold Form" and submitted to the Accounting Secretary. Also remember that there is a 5% sales tax which must be paid on any items sold. No new fundraisers can be approved for a particular group unless all forms from the previous fundraiser are complete.

Student Activity Funds Procedures

Information Provided by Nancy E. Williamson, Certified Internal Auditor PGCPs Internal Audit Office

The primary areas of concern for the staff related to the student activity funds are as follows:

1. **Collections**
2. **Disbursements**
3. **Sponsoring a club or a Special Activity (Restricted Funds)**

Collections:

- a. Staff must obtain a pre-numbered Monetary Transmittal Form (MTF) from the office; staff member is responsible for that form and must return either the form with the money or if the form has to be voided, return it to the secretary and sign for a replacement.
- b. Provide a receipt, if requested by the student or parent;
- c. Submit **all** money to the office on the day collected; do not store money in your room, do not take money home overnight, do not withhold any money collected (do not pay expenses from the cash collected).
- d. Submit the money in the same denomination in which it was collected.
- e. Complete the MTF-all sections; be mindful of accuracy and completeness; indicate the account to be credited; remember to indicate sales tax, if applicable; sign and date; attach detail to support collections (ex: student remittance report, class list).
- f. MTF distribution:
 1. Pink copy-you keep in your 'MTF' envelope;
 2. Original and yellow copies-to the drop safe with the money; after secretary verifies the accuracy of the money and the completeness of the form, the form will be signed and dated.
 3. Yellow copy-returned to you for attachment with the pink copy in your MTF envelope.

4. Both the pink and yellow are retained by you until year-end check out; prior to check out, you should make sure all your pink and yellow copies are in the envelope, seal the envelope and initial across the sealed area; turn in the envelope to the designated administrator.

Disbursements

- a. **Pre-approval** by the Principal is required before spending money or obligating the school.
- b. Complete the top portion of the School Funds Expenditure Form and submit to the Principal for pre-approval; Athletics must be submitted to the Athletic Director who will authorize and submit to the Principal; Principal may elect to require the subject department chair to review and approve all expenditure requests for instructional materials prior to submittal to the Principal.
- c. After approval, obtain the Maryland sales tax exemption Certificate from the secretary.
- d. Make the purchase (Spend your own money? Place a phone Order? Regardless of the method of purchase, Principal Pre-approval is required.)
- e. Original, itemized receipt or an invoice is required.
- f. Complete middle action of the School funds Expenditure Form, Attach original receipt or invoice and submit to the Principal.
- g. If you spent your own money, a check reimbursing you will be prepared.
- h. If you placed a phone order, the school will be invoiced. (Be mindful, that all invoices received by the Principal must have been pre-approved.)
- i. Do not pay for expenses with cash that has been collected; all Money received must be deposited in the school's bank account and all expenses must be paid with a school check.

Sponsoring a Club or a Special Activity (Restricted Funds)

There are financial responsibilities associated with extra-curricular activities.

Do not spend money you do not have;

Do not make commitments to spend money you do not have.

Restricted funds must be spent for only the identified purpose;

Submit all contracts to the Principal for approval and signing.

- a. Maintain a separate file of all financial transactions pertaining to the restricted funds account.

- b. When recording receipts on an MTF, be very specific about which restricted account is affected, especially if you collect money for more than one purpose.
- c. Senior Class has sub-accounts: fundraisers, graduation expenses (cap & gown, announcements); prom expenses; yearbook orders; late fees; Referencing “Senior Dues” is not adequate. An itemization per sub-account is required.
- d. Items sold by the school or a club (i.e. agenda books, gym uniforms, swim suits, staff shirts, fundraiser products, etc.) are subject to Maryland’s 6% sales tax. (See Administrative Procedure 5137, sales Tax.) The account sponsor must calculate the tax amount and indicate it on the MTF when money is submitted to the office.
- e. Fundraiser activities are subject to Administrative Procedure 5135.1. Principal may designate a staff member to conduct a preliminary review of all FR requests.
 - 1. Request and Authorization Form must be submitted in advance and approved by Principal (or designee).
 - 2. All contracts must be signed by the Principal;
 - 3. A master calendar of scheduled fundraisers should be maintained by the Principal’s designee.
 - 4. Upon completion of the fundraiser, the sponsor must submit the Fundraiser Completion Report.
 - 5. If a sponsor fails to follow the procedures or if a fundraiser Project loses money, subsequent fundraiser requests may be denied.
- f. Every month, the sponsor for restricted accounts should receive a detailed financial report reflecting all transactions for the year; the sponsor must review the report for accuracy and completeness, sign, date, and return to the Principal; discrepancies should be documented and discussed with the Principal; resolution to any differences should be reflected on the next monthly report; monthly review and verification is vital to maintaining an accurate accounting of the restricted funds.

Code of Ethics

This Code of Ethics for coaches has been endorsed by the members of the High School Athletic Association.

As an athletic coach in Prince George's County, I shall do the following:

- Strive to develop in each athlete qualities of leadership, initiative, and good judgment
- Respect the integrity and personality of the individual athlete in the selection of the team as well as in the playing of the game
- Demonstrate positive human relations skills
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to inculcate good health habits including the establishment of sound training rules
- Fulfill responsibilities to provide health services and an environment free of safety hazards
- Exemplify the highest moral character, behavior, and leadership (i.e., refrain from the use of abusive language)
- Promote ethical relationships among coaches
- Encourage respect for the value of all athletics
- Abide by the rules of the game in letter and spirit relative to your sport (developed by coaches of each sport)
- Respect the integrity and judgment of sports officials by refraining from any public confrontation and by instructing my players to do the same
- Display modesty in victory and graciousness in defeat
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement
- Have knowledge of the rules governing athletics in the State of Maryland and Prince George's County.

Administrative Responsibility/ Job Description of Coaches

The coach is expected to provide an atmosphere in which all athletes are treated in a fair and equitable manner. The coach shall exercise appropriate leadership to ensure that the program has a positive and productive influence on the total educational experience of athletes.

The coach must know his/her sport thoroughly, be familiar with current trends of the sport, have adequate skill background, and encourage wide student participation in the sport. The coach must be cognizant of all safety issues and hazards associated with his/her sport, communicate these concerns to players and parents, and devote full effort in providing as safe an atmosphere as possible.

Regulations, procedures, and guidelines that affect coaches are interspersed in various sections throughout this handbook. The following items provide a general job description for coaches in the PGCPSS interscholastic athletic program. Coaches shall:

1. Selection of the squad: choosing the members of the athletic teams is the sole responsibility of the coaches of those teams.
2. Assume responsibility for following the regulations in this handbook; know the content of appropriate rules books of national organizations; adhere to regulations outlined in the *MPSSAA Handbook*; adhere to procedures and guidelines contained in current state tournament bulletins; and follow the regulations of other organizations governing that sport.
3. Organize tryouts, practices, scrimmages, and games within defined guidelines of PGCPSS and MPSSAA regulations and plan regular practices when county regulations permit. It is the expectation that teams practice every day in the course of the season except on those days where practice is not allowed by PGCPSS regulation or where the team is involved in a contest.
4. Collect all required forms from students prior to their participation, including, current health inventory (physical examination), parent permission form, emergency medical card, and other forms as required by the school. The physical examination must be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner before the student participates in any clinic, tryout, practice, or contest. **A medical examination is valid for one calendar year.** Coaches are to inform those athletes whose parents are divorced and have joint custody that permission forms must be signed by both parents.
5. Submit to the athletic director necessary reports and forms, including, but not limited to, medical evaluations, parent permission forms, eligibility reports, rosters, ***injury report forms, return to play forms***, lists of scrimmages, and practice schedules.
6. Understand and inform all athletes of guidelines regarding proper conduct, training rules, safety, and regulations established by PGCPSS, PGCPSSAA, MPSSAA, the local school, and the individual coach.
7. Attend all practices, scrimmages, games, and coaches' meetings.

8. Assume responsibility for sportsmanlike conduct of all players and team personnel and stress the importance of good sportsmanship to all team members.
9. Demonstrate concern for the success of the entire athletic program and not just that of a particular sport.
10. Advertise programs within the school and at feeder schools to encourage wide student participation in their sport.
11. Verify the eligibility of all participants according to both PGCPS and MPSSAA criteria.
12. Provide for effective locker room supervision prior to and after practices and contests.
13. Maintain appropriate individual and team statistics and records.
14. Notify the athletic director in writing, no later than the following day of any student(s) or coach (es) ejected from a contest.
15. Develop a plan for removing players immediately from the area in case of an emergency.
16. Periodically inspect equipment, fields, and facilities for safety, and report problems to the athletic director.
17. Mark and prepare playing areas for each home contest.
18. Submit to the athletic director an accurate preseason and postseason inventory of equipment and uniforms and assess appropriate team members for the cost of lost uniforms, equipment, and supplies.
19. Participate in awards and school recognition programs.
20. Maintain positive public relations with school staff, community members, booster organizations, opposing coaches, universities, and news media.
21. Attend administrative meetings with the principal, athletic director, assistant athletic director, and parents or guardians as appropriate.
22. Attend countywide pre-and postseason meetings conducted by the director or supervisor of interscholastic athletics. Countywide coaches' meetings take precedence over practices and scrimmages.
23. Submit to the athletic director a budget request for replacement of supplies and/or equipment, maintenance of equipment, and facility repairs.

24. Show concern for the academic success of athletes. This includes monitoring the academic records and progress of team members, and verifying that each athlete meets the academic eligibility requirements throughout the season. Coaches are expected to check that incomplete grades are made up within a 10-day period. Coaches must verify eligibility by looking at the grades on the report card. Coaches should not rely on the eligibility statement on the report card, nor on "eligibility lists."
25. Assist interested athletes in furthering their educational opportunities.
26. Assume responsibility for monitoring class attendance of team members and for following regulations regarding the required daily attendance of players.
27. Direct captains and other team members not to organize "informal" practices at any time, including religious holidays, school cancellations, or other designated non-practice days.
28. Review carefully the PGCPs policy on Child Abuse and Neglect.
29. Establish and distribute to participants and to the athletic director prior to the season the written team standards, which include:
 - A. Criteria for team selection. Participation in summer, evening, or weekend programs or outside teams may not be used as criteria for team selection or determining a player's status on a team.
 - B. Criteria for earning an athletic letter and other awards.
 - C. Rules concerning the prohibition of the use of tobacco, alcohol, or illegal drugs during the season and the penalties for infractions as established by that school.
 - D. Other expectations of the coach, which should be communicated to athletes and parents prior to the start of the season.
30. Maintain current certification in CPR including the use of automated external defibrillators (AEDs).
31. Provide a list of summer activities and schedules to the Athletic Director.
32. Provide information on concussion awareness to student athletes and parents (MPSSAA/CDC/NFHS handout).
33. Provide information on heat acclimatization to student athletes and parents (MPSSAA/CDC handout/NFHS).

These coaching responsibilities are not all-inclusive. **Refer to the PGCPs Appointment and Authorization Form for Athletics and Intramurals in this handbook for additional responsibilities of coaches.**

Supervision of Players

The coach or athletic director responsible for the conduct of the team must accompany teams/squads to all contests and must remain until the event is over and all team members have left school property. If the team is returning to their home school, the coach must not leave any student unsupervised at the home site. A visiting team shall not be allowed into a locker room or allowed to begin to warm-up unless accompanied by a coach or appropriate school representative.

Transportation

All teams must travel in county approved busses to and from all athletic events. All team members must travel as a group to and from all athletic contests. If approved by the local school principal or principal's designee in advance, a team member may be released to the custody of a parent or legal guardian at the conclusion of an away contest. Approval must be requested in written form prior to the specified event and signed by the student-athletes parent or legal guardians. The principal or principal's designee shall sign all authorized requests. The local school principal or principal's designee must approve any other exceptions to this mode of travel in advance.

Coaches will not provide transportation after practices and athletic events.

Vans of any kind are prohibited.

Awards

In order to qualify for postseason awards, the student-athlete must complete the season in good standing and fulfill all team-related obligations. Each school is responsible for developing its own policy for achievement and distribution of athletic awards.

Study Hall

Each School is responsible for developing its own policy for study hall attendance.

Food/Snacks

The bringing of food/snacks for athletes should be limited to store bought items packaged in its original packaging. Coaches will not be reimbursed for these items.

Celebratory Activities

Athletic director and principal must approve all celebrations involving players, coaches, and students associated with teams. This would include, but not be limited to parties, cookouts, etc.

Procedure for the Removal/Dismissal of a Student-Athlete from Any Athletic Team by a Coach

1. A copy of all rules and consequences established by the coach must be provided to the student-athlete and their parent(s)/guardian(s) prior to the start of the season. It is also recommended that parents sign and return a copy of those rules to the coach for record keeping purposes. It is highly recommended that any changes to these rules made during the season by the coach be put in writing and re-issued to the student-athlete and parent/guardian.
2. Prior to the removal, the coach is to notify the Athletic Director and the Principal of any player being removed from the team for rule(s) violation or any other reason. In addition, it is the responsibility of the coach to notify the parent(s)/guardian(s) of the student-athlete of the dismissal within 24 hours by phone. Notification of parent/guardian should also be made in cases of the student-athlete quitting the team.
3. The coach must complete the Student-Athlete/Parent Notification Form and copy it to the Athletic Director. On this form, the coach will explain the series of events that lead to the decision and any issues that were raised during the conversation with the parents.
4. Upon receipt of the completed form, the Athletic Director shall:
 - review the completed form
 - forward a copy of it to the principal as means of notification
 - mail a copy to the parent(s)/guardian(s)

The form should be mailed to the parents within 48 hours of the dismissal or student-athlete's quitting the team.

5. Notification of the dismissal should be done by the head coach in the presence of an appropriate school staff member and in private when ever possible. It is recommended that another coach or Athletic Director be present for the dismissal notification with the student-athlete. Specific reasons should be presented to the student-athlete at that time.
6. A conference involving the parent(s), the student-athlete, the coach, and the athletic director should be scheduled at the earliest convenience, if requested by the parent(s).
7. If the parent(s) are not satisfied with the rationale for the dismissal after the conference, they may appeal to the principal. If not satisfied with the results of the meeting with the principal, they may appeal the action to the Director of Interscholastic Athletics for Prince George's County Public Schools. A further appeal must be addressed to the Superintendent of Schools in the form of a letter. The letter must be addressed to the superintendent of schools in care of the Executive Director for the High School Consortium.
8. It is highly recommended that the entire procedure detailed in this procedure be implemented and completed as quickly as possible. Time from initial notification to the initial parent conference should not exceed 72 hours (3days).

Student-Athlete Dismissal/Parent Notification Form

School Name:

School Address:

School Phone Numbers:

This form is to be completed by the coach when disciplinary action has been taken against a student athlete or when a student athlete is dismissed from an athletic team. Coaches will follow the *procedure for the removal of a student athlete* when completing this form.

NAME OF STUDENT-ATHLETE _____

GRADE _____ HOMEROOM _____ DATE _____

COACH _____ SPORT _____

PRIOR INTREVENTIONS

REASON FOR DISMISSAL FROM TEAM

DATE AND TIME OF DISMISSAL _____

DATE AND TIME OF PARENT NOTIFICATION _____

WAS A PARENT CONFERENCE WITH THE COACH AND ATHLETIC
ADMINISTRATION HELD? YES NO

IF YES, DATE AND TIME OF CONFERENCE _____

Coach's Signature/Date

Athletic Director's Signature/Date

Weather Guidelines

Temperature	Humidity	Air Quality Index	Activity
Mid 70s – Low 80s° F		Code Green 0-50 Good Air Quality	No restrictions
Upper 70s – Mid 80s° F	Less than 70%	Code Yellow 51-100 Moderate Air Quality	Watch carefully
Upper 70s – Mid 80s° F	More than 70%	Code Yellow 51-100 Moderate Air Quality	Provide a 10-minute rest period each hour
Upper 80s – Low 90s° F	Any	Code Orange 101-150 Unhealthy for sensitive groups Air Quality	Observe carefully (especially at risk individuals) frequent water breaks
Mid 90s – 100° F	Any	Code Red 151-200 Unhealthy Air Quality	Hold one morning and one evening non-school day practice after 5:00pm, or one school day practice of one hour, with mandatory water breaks every 20 minutes.
Mid 90s – 100+° F	Any	Code Purple 201-300 Very Unhealthy Air Quality	Games cancelled. Afternoon practices cancelled. Games cancelled.

It is the coach's responsibility to call for air quality color codes and respond appropriately. The forecast and color code can be obtained by calling 202-962-3299 and/or visit their website at <http://www.mwcog.org/environment/air/data>.

Air quality (ground level ozone or smog) deteriorates when temperatures are in excess of 90°, with low or no winds and clear skies. When such conditions are anticipated, a Code Orange, Red or Purple forecast is issued. Under such conditions at-risk individuals, who are heavily exercising, should be closely watched and if experiencing any breathing difficulties, immediately required to cease exercising and move indoors. At-risk individuals include those who responded "yes" on the Medical Evaluation Form to being asthmatic or having heart and lung function problems (Part I), and individuals who responded "yes" to having experienced chest pains, shortness of breath, weakness when exposed to high temperatures, or impaired lung function (Part 3).

In hot, humid weather, coaches are expected to use good judgment in determining the length and type of outdoor practice. Frequent practice breaks and drinking water must be provided. Coaches must be aware of signs of heat exhaustion. Players who exhibit these signs are to cease practicing. Salt tablets are not to be issued.

When schools are dismissed early because of heat, no practices, meetings, or contests are allowed.

In extremely cold weather coaches are expected to use good judgment in determining the length and type of practice. Athletic events may be rescheduled by mutual agreement of the athletic directors of the opposing schools if the wind-chill factor could be detrimental to the health and safety of the athletes.

Thunder and Lightning

Procedures for suspending outdoor athletic events because of lightning/thunder:

- a. If thunder and/or lightning can be heard or seen, stop the activity and have players and spectators seek protective shelter immediately.
- b. Inform players that in situations where thunder and/or lightning may or may not be present, if they feel their hair stand on end and skin tingle, immediately assume the following crouched position: drop to their knees, place their hands/arms on their legs, and lower their head. They should not lie flat.
- c. In the event that either thunder or lightning should occur, allow 30 minutes to pass after the last occurrence of thunder and/or lightning before resuming play.
 - (1) In case of lightning and/or thunder during an athletic practice, scrimmage, or contest, the activity will be suspended immediately. Players and officials should seek shelter. Spectators will be directed to leave. All coaches are expected to have an alternate plan for seeking shelter and/or expedient departure in case of lightning/thunder or other severe inclement weather.
 - (2) The principal has the final authority to delay or postpone events because of lightning and/or thunder. If the principal is not present, the host athletic director has the responsibility; if the athletic director or designee is not present, coaches have the responsibility.
 - (3) If a game is suspended because of lightning and/or thunder, it shall be resumed the same day, if possible, at the discretion of the officials and host athletic director.
 - (4) When a contest has been suspended for more than 1 1/2 hours (cumulative time) due to inclement weather, the contest shall be ended. The game will be rescheduled at a later date or continued from the point of suspension, in accordance with the rules governing that sport.

Unless a countywide decision is announced, the decision to postpone outdoor athletic events because of adverse field conditions or inclement weather is the responsibility of the host athletic director or designee.

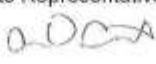


June 11, 2013

Allan D. Arbogast, Ed.D.
Acting Deputy Superintendent of Academics

MEMORANDUM

TO: High School Principals
High School Athletic Directors
High School Sports Representatives

FROM: Allan D. Arbogast 

PREPARED BY: William Barnes
Acting Associate Superintendent

RE: 2013 - 2014 No-Practice and No-Playing Dates for Athletics
REVISED

In accordance with Board of Education policy, extreme care must be taken to ensure that no student experiences a personal disadvantage by not participating in a practice session on the dates listed.

No events or practice sessions are to be scheduled on the following dates:

1. Sundays
2. **Rosh Hashanah - Thursday, September 5***
3. Thanksgiving Day - Thursday, November 28**
4. Christmas Day - Wednesday, December 25
5. New Year's Day - Wednesday, January 1

Practice is permitted, but no games are to be scheduled, on the following dates:

1. Labor Day - Monday, September 2
2. Yom Kippur - Saturday, September 14*
3. Eid Al-Adha - Tuesday, October 15*
4. Martin Luther King Day - Monday, January 20
5. Presidents' Day - Monday, February 17
6. First Day of Passover - Monday, April 15
7. Good Friday - Friday, April 18
8. Memorial Day - Monday, May 26

***Holiday begins at sundown of the day before. **Football practice (a.m.) may be held for teams participating in MPSSAA Play-offs. Schools may participate in Maryland Public Secondary School Athletic Association Regional and State Competitions scheduled on Holidays.**

No other activities may be held on the aforementioned dates (i.e. weight lifting, open gym/fields for any sport, conditioning programs, etc.)

If you have questions, please contact Mr. Earl Hawkins, at 301-669-6000 or ehawkins@pdcps.or.q.

ADA:eh:am

Cc :

Dr. Alvin L. Crawley Ms. Monica Goldson

Members of Executive Cabinet

Hiring Procedures for Employing Coaches

Vacancy Announcement

- Identify and submit coaching vacancies to the Director and/or Supervisor of Interscholastic Athletics.
- The Director and/or Supervisor of Interscholastic Athletics submit to Human Resources Recruiting and Staffing Specialist a request to post coaching vacancies.
- After the posting closes, the Principal will receive through iRecruitment a list of eligible candidates and resumes through Oracle Workflow – Prod within 48 to 72 hours.

Interviews

- The *Hiring Procedures for Employing Athletic Coaches* will include the following forms that are to be used for the interview process: an applicant evaluation form, an approval sheet of recommended candidates, and coaches request form. The packet is available in each Athletic Director's shared folder.
- Interviews must be conducted by a panel to include the Principal or his/her designee, Athletic Director, and a school administrator at a minimum.
- Interviews are conducted using a uniformed interview process, as established in the procedures for the employment of athletic coaches, at the school building.
- All interview questions are to be approved by the Human Resources Recruiting and Staffing Specialist prior to conducting interviews.
- Certificated candidates must be interviewed and considered first. A justification must be submitted to and approved by Human Resources whenever a certificated candidate is not recommended.
- At the conclusion of the interviews, the Athletic Director submits all required forms (applicant evaluation forms, approval sheet of recommended candidates or coaches request form, interview questions, list of candidates interviewed indicating date and time interviewed to the Recruiting and Staffing Specialist.
- The Recruiting and Staffing Specialist will contact the candidate and offer the coaching position.
- Principal, Athletic Director, Director of Interscholastic Athletics, and Supervisor of Interscholastic Athletics will be notified of candidate's acceptance or non-acceptance by email.

Newly Hired Coaches

- Coaches selected for a coaching position must bring two forms of identification (Passport, Driver's License, Birth Certificate, or Social Security Card) on appointment date.
- All newly hired coaches will complete and sign a "*Code of Ethics and Fundraising Guidelines*" form and an "*Appointment and Authorization Form for Athletics and Intramurals*," which will be maintained by the Athletic Director at the school.
- All temporary/emergency coaches must be approved by the Associate Superintendent for High School Performance, Principal, Athletic Director, and Director of Interscholastic Athletics.
- All newly hired coaches (external applicants), including volunteers, will be contacted and scheduled for an appointment by the Recruiting and Staffing Specialist to complete a Temporary Employee Packet, be fingerprinted and set-up for Data Entry. No new coach shall start without being fingerprinted and processed through the Office of Administrative and Support Staffing.

Fingerprinting and Background Check

See AP 4215

Rules and Restrictions

Scrimmages

The number of scrimmages is limited to two (2) home and two (2) away scrimmages for all athletic teams during the preseason and regular season. **Scrimmages may not be conducted prior to day 6 for fall sports.** Athletic teams will be allowed 1 postseason scrimmage. All scrimmages must be within the fifty (50) mile radius that is allowed by the Prince George's County Public School Transportation department. However, a school may have the option or flexibility of having more home than away scrimmages (ex. 3 home, 1 away). – see MPSSAA Handbook for definition of a scrimmage.

Bench Personnel

Persons permitted on the players' bench shall be limited to eligible players in uniform, student managers, coaches of the team, and medical personnel. The head coach shall be responsible for maintaining orderly conduct on and in the vicinity of the team bench.

Eligibility to Participate

Administrative Policy 5122 (See AP handbook)

Students must achieve a 2.0 GPA to participation in interscholastic athletics and extracurricular activities.

Ejection of Coaches

If a coach is ejected from a contest, he/she must leave the area of the contest and shall not be visible to or have communication or visible contact with players, officials, spectators, or school personnel until the contest is completed. If there is no member of the coaching staff from the school or another PGCPs certified coach present to assume responsibility the contest will be forfeited.

If a coach is ejected from a contest he/she must notify the school principal and athletic director in writing within 24 hours. The athletic director should notify the director of athletics or supervisor of athletics of any ejections. A coach who is ejected from a contest is suspended from participation in the next contest. **If a second ejection occurs, the coach is suspended for the rest of the season.** The suspended coach may not be on the premises of the contest, including bleachers or adjacent areas.

Hazing

Hazing of any nature is prohibited. Players shall not be subjected to any "initiation rites" whatsoever (i.e. freshman carrying the bags for upper classmen). Hazing is degrading to the individual and is counter-productive to the goals of the school system and to the dignity and rights of the individual. Coaches must counsel team members and ensure that "initiation" or "hazing" incidents do not occur.

Influence on Athletes to Play One Sport

Coaches shall not advise or exert any pressure on students or parents not to participate in a particular sport in order to “train” for another sport.

Medications/Supplements

Coaches may not recommend, make available, or administer dietary supplements, pain relievers, medications, or substances that purport to enhance growth, strength, stamina, or athletic performance. This restriction does not include water or sports drinks that are used primarily for fluid replacement (for example Gatorade, Powerade). Coaches with concerns about a student’s diet or physical comfort may advise parents to consult their child’s physician.

Clinics

The regulations below are in addition to regulations contained in the MPSSAA Handbook. The regulations pertain to out-of-season and in-season coaching of PGCPS athletes including, but not limited to, summer leagues, recreational teams, camps, clinics, and other instruction of team members.

- a. PGCPS coaches and cheerleader and pompon sponsors may not be involved with the collection of monies for any non-PGCPS athletic related activity. School or booster club funds or checks may not be used for team registration fees, league fees, uniforms, or equipment. School or booster club funds may not be used for purposes beyond the defined school interscholastic athletic program.
- b. PGCPS coaches may not apply for a facility for team practices, open gyms, leagues, camps, or clinics in which students who are returning players and the coaches are employed are involved. Approval for the use of facilities by outside groups must be obtained through the Facility Use Applications and Permits office.
- c. PGCPS coaches may not open a gymnasium or any facility for a non-PGCPS activity.
- d. PGCPS regular season coaches may not participate in out-of-season practices or competitions, except as provided by MPSSAA regulations. (This includes verbal and non-verbal communication.)

Loss of Instructional Time – Sports teams and cheer teams may not travel to events that require a loss of instructional time.

Interpretation: Participation in an event must be within the USA, does not involve loss of instructional time, and complies with the local school system policies and procedures for school travel.

Open Gym/fields and Conditioning (Revised 2012)

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS INTERPRETATION OF "OPEN GYM" POLICY

In order to conform to the letter and spirit of state and county rules governing out-of season practice restrictions:

Any after-school athletic activity (such as weight-lifting, open gym/field for any sport, conditioning programs, etc.) **conducted and supervised by coaches or school staff** should meet all of the following criteria:

- Open to the student body as whole, not just athletes. Must meet the required 2.0 no E rule.
- Not open to the general public or students from other schools.
- Dates and times announced and publicized to the student body as a whole.
- Be conducted immediately before or after school when possible.
- No coaching or instruction may take place! **Instruction may occur during weight training to ensure proper lifting techniques.** Coaches may be present for supervision and liability purposes only.
- Subject to approval by principal
- Recommended seasonal
- Must not interfere with in-season team practices or games. In-season teams will have first priority of facility use, followed by any out of season teams or conditioning programs as coordinated and approved by the athletic director.
- **Open gym/fields and conditioning cannot be held on days when schools are closed for students.**

Out-of-Season Teams Interpretation

At the April 25th MPSSAA Board of Control meeting, the Board voted 27 to 21 to further refine the definition of an out-of-season team in which members of the high school coaching staff may serve as coaches.

The enhanced interpretation applies only to outside school teams and becomes effective as of the last State Championship game this May. The action does not change any of the current regulations regarding the high school sport season, out-of-season practice, summer camps or any other regulation. It only defines the number of returning athletes that may be members of an outside team that is coached by a member of the school coaching staff.

The wording of the interpretation is as follows:

OUT-OF-SEASON PRACTICE

Member MPSSAA schools and coaches of member schools shall confine school practices to the seasonal limitations as defined in Regulation .03 of this chapter

*Interpretation: Any school group or team gathering **consisting of three or more players** that has assembled for the purpose of **drilling or instruction** would constitute a violation. School coaching staffs may work with a maximum of two players per day.*

.04E(2) "A coach may not coach a team representing the coach's school beyond the sports season as defined in Regulation .03 of this chapter."

*Interpretation: Any paid or volunteer coach at a member school may coach a non-school team provided the **team has no direct affiliation with the school**. When coaching non-school teams, including returning school players on non- school teams, the following criteria shall be observed:*

- a. The **non-school** team may not use a name **directly** connected with the school*
- b. **The non-school** team may not use school uniforms, equipment or funds;*
- c. **The non-school** team may not use school facilities except as allowed by local school system guidelines;*
- d. **The non-school** team must meet local school system standards of a non- school team; and*
- e. The number of returning school players on the non-school team is limited according to the following timeframe.*

Timeframe

1. From the start of the fall sports season as defined in Regulation .03, to the last state championship game of the spring season, the outside teams roster does not exceed 80% of the returning players of what would constitute a starting lineup in that sport OR a modified version thereof. i.e., 7-on-7 football, 3-on-3 basketball, indoor soccer, indoor lacrosse, etc.

STARTING SPORT	LINE UP	LIMIT
Baseball	9	7
Basketball	5	4
Cross Country	7	5
Field Hockey	11	8
Football	11	8
Golf	4 State members	3
Gymnastics—Boys	6 events	4
Gymnastics—Girls	4 events	3
Lacrosse	10	8
Soccer	11	8
Softball	9	7
Swimming	12 events	9
Tennis	8 State events	6
Track & Field	18 events	14
Volleyball	6	4
Wrestling	14	11

2. From the last state championship game of the spring season to the first day of fall practice, the outside team roster is unrestricted on the number of returning players.

To avoid any confusion, misapplications, or violations of State Board of Education Regulations, coaches, athletic directors, and principals are strongly urged to check with Local Supervisors with any questions, doubts or confusion about this revised policy.

In addition the MPSSAA has supplied some answers to some frequently asked questions.

Frequently Asked Questions

In response to questions concerning the revised interpretation regarding what constitutes an out-of-school team the following points of emphasis are offered:

- This more inclusive interpretation of the rule only applies to outside teams that are competing in a bonafide league that is organized by a recognized not for profit organization.
- Teams are non school in nature and by interpretation. Thus, use of school name, uniforms, equipment and finances are prohibited.

- Current regulations regarding summer camps and team camps are unaffected by this action and remain in force. If it looks like a camp, sounds like a camp, structured like a camp and conducted like a camp.....It's a Camp.
- Practice for non school teams coached by members of a school coaching staff:
 - may not begin until after the last championship contest of the school year
 - must end at the conclusion of that team's summer league schedule
 - may number no more than the number of contests scheduled for the summer league team
- Participation on an out of school team may not be a prerequisite either direct or implied for inclusion on the school team.

School funds may not be used for non-school teams (summer teams, camps, clinics, etc.)
All funds placed in school accounts are subject to the aforementioned statement.

Prayers

Individuals or groups of students may, if they choose, voluntarily observe a silent moment for reflection, prayer, meditation, or other silent activity which does not interfere with other students in the exercise of their choice. Coaches and other school staff may not by words or actions encourage, discourage, or participate in such activity with students.

Recruitment of Athletes

Each coach should encourage students from his/her school and feeder middle schools to participate in the athletic program. Coaches, booster club members, or other school-affiliated parties are not permitted to contact or recruit students who do not reside in the school attendance area or to encourage them to attend another school. When a student or parent who does not reside in the school attendance area contacts a coach, the coach must inform that person of the rules and shall not encourage him or her to seek a transfer. Violation of this rule will result in appropriate personnel action.

Scouting

Schools are permitted to scout upcoming opponents. Scouting may take place only from established spectator areas and is prohibited from football end zones, including the imaginary extension of the end zone to infinity. Opponents' contests may be videotaped, provided the videotaping in no way interferes with the playing or administration of the contest.

Social Media:

Coaches must exercise the utmost discretion when using social media outlets (Twitter, Instagram, Facebook, etc.) and personal communication devices (text, BBM, etc. with players and our school community. Communication with players must be related to your duties as a coach.

Student Information

Eligibility/Participation

Administrative Policy 5122 (See appendix)

2.0 Requirement for participation in Interscholastic Athletics and Extracurricular Activities

Residency/Transfer Policy

- a. Residency - A student is eligible to participate in Interscholastic Athletics at the school to which he or she is assigned under **Prince George's County Schools Administrative Procedure 5111**. School registration personnel shall determine that a student and parent or court appointed guardian resides in their school attendance area. To verify the **School Attendance by Street Report (SBS6030)** shall be used.
- b. For the purpose of determining athletic eligibility students must establish one (1) place of residence. **"Residence"** is defined as the equivalent of the term **"domicile"** as applied by the courts of the State of Maryland. Under no circumstances can a student have more than one residence for athletic eligibility.
- c. Any change in residence must be **bona fide**. The home address provided to the registrar and shown on the Interscholastic Athletics Parental Permission form must be the sole bona fide residence, and the school principal must be notified immediately of any change in residence, since such a move may alter the eligibility status of the student.
- d. **Transfer Policy**

All students are expected to attend the school assigned to the address at which the parent (s) or legal guardian (s) resides. Students must not withdraw from or cease attendance at their assigned schools except upon receipt of an official letter of transfer approval. Contextual Learning Environment (CLE) goals may affect transfer decisions.

Students are ineligible if they do not have an approved transfer.

Middle school students who attend school outside of their area of residence and who wish to remain in that pattern must apply for a wavier to be eligible for Interscholastic Athletics.

Middle school students who matriculate to a high school other than the home attendance area school may not participate in Interscholastic Athletics.

Students not attending the school in the area in which they reside are not eligible to participate in Interscholastic Athletics.

There may be exceptions to this policy.

Appeal Process:

If unusual circumstances exist, a student may appeal the ineligibility in writing to **Mr. Earl Hawkins, Director of Interscholastic Athletics, 4400 Shell Street, Capitol Heights, MD 20743. A copy of the approved transfer form (PGIN – 75403001) must accompany the appeal.**

Process:

The Director of Interscholastic Athletics will meet with the school principal (s) and athletic directors involved to decide if the appeal should be granted.

Attendance Policy

- a. A student must maintain high standards of citizenship. A student suspended from school is ineligible to participate in athletics for the duration of the suspension.
- b. Students must be in school to practice or participate in any sport contest that particular day (except with legal excuses as defined by the Board of Education policy).

All Star Games

All-star games are not organized or administered by PGCPs. Only seniors may participate, and only after the end of the season. The *MPSSAA Handbook* states:

.04, D., (5) "Individual students may participate in two all-star games per sport, upon the completion of their eligibility in the sport in which this participation occurs."

Ejections

Athletes who are ejected from contests for unacceptable behavior, or who exhibit unsportsmanlike behavior before or after a contest, are suspended from participation in the next contest. Suspended players shall not be on the sidelines during the existing contest or during the next contest. Coaches will notify the athletic director in writing of the suspension and date(s) of exclusion. (See AP 0410)

Title IX Information

What Is It?

Title IX is the portion of the Education Amendments of 1972 that prohibits sex discrimination in educational institutions that receive any federal funds. In brief,

Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.¹

Title IX applies to any educational program at an institution that receives any federal funds — the majority of schools in this country, from elementary schools through colleges. Almost all private colleges, for example, are covered because they receive federal funding through financial aid programs such as Pell grants.

Athletic associations may also be covered under Title IX if they receive federal funds.²

If educational institutions are found to violate Title IX, their federal funding can be withdrawn. In all cases to date, however, institutions found to violate Title IX have agreed to specific plans to comply with the law rather than lose funding. An institution's agreement to specific plans does not ensure that it will fulfill them.

Therefore, after such agreements are made, citizens must continue to monitor Title IX compliance.

Title IX is not just a "sports" law. It also covers sexual harassment, academic discrimination and workplace discrimination against students, employees and faculty at educational institutions.³ Title IX prohibits unequal educational opportunities throughout the entire educational environment.

Playing Fair: A Women's Sports Foundation Guide to Title IX

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

0104
Policy No.

BOARD OF EDUCATION POLICY

BASIC COMMITMENTS

Title IX

Title IX of the Educational Amendments of 1972 is the landmark legislation that prohibits sex discrimination in schools, whether in academics or athletics.

Title IX requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all arenas of public schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual harassment, and athletics.

The Board of Education directs the Chief Executive Officer to take immediate action to correct any violation of Title IX in the operation of the school system's programs.

The Board of Education directs the CEO to designate a Title IX Coordinator to oversee implementation and compliance with the September 2006 Agreement with the National Women's Law Center and compliance with the regulations of the Title IX Educational Amendments of 1972.

Legal Reference:

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964
Regulations of Title IX Educational Amendments of 1972, 45 C.F. R. Part 86

Policy Adopted as 0102
9/7/95

Policy Amended and Renumbered 104
2/25/00

Policy Amended and Renumbered 0104
5/12/03

Policy Reviewed – No Revisions Required

Game Management and Admission Policy

Duties of Game Manager

1. Hire and supervise game workers.
 - a. Official timekeepers must be qualified individuals.
 - b. Coordinate, with security officer, the activities of the police personnel.
 - c. Send the ticket report to the athletic director after each home game. (varsity football only)
 - d. Ensure that game workers sign-in
2. Send attendance form for EMT to the Office of Interscholastic Athletics after each football and soccer home game.
3. Greet the visiting team and spirit groups and show them to their locker room or warm-up areas.
4. Provide private dressing facilities for officials.
5. Provide visiting coach and officials with a key to dressing areas.
6. Prepare fields and gymnasium for play.
7. Obtain sideline crew in football.
8. Provide each school with designated seating areas for its students, if necessary.
9. Must report to game site as follows:
 - a. Football – 90 minutes prior to starting time
 - b. Basketball – 90 minutes prior to starting time.

Pep Bands

Home pep bands are permitted at basketball games with the approval of the principal or his/her designee. Band members (musicians and dancers) must display good sportsmanship at all times. The band must be seated on the side of the gym opposite its team and may only play when an “official time out” is called. Organized programs will be permitted during intermission. Any band or other half-time presentation should be planned carefully, approved in advance by the host school, and should not interfere with the beginning of the second half of the contest.

The guest school's pep band or marching band may attend outdoor athletic events with prior approval from the principal of the host school and the Director of Interscholastic Athletics. Only pep bands (15 members only), with the aforementioned prior approvals may attend indoor athletic events.

Band directors shall meet 30 minutes prior to the game to coordinate when each band will play. Bands shall not play at the same time.

Cheerleading Squads

Cheerleader coaches shall set an example by being cooperative and positive to each other. Cheers should be positive and non antagonistic. Control the crowd by performing positive cheers when the mood of the crowd is down or negative. Applaud when an injured player leaves the playing area.

Unsportsmanlike Behavior of Spectators

- a. School officials have the authority to remove a spectator(s) from a contest for unruly to improper conduct. The individual(s) may be removed for the duration of a particular contest or for any extended period of time depending on the severity or frequency of the improper conduct
- b. In severe instance, upon approval of the director of athletics, spectators may be excluded from multiple contests, for the duration of a season, or longer.

Seating Arrangement/Team departure at Events

- a. Seating areas for home and away spectators should be clearly marked.
- b. In a stadium with bleachers on opposite sides, the home team should sit in front of the home team bleachers; the visiting team should sit in front of the visiting team bleachers.
- c. In the stadium with bleachers on one side only, both team benches should be on the side opposite the bleachers; or the visiting teams should be opposite with the home team in front of the home crowd.
- d. In gymnasiums, home team spectators should sit behind the home team and in the bleachers directly opposite; visiting team spectators should sit behind the visiting team and directly opposite. Cheerleaders should sit in front of their respective crowd, directly opposite their team.
- e. At the conclusion of an athletic event, the visiting team should depart in a timely fashion and post game talks should be limited to ten (10) minutes or less.

Signs and Noise Makers

Radios, CD's, tape players, musical instruments, noisemakers, and similar devices will not be permitted during any indoor activity. Only signs that communicate positive support and have been approved by the host athletic director will be permitted

Souvenirs/Promotional Sales Items

Because of the possibility of injury, sale items are not to be tossed into the crowd or distributed during athletic contests.

Broadcasting

1. All promotional announcements must be impartial and in no way promote inappropriate behavior on the part of contestants, students or other observers. No **Play-by-Play** broadcasting is allowed. Broadcaster should avoid announcing play situation in advance. Broadcasters or announcers must remain cognizant of the purposes and the objectives of high school athletics.
2. **Upon principal's approval**, Athletic directors may employ disc jockeys or musicians to perform during their scheduled athletic events. However, the athletic director or his/her designee is responsible for **screening** all music prior, during, and after every event. All broadcasted lyrics, words, and comments should be free of explicit, derogatory language.

Admission Policy for Athletic-Related Groups

1. All cheerleaders, members of pompon squad, majorettes, and band members will be admitted free to home contests only if they are performing and are accompanied by their coach or sponsor.
2. Cheerleaders may attend away football games and play-off contests, if there is not a home contest at their school. They may not attend other away athletic contests without prior permission from their principal, host school principal and the director of interscholastic athletics.

Admission Policy for PGCPs Employees

1. Teachers and staff from the home and visiting school (s) shall be admitted free of charge with proper identification (school photo identification badge).
2. Central office staff shall be admitted free to all athletic events with proper identification (central office identification badge).

Admission Policy for Complimentary Passes

PGCPS and MPSSAA Passes will admit the bearer only. A sign-in sheet shall be made available at all athletic events where admission is charged.

1. Superintendent's Passes will be given to the following:
 - A. Coaches who are not listed as paid assistants (refer to coaching assignments per PGCEA Negotiated Agreement)
 - B. Volunteer coaches
2. MPSSAA Passes will be given to:
 - A. Principals and Vice Principals
 - B. Head Coaches
 - C. Paid Assistants (refer to coaches assignments per PGCEA Negotiated Agreement)

Admissions Policy for Senior Citizens (age 55 and over)

Board of Education Policy 1261 mandates that senior citizens receive a discount on admission to athletic events.

Accounting for Tickets and Ticket Pricing Policy

- All athletic directors will receive an Athletic Ticket Report Form. All athletic directors will sign this document and retain a copy. A copy shall be given to the principal and a copy will be retained in the Office of Interscholastic Athletics.
- Gate receipts from varsity football ticket sales are to be returned to the PGCPSS Accounting Office. Athletic directors must verify that funds have been sent to PGCPSS by completing the online ticket report in GoogleDocs.
- The online Cash Voucher Document must be completed for varsity football gate receipts. The Office of Interscholastic Athletics or his/her designee will account for those ticket sales.
- Gate receipts for all other athletic event ticket sales are the responsibility of the school principal or his/her designee. Tickets are to be kept in a secure location and accounted for at the end of each sports season.
- Please refer to Administrative Procedure 3702

Football

Prince George's County Public Schools have a countywide (universal) ticket for all varsity football games acceptable at all varsity football games regardless of where they are purchased.

- **\$ 400 - purchased by students in school, and a senior citizen at anytime**

- \$ 5.00 - general admission purchased at the gate

Basketball

A standard county admission fee for basketball games is

- **\$ 4.00 - student ticket purchased in school, and a senior citizen at anytime**
- \$ 5.00 - general admission purchased at the door

Other Sports

Junior varsity football, volleyball, wrestling and soccer

- **\$ 3.00 - student ticket purchased in school, and a senior citizen at anytime**
- \$ 4.00 - general admission purchased at the door
- \$ 5.00 – cheerleading competitions

Guidelines Relative to Free Admittance to Athletic Events

Regular Season Games Only

- C. All children age six (6) and under will be admitted free.
- D. Those persons holding Prince George's County Superintendent or MPSSAA passes will be admitted free after signing the pass sign-in sheet. The game manager will provide a sign-in sheet for all athletic contests. (Prince George's County Superintendent passes are not acceptable at MPSSAA Regional or State playoff games.) Only the holder of the pass may be admitted free of charge.
- E. All athletic support groups, i.e., cheerleaders, pompons, band, etc., will be admitted free. They must be in uniform, enter as a group and be accompanied by a sponsor.
- F. Junior varsity players of the two (2) participating schools will be admitted free when properly identified and enter as a group.

Security

Office of Interscholastic Athletics will provide police for athletic events as follows:

1. **Varsity Football (Athletics will cover the cost)**
 - a. **2 for day time games**
 - b. **4 for night games**
2. **Varsity Basketball (school must cover the cost)**
 - a. **2 for boys games**
 - b. **1 for girls' games (should be requested at least 2 weeks in advance when a large crowd is expected)**

Sportsmanship

Expectations for Spectator Behavior

- **APPLAUD** players for their efforts
- **ACCEPT** the decisions of officials
- **APPRECIATE** participants for their commitment
- **SUPPORT** school personnel in conducting an orderly and spirited contest
- **MAINTAIN** composure when breaks seem to go against your team
- **RESPECT** the rights of other spectators
- **REWARD** sportsmanlike behavior through cheering
- **FOCUS** attention on positive aspects of competition
- **ENCOURAGE** players by showing enthusiasm and positive recognition
- **DEMONSTRATE** concern for the safety and welfare of athletes

These young men and ladies are students and not professional athletes. They will make errors in the course of competition, as will game officials and coaches. However, all participants are trying their best. Negative criticism and booing will not help them to improve and are unacceptable forms of expression at this event. You can assist in their development as athletes by focusing attention on the positive aspects of their performance. Your cooperation is important and is appreciated.

Sports Representatives

OFFICE OF INTERSCHOLASTIC ATHLETICS

301-669-6000

SPORTS REPRESENTATIVES 2012-13

SPORT	NAME	SCHOOL	WORK #	HOME#
Baseball 3A, 2A, & 1A	Bryan Harris	Laurel	301-497-4300	860-989-4819
Baseball 4A	Bryan Harris	Laurel	301-497-4300	860-989-4819
Basketball – Boys	Cedric Holbrook	Bowie	301-805-2600	301-523-7064
Basketball – Girls	Ayana Ball-Ward	Largo	301-808-8880	
Cheerleading	Caneisha Washington	Not in the School System	301-952-2400	301-385-6909
Cross Country	Terri Dendy	Northwestern	301-985-1820	
Football	Julius Pinkney	Frederick Douglass	301-952-2400	240-409-3266
Golf	Jim Woods	Frederick Douglass	301-952-2400	301-627-1340
Indoor Track	Rich Andrulonis	Bowie	301-805-2600	301-429-5415
Soccer – Boys	George Kallas	E. Roosevelt	301-513-5400	301-782-7353
Soccer – Girls	Laura Barrett	Judge Sylvania Woods	301-925-2840	
Softball	Luanne Smith	Central	301-318-9367	301-583-7948
Swimming	John Venit	Laurel	301-497-2050	301-725-7711
Tennis – Boys & Girls	Darrielle Flemming-Robinson	Dr. Henry Wise, Jr.	301-780-2100	301-877-78170
Track – Boys	Carlyle Rose	CH Flowers	301-636-8000	240-687-2586
Track – Girls	Vaughn Johnson	Fairmont Heights	301-925-1360	410-433-3081
Volleyball	Shirley Diggs	High Point	301-572-6400	301-605-3625
Wrestling	Otis Felder	301-636-8000	301-636-8000	301-452-1678
Director	Earl Hawkins	Athletics	301-669-6000	301-952-1849
Supervisor	O'Shay Watson	Athletics	301-669-6000	301-627-6160
MPSSAA	Ned Sparks	MPSSAA	410-767-0367 410-333-3311 (fax)	

2013-2014 School Calendar

July 4	Thursday	Holiday* – Independence Day
August 5-7	Monday - Wednesday	Professional Duty Days for New Teachers
August 8	Thursday	Eid al-Fitr**
August 12-16	Monday - Friday	Professional Duty Days for All Teachers
August 19	Monday	First Day of School for Students
September 2	Monday	Holiday* – Labor Day
September 5	Thursday	Holiday** – Rosh Hashanah – All Schools Closed – All Offices Open
September 6	Friday	Rosh Hashanah**
September 14	Saturday	Yom Kippur**
September 27	Friday	Professional Development – Schools Closed for Students
October 10	Thursday	First Quarter Progress Reports Released
October 15	Tuesday	Eid al-Adha**
October 18	Friday	MSEA Convention – Schools Closed for Students and Teachers
October 25	Friday	End of First Quarter (46 days)
October 28	Monday	Grading/Teacher Planning – Schools Closed for Students
November 7	Thursday	First Quarter Report Cards Released
November 11	Monday	Parent-Teacher Conferences – Schools Closed for Students
November 27	Wednesday	Thanksgiving Break – Schools Closed for Students and Teachers – All Offices Open
November 28-29	Thursday - Friday	Holidays* – Thanksgiving
December 19	Thursday	Second Quarter Progress Reports Released
December 23-25	Monday -Wednesday	Holidays* – Christmas
December 26-27, 30	Thursday & Friday, Monday	Winter Break* – Schools and Offices Closed

Dec. 31 – January 1	Tuesday - Wednesday	Holidays* – New Year's
January 16	Thursday	End of Second Quarter (46 days)
January 17	Friday	Grading/Teacher Planning – Schools Closed for Students
January 20	Monday	Holiday* – Martin L. King, Jr. Day
January 31	Friday	Second Quarter Report Cards Released
February 5	Wednesday	Professional Development – Schools Closed 1/2 Day for Students
February 14	Friday	Teacher Planning – Schools Closed for Students
February 17	Monday	Holiday* – Presidents' Day
March 10	Monday	Third Quarter Progress Reports Released
March 27	Thursday	End of Third Quarter (46 days)
March 28	Friday	Grading/Teacher Planning – Schools Closed for Students
April 10	Thursday	Third Quarter Report Cards Released
April 14-17	Monday - Thursday	Spring Break – Schools Closed for Students and Teachers
April 18 & 21	Friday & Monday	Holidays* – Easter
May 16	Friday	Fourth Quarter Progress Reports Released
May 26	Monday	Holiday* – Memorial Day
June 5	Thursday	Last Day for Students (1/2 day) – End of Fourth Quarter (42 days) – Subject to change due to inclement weather
June 6	Friday	Last Day for Teachers – Subject to change due to inclement weather
June 6 & 9-11	Friday & Monday - Wednesday	Inclement Weather Make-Up Days
June 14	Tuesday	Fourth Quarter Report Cards Released

180 student days

191 teacher days**194** days for new teachers

*All schools and offices closed

**Holiday begins at sunset of the proceeding day. PGCPs prohibits scheduling of any meetings or activities during or after the regular school day. (Does not apply to state or regional events)

2013 Homecoming Dates

SCHOOL	DATE		OPPONENT	TIME
Bladensburg	Saturday, October 5	vs.	DuVal	2:00 PM
Bowie	Saturday, October 12	vs.	DuVal	2:00 PM
Central	Saturday, September 21	vs.	Crossland	2:00 PM
Charles Flowers	Saturday, October 12	vs.	High Point	2:00 PM
Crossland		vs.		2:00 PM
Dr. Henry A. Wise, Jr.	Saturday, September 28	vs.	Bowie	2:00 PM
Du Val	Saturday, September 21	vs.	Parkdale	2:00 PM
Eleanor Roosevelt	Saturday, October 26	vs.	Bladensburg	2:00 PM
Fairmont Heights		vs.		2:00 PM
Forestville	Saturday, October 19	vs.	Frederick Douglass	2:00 PM
Frederick Douglass		vs.		2:00 PM
Friendly	Saturday, October 12	vs.	Crossland	6:30 PM
Gwynn Park		vs.		2:00 PM
High Point		vs.		7:00 PM
Largo	Saturday, November 1	vs.	Forestville	7:00 PM
Laurel	Saturday, October 19	vs.	Bowie	2:00 PM
Northwestern	Saturday, September 21	vs.	Laurel	2:00 PM
Oxon Hill High School	Saturday, October 19	vs.	Parkdale	2:00 PM
Parkdale	Saturday, October 12	vs.	Laurel	2:00 PM
Potomac H.S.	Saturday, November 2	vs.	Crossland	2:00 PM
Suitland		vs.		2:00 PM
Surrattsville	Saturday, October 26	vs.	Crossland	2:00 PM

MPSSAA 2013-14 QUICK REFERENCE CALENDAR
(All dates are tentative and are subject to change)

Sport	Practice Begins	First Contest	Number of Contests	Entry Deadline	Draw Date/Org Mtg	Last Play Date	Region Round 1	Region Quarterfinal	Regional Semifinal	Reg Final/Tournament Compl Date	State Semifinal	State Final
Cross Country	August 17	September 6	10 Meets	October 21	Nov 3	_____	_____	_____	_____	Oct 31	_____	November 9
Field Hockey	August 17	September 6	12 C + 1 2-gm Tourm or 11 C + 1 3-gm Tourm	October 25	Oct 17	Oct 21	Oct 22	Oct 24	Oct 28	Oct 30	Nov 4/6	November 9
Football	August 17	September 6	10 C	November 18	Nov 10	Nov 9	_____	_____	Nov 15/16	Nov 22/23	Nov 29/30	Dec 6/7
Golf	August 17	August 17	12 Matches	October 22	Oct 24	_____	_____	_____	_____	Oct 22	Oct 28/29	October 30
Soccer	August 17	September 6	12 C + 1 2-gm Tourm or 11 C + 1 3-gm Tourm	October 30	Oct 21	Oct 23	Oct 25	Oct 29	Nov 1	Nov 5	Nov 8/9	November 14, 15, 16
Volleyball	August 17	September 6	15 C or 14 C + 1 multi-team Tourm	November 5	Oct 28	Oct 30	Oct 31/Nov 1	Nov 4	Nov 6	Nov 8/9	Nov 11-14	November 16
Basketball	November 15	December 5	20 C + 1 2-gm Tourm or 19 C + 1 3-gm Tourm	Mar 4 - Boys Mar 5 - Girls	Feb 23	Feb 27	Feb 28 - B Mar 1 - G	Mar 3 - B Mar 4 - G	Mar 5 - 8 Mar 6 - G	Mar 7 - 8 Mar 8 - G	Mar 13-14	March 15
Wrestling Duels	November 15	December 5	_____	_____	_____	Feb 8	_____	_____	_____	Feb 12	_____	February 15
Indoor Track	November 15	December 5	10 Meets	Jan 29	Feb 15	_____	_____	_____	_____	Feb 1 - Feb 12	_____	February 17, 18
Swimming & Diving	November 15	December 5	12 Meets	February 10	Feb 17	_____	_____	_____	_____	Feb 13-15	_____	Feb 21-22
Wrestling Tournament	November 15	December 5	14 Meets (max of 3 tourm + 3 tri-meets)	_____	Mar 2	Feb 22	_____	_____	_____	Feb 28-Mar 1	_____	March 7-8
Baseball	March 1	March 21	18 C + 1 2-gm Tourm or 17 C + 1 3-gm Tourm	May 13	May 7	May 8	May 9	May 12	May 14	May 16	May 20	May 23, 24
Lacrosse	March 1	March 21	12 C + 1 2-mg Tourm	May 12	May 5	May 6	May 7	May 9	May 12	May 14	May 16/17	May 20, 21
Softball	March 1	March 21	18 C + 1 2-gm Tourm or 17 C + 1 3-gm Tourm	May 13	May 6	May 7	May 8	May 12	May 14	May 16	May 20	May 23, 24
Tennis	March 1	March 21	18 Matches	May 19	May 20	_____	_____	_____	_____	May 17	_____	May 23, 24
Track & Field	March 1	March 21	10 Meets	7 days prior to Reg meet	May 18	_____	_____	_____	_____	May 14-17	_____	May 22, 23, 24

General Guidelines/Procedures for all Sports

- A. Warm up for games
 - 1. Proper warm up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
 - 2. Pre-game and Half time Warm up Guidelines
 - a. Players can only warm up in their assigned half of the playing area.
 - b. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.
- B. In the event of game postponement or cancellation, the home team is responsible for contacting the opposing team and sport commissioner immediately.
- C. Post game departure
 - 1. Visiting schools should depart the school premises in a timely manner.
 - 2. The coach of the visiting team shall inspect the dressing area of the visiting team before and after a contest. Problems or concerns should be reported to the game manager, athletic director or home team coach.
- D. Communicable diseases (refer to NFHS policy)
- E. Drug, alcohol, and tobacco use (refer to Student Code of Conduct)
- F. Concussion Awareness
- G. Heat Acclimatization Education
- H. Child abuse (refer County memo)
- I. Discrimination and Harassment (refer to Administrative Procedure 4170)
- J. Sanction rule – A member MPSSAA school shall not compete in any of the following contests unless the contest is approved by the MPSSAA Executive Director:

1. Any inter-county contest involving more than three teams and sponsored by a non-member educational institution;
 2. Any inter-county contest involving more than four schools;
 3. Any inter-county contest involving more than four counties. The host school shall file the appropriate sanction request form with the MPSSAA. Executive Director at least 45 days before the event.
- K. Background check for coaches (refer to Prince George's County Fingerprinting memo).
- L. Equity (refer to Prince George's County Board of Education Policy 0500).
- M. School mascots and colors (refer to appendix).
- N. Testing dates (see Prince George's County yearly Testing Schedule for High Schools).

Specific Sport Information

Adding New Sports Programs:

In order to add a new sports program 50% of the high schools must have active club or intramural teams who have participated in the sport for a minimum of one (1) season.

NOTE: For safety reasons and continuity of programs, at the beginning of each sports season, a minimum number of players per sports team will be set. There will be an on going evaluation of programs during each season. If the number of players falls below the minimum, the program will be re-evaluated by the school athletic director and the supervisor of athletics. The minimum number for each sport must be met at least seven days prior to the first contest.

Baseball

1. The minimum number of participants is as follows:
 - a. Varsity – 12
 - b. Junior Varsity –12
2. The home team must submit game results to the sports representative within 24 hours of the contest.
3. The athletic director should reschedule postponed games on the next common date for both teams.
4. Teams may participate in tournaments only during the spring break.
5. Coaches, either head, assistant or volunteer, may not participate in “out of season” clinics. Refer MPSSAA .04.
6. The visiting teams must be given the field 20 minutes immediately prior to the start of the game for warming up.
7. Home coaches should provide a properly maintained, lined field and a minimum of six new, approved baseballs for each game.
8. The mercy rule for baseball states if a team is down by 10 runs or more at the end of four and a half or five innings the game will end.

Basketball (Boys and Girls)

1. The minimum number of participants is as follows:
 - a. Varsity - 8 players

- b. Junior Varsity - 8 players
- 2. Scrimmages should be limited to one per day.
- 3. Rescheduling of postponed games due to system-wide school closings:
 - a. Tuesday games are made up the next Thursday.
 - b. Friday games are made up the next Monday
 - c. Games will be made up in the order that they are cancelled.
- 4. Pep bands and loud speakers should not be located in front or behind the visiting team.
- 5. Home team must submit game results to the sports representatives and their regional representative within 48 hours of the contest.
- 6. A school's basketball coaching staff should have no more than five (5) coaches on the sideline during a varsity game. This includes varsity and junior varsity coaches who are paid, emergency, and volunteers.

Cheerleaders

- 1. The minimum number of participants is as follows
 - a. Varsity – 8
 - b. Junior Varsity – 8
- 2. Cheerleaders should conduct themselves in a courteous, polite, and considerate manner, reflecting good sportsmanship.
- 3. Refer to the Prince George's County Handbook for Cheerleader Sponsors

Cross Country

- 1. The minimum number of participants is 5 runners.
- 2. There will be medical coverage at all cross-country meets.
The athletic office will assign EMT's.
- 3. The host school will submit results to the sports representative within three days.
- 4. An entry fee will be charged for the county meet.
- 5. The number of regular season meets is limited to ten.
- 6. Meets may not be held on consecutive days.
- 7. The host team is responsible for conducting course walk.

Football

1. The minimum number of participants is as follows:
 - a. Varsity team –20 players
 - b. Junior Varsity team – 15 players
2. Coaches may issue equipment prior to August 15. The coach is responsible to see that equipment is not used prior to that date.
3. **Fall practices should be limited to 3 hours on the field. Players may not take part in contact drills and/or scrimmages until they have participated in a minimum of 3 practices (two-a-days count as one practice day). This rule is in force for the entire season.**
4. Scrimmages may be scouted. Schedules should be sent to all league teams.
5. State playoff representation is determined by the MPSSAA point system.
6. The scoreboard clock will be the official time at any game where the home so designates and pays the fee for the clock operator.
7. Home team will wear color jersey or home jersey; visiting team will wear white jersey or visiting jersey, unless both coaches reach prior agreement.
8. Chain crew must remain on the home sideline the entire game.
9. Homecoming halftimes should be no more than twenty minutes.
10. The P.A. system should not be used for cheering or play-by-play.
11. The home team must provide a legal football.
12. The home team must sit on the same side as the home crowd.
13. Restrictions for bands are as follows:
 - a. Pre-game and National Anthem must begin five minutes before kick off.
 - b. Half-time shows must be completed and bands should be off the field five minutes before the second-half kick off.

- c. Bands cannot play while the game is in progress. They may play during time outs, between quarters and at half time.
- 14. The home team will submit game results to the sports representative within 48 hours of the contest.
- 15. Medical coverage will be provided for all Varsity and Junior Varsity games, and the athletic office will assign EMT's. The Mercy Rule for football states that if during the second half the point-spread reaches 35 points or more, the time clock will run continuously except for time outs and injuries.
- 16. A school's football coaching staff should have no more than 10 coaches on the sideline during a varsity game. This includes varsity and junior varsity coaches who are paid, emergency, and volunteers.

Golf

- 1. The minimum number of participants is three.
- 2. State playoffs – see MPSSAA Fall Bulletin.
- 3. The use of riding or pull carts is not allowed.
- 4. The maximum number of players that can be taken to a match is six.
- 5. The scoring will be match play, 4 points total.
- 6. No team should report to the course earlier than 30 minutes prior to the match.
- 7. Line up cards will be exchanged prior to match play. Stacking is not permitted.
- 8. Soft spikes or sneakers must be worn. Ripple soles are not allowed.
- 9. Proper attire, which includes a colored shirt, is required. Jeans are not allowed.
- 10. Host team will submit the match results to the sports representative within 24 hours.

Indoor Track

- 1. The minimum number of participants is ten.
- 2. An entry fee will be charged for the county meet.
- 3. Each school will be assigned specific responsibilities for the county meet.
- 4. There will be medical coverage at the county track meet. The athletic office will assign EMT's.

5. The completed county entry form is due seven days before the meet.
6. The home team must send results to the sports representative within 48 hours.

Outdoor Track (Boys and Girls)

1. The minimum number of participants is seven per team.
2. An entry fee will be charged for the county meet.
3. Each school will be assigned specific responsibilities for the county meet.
4. There will be medical coverage at the county track meet. The athletic office will assign EMT's.
5. The novice meet will be limited to 9th and 10th graders.
6. The completed county entry form is due the Monday before the meet.
7. Participants must compete in at least one regular season meet in order to qualify for the Prince George's County Meet.
8. The home team must send results to sports representative within 48 hours.

Soccer (Boys and Girls)

1. The minimum number of participants is as follows:
 - a. Varsity – 15 players
 - b. Junior Varsity – 15 players
2. The home team must submit the game results to the sports representative within 48 hours.
3. The athletic director should schedule postponed games on the next common date or both teams.
4. There will be medical coverage at all varsity and junior varsity games. The athletic office will assign EMT's.

Softball

1. The minimum number of participants is as follows:
 - a. Varsity – 12 players
 - b. Junior Varsity – 12 players

2. The home team will send results to the sports representative within 48 hours.
3. The athletic director should reschedule postponed games on the next common date for both teams.
4. Only molded cleats may be used.
5. All catchers must wear helmet, mask with throat protector, protective leggings, and chest protector.
6. The Mercy Rule for Baseball states if a team is down by 10 runs or more at the end of four and a half or five innings the game will end.

Swimming

1. The minimum number of participants is 8.
2. The Athletic Office will pay for pool rental time.
3. Rescheduling of meets shall be based upon pool availability.
4. The coach must be present at all practices and meets.
5. The County Championship will be determined by the winner of the Prince George's County championship meet to be held following completion of the dual meet scheduled. The 4A and 3A/2A/1A teams with the best dual meet win/lose record and runners up will also be acknowledged.
6. Students may participate as individuals or with a team in the same sport outside of school during the school season. However, they will be expected to attend practice.
7. A swimmer must participate in 5 of 7 regular season dual meets or sixty percent in order to participate in the county. A swimmer must swim officially in a dual meet individual event to enter that same event in the County Championship meet. **NO EXCEPTIONS.**
8. Both schools will be responsible for supplying an appropriate number of designated officials for each meet. The arrangements for officials should be done through the coaches and parent representatives. These arrangements should be made two (2) days prior to the meet. Officials shall be volunteers.
9. All meets will be governed by National Federation rules amended in this handbook or otherwise agreed upon in writing by both coaches.
10. A preseason meeting on meet management and aquatics rules interpretation will be held. All interested coaches and prospective officials should attend. A post-season meeting will be held at the discretion of the Coordinator.

11. A competitor shall be permitted to enter a maximum of four (4) events, no more than two (2) of which may be individual events.
12. Meet Results – Coaches are responsible for checking scores and discrepancies must be reported within 48 hours. Scores are also due to the Coordinator within by 9:30 p.m. on Saturday. Meet sheets are due on Monday following the meet.

Tennis

1. The minimum number of participants is eight.
2. Each school shall play every other school in its division as long as the total number of matches does not exceed the maximum number allowed by state regulations.
3. There shall be a district tournament at the end of the regular season. The tournament committee will decide the number of players each school may enter. See the State Bulletin for further information.
4. Host team will submit the match results to the sports representative within 24 hours.

Match rules:

- a. Players shall be limited to playing either singles or doubles, not both in the same match.
- b. The Prince George's County Athletic Association has adopted the following match format for the high school tennis season. A match will include nine contests to include:
 - 1) #1 and #2 Men's Singles
 - 2) #1 and #2 Women's Singles
 - 3) #1 and #2 Men's Doubles
 - 4) #1 and #2 Women's Doubles
 - 5) #1 Mixed Doubles
- c. All matches are scheduled for 3 sets. All matches are played using no ad scoring. The first player, (or players in case of doubles), to win two (2) sets, wins the match. If the player (s) split sets, the 3rd set will be played as a tiebreak with the winner being the first to 10 points with a difference of 2 points. If no ad scoring, at deuce, the receiver may choose which side to receive the serve.

In mixed doubles the male will serve to the male and the female will serve to the female.

- d. Stacking is not permitted.
- e. In the event a match is in progress and then rained out, play must be resumed at the point (exact score) it was when discontinued. A coach must use the same players if their match was started. If a match was not started, the coach may make a substitution.
- f. The home coach is the match official.
- g. If a match is to be postponed, the home coach must notify both athletic directors and the opposing coach, as soon as possible before match time.
- h. The athletic director should reschedule postponed matches on the next common date for both teams.

Volleyball

- 1. The minimum number of participants in nine.
- 2. Each team is responsible for providing one line judge.
- 3. All varsity matches must precede junior varsity play.
- 4. The home team will submit game results to the sports representative within 48 hours of the contest.
- 5. Postponed matches should be scheduled by the athletic director on the next common date for both teams.

Wrestling

- The minimum number of participants is seven.
- Weight certification forms must be turned in to the athletic directors and the wrestling representative prior to the first contest.
- Each wrestler is required to have at least one half of his weigh-ins during the season at the minimum weight he will wrestle during the state tournament series.
- The results of the previous week must be submitted to the wrestling representative by 12:00 noon each Monday.

- Postponed matches must be made up in the order that they are cancelled whenever possible.
- There will be medical coverage at all county and regional tournaments. The athletic office will assign EMT's.

County Championships

- A. League team champions are determined by the best win/loss percentage in league play. In case of ties, the tie breaker will be determined first using head to head contest between
- B. The following sports will have a championship game between the 4A League Winner and the 3A/2A/1A League Winner:
 - 1. Baseball
 - 2. Boys' Basketball
 - 3. Cheerleading
 - 4. Girls' Basketball
 - 5. Boys' Soccer
 - 6. Girls' Soccer
 - 7. Softball
 - 8. **Tennis**
 - 9. Volleyball
- C. Wrestling will have two county champions (4A and 3A/2A/1A).
- D. Cross-country, indoor track, outdoors track, and swimming will have two county champions determined by the county meet.
- E. Proceeds from county championship games shall be placed in separate championship game accounts. The PGCAA shall determine the use of county championship proceeds. Proceeds must be used to enhance the Interscholastic Athletic Program.

Appendix

- Game and Event Management Checklist

Game

And

Event

Management

Game and Event Management

Introduction

This document has been prepared to provide a blueprint for successful game and event management.

Brainstorm-Before and During an Event

1. What can be done? Teams, officials, facility, medical needs
2. What should be done? Facilities, transportation, support, security
3. What can be done? Promotion/marketing

Key People You Will Need

1. Game Manager
2. Ticket takers and sellers
3. Event host/hostess-teams and officials
4. Officials
5. Security
6. Announcer
7. Concessions
8. Set-up and clean-up
9. Medical personnel-trainer, doctor, other (dial EMT)

Where to Find Key People

1. Faculty and staff
2. Retired Staff
3. Other school System Personnel

Some Practical Suggestions

1. Have a back-up P.A. System and scoreboard
2. Have ample security coverage, know where they are located
3. Carry a cellular telephone, key people should carry two way radios
4. Carry a whistle
5. Make sure to shut off sprinklers
6. Never give out your keys
7. Provide maps
8. Have an evacuation/emergency plan
9. Have a good announcer
10. Put everything in writing

Final Comments

1. All events are different in some way, prepare!
2. A successful event is measured by the level of enjoyment of the activity by all participants and attendees.

Game Management Checklist

Table of Contents

Fall

Cross Country	4
Softball	6
Football	7
Tennis	9

Winter

Basketball	10
Swimming	12
Indoor Track and Field	14
Wrestling	16

Spring

Baseball	18
Lacrosse	20
Soccer	22
Softball	24
Outdoor Track and Field	25

Cancellation Checklist	26
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Game Worker Sign-in Sheet	27
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MPSSAA and Superintendent Pass Sign-in Sheet	28
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- Athletic directors shall use a sign-in sheet to account for all paid game workers. The sign-in sheet is to be kept on file in the athletic director's office for 5 years or until audited.

GAME MANAGEMENT CHECKLIST
FALL
CROSS COUNTRY DUAL, TRI, OR QUAD MEET

GAME MANAGER_____

DATE_____

MEET/SCORE_____

TIME_____

PRE-MEET/COURSE SETUP

_____ Measure and mark course day before
_____ Paint
_____ Cones (20)
_____ Pole
_____ Hammer
_____ Rope

PERSONNEL

_____ Referee
_____ Starter
_____ Clerk or Course
_____ Chute Inspectors
_____ Callers
_____ Course Inspectors
_____ Timers
_____ Marshal
_____ Scorer
_____ Trainer

EQUIPMENT NEEDED

_____ Place numbers (1 boys set & 1 girls set)
_____ Numbers
_____ Pins
_____ Gun
_____ Shells
_____ Stop Watch (multiple timer with print out)
_____ Quick Score Cards
_____ Time Sheet
_____ Result Sheet
_____ Pencils
_____ Clipboards

EMERGENCY INFORMATION

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

_____ EMT

OTHER Unsportsmanlike behavior- coaches, teams, spectators etc.

GAME MANAGEMENT CHECKLIST SOFTBALL

PRE-GAME SET-UP

_____ Grass cut
_____ Lines on field
_____ Corner Cones
_____ Cages/ pegs for cages
_____ Horn
_____ Clock
_____ Trash cans on field sidelines

ADMINISTRATIVE

_____ Greet officials

PERSONNEL

_____ Timer
_____ Scorekeeper (Coach's duty)
_____ Trainer - _____

POST-GAME

_____ Trash removed
_____ Equipment secured

OFFICIALS

JV _____

V _____

Commissioner: Laura Beaver 437-6800

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-2058

OTHER: Unsportsmanlike behavior- coaches, team spectators, etc.

GAME MANAGEMENT CHECKLIST FOOTBALL

GAME MANAGER _____ DATE _____

F GAME/SCORE _____ TIME _____

JV/V GAME/SCORE _____ TIME _____

PRE-GAME/FIELD SET-UP

- _____ *Field marked on Thursday (in case of rain, Friday)
- _____ Grass cut
- _____ Yard line markers out
- _____ Pads on goal post
- _____ Water on for teams (water key needed) - quick connects, hose, etc.
- _____ Cover for track protection-plywood/ rubber tarp, etc.
- _____ Cover drains and other hard surfaces
- _____ Ticket booth set up (sign, lights, desk, and chair)
- _____ Chain and lock all non-entrance gates
- _____ Check visitors' locker room (clean, paper, chalkboard, drinks)
- _____ Check officials' locker room
- _____ Flag
- _____ Stadium lights on, when needed

PRESS BOX SET-UP

- _____ Clean and empty trash
- _____ PA system set up
- _____ Scoreboard on - check board in press box, on and working (control board)
- _____ Telephone, radios, phone #'s of other press boxes, EMT
- _____ Programs
- _____ Roof door open for filming crews
- _____ Restrict roof for filming coaches (Keep arm-chair QBs in bleachers)

ADMINISTRATIVE GAME DETAILS

- _____ Meeting visiting team
- _____ Meet Officials
- _____ Administrative coverage/police security
- _____ Cheerleader information
- _____ Program distribution and collection for cheerleaders or boosters
- _____ Reserved seats
- _____ Parking attendants for buses, officials, administrators, or boosters
- _____ Assist boosters
- _____ Announcers packet

PRE-GAME

- _____ Band Practice (5:30pm)
- _____ Specialist on field (6:30pm)
- _____ Coin toss (7:05pm)
- _____ Teams leave the field for band activity (7:10pm)
- _____ Teams back on field for introductions (7:25pm)
- _____ Starting line ups (7:26pm)
- _____ National Anthem (7:28pm)

HALF TIME

- _____ Coordinate 20 minutes with band, cheerleaders, dance team, and other special events
- _____ Teams and Officials to locker rooms

POST GAME

- _____ Equipment secured
- _____ Press box clean and locked
- _____ Game field and team benches cleaned
- _____ Tickets boxes secured in vault
- _____ Stadium lights turned off
- _____ Ticket Manager

OFFICIALS

F _____

JV/V _____

Commissioner: Bill Nunnally H# 323-4162 W# 359-2110

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER: Unsportsmanlike behavior- coaches, team spectator, etc.

GAME MANAGEMENT CHECKLIST TENNIS

Match: _____ Time _____ Date _____

PRE-MATCH SETUP

- _____ Arrival time, check with visiting team, AD, or coach
- _____ Sweep or squeegee courts, if necessary
- _____ Pick up trash, tennis can lids and small pebbles
- _____ Check net heights, measure net at center straps
(put center straps on and correctly adjust them)
- _____ Post signs near entrance gates which state days and times of matches and practices
- _____ Provide a water cooler with ice and water, cups towels
- _____ Towels, ice, and water (if a player is injured or gets overheated)
- _____ 9 cans of new balls/one for each varsity match (coordinate with coach)
- _____ 1 hopper of practice balls
- _____ Small table designated for headquarters

BEFORE MATCH

- _____ Welcome teams, give directions to restroom, locker room facilities
- _____ Briefly highlight rules, such as, foot faults, line calls, and any local “ground rules”
- _____ State areas where spectators may and may not be
- _____ Official score sheet on clipboard, update with changes and scores
(Coaches should exchange line ups before match and notify each other of exchanges
due to injury etc, before double matches begin)
- _____ Introduce coaches
- _____ Announce lineups and pair-up players #1-#6
- _____ Begin matches with a 1 minute warm-up with opponent for singles competition

DURING MATCH

- _____ Move around to all the courts for crowd control and to encourage good sportsmanship on
and off the court
- _____ Officiate or review tie break, if necessary

POST MATCH

- _____ Check scores
- _____ Put away equipment
- _____ Call scores to newspapers

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER: Unsportsmanlike behavior – coaches, team spectators, etc.

GAME MANAGEMENT CHECKLIST
WINTER
BASKETBALL

GAME MANAGER_____ DATE_____

F GAME/SCORE_____ TIME_____

JV/V GAME/SCORE_____ TIME_____

PRE-GAME SET UP

- _____ Bleachers out on both sides and side baskets up
- _____ Dust floor and/or wet mop
- _____ Clean lobby, lobby bathrooms, and drinking fountains
- _____ Team dressing rooms prepared/board and chalk
- _____ Entryway checked and opened
- _____ All necessary doors closed and secured
- _____ Scoring tables and banner
- _____ Team chairs- 15 on each side
- _____ Gym lobby- 2 tables, 2 chairs for ticket sales (barricade or folding table if necessary)

ADMINISTRATIVE

- _____ Set up scoreboard
- _____ Set up PA
- _____ Set up possession clock
- _____ National Anthem (Tape or student performers assigned)
- _____ Ticket boxes from Finance Officer
- _____ Ticket signs
- _____ Announcer information/schedule

PERSONNEL

- _____ Scorekeeper
- _____ Announcer
- _____ Ticket Sellers_____ (Arrival Time _____)
- _____ Security/Police
- _____ Administrative assignments
- _____ Student helpers
- _____ Booster club/Concession stand
- _____ Trainer
- _____ Greet visiting teams and show them to their team rooms
- _____ Great officials – give them key to their room

HALF TIME

- _____ Coordinate half time with cheerleading coach, dance team sponsor, and other performing groups
- _____ Open team rooms
- _____ Direct officials to nearby room
- _____ Provide drinks for officials
- _____ Notify both teams that there are only 3 minutes left

DURING GAME:

- _____ Monitor behavior of coaches, athletes, and spectators
- _____ At designated time pick up ticket boxes from ticket sellers and secure

AFTER GAME

- _____ Coordinate clean up with custodians
- _____ Put all equipment in storage room
- _____ Turn off the PA system and scoreboard
- _____ Walk the official s to their room and get their key

OFFICIALS:

F _____

JV _____

V _____

Commissioners: Girls, Stan Borris 425-5433; Boys Cecil Hurst 692-6843

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER: Unsportsmanlike behavior – coaches, team spectators, etc

GAME MANAGEMENT CHECKLIST SWIMMING AND DIVING

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

PRE-MEET SETUP

- _____ Host school contacts visitors to establish lanes
- _____ Determine number of lanes used
- _____ Determine placement of diving (if double meet occurs at a small pool, first meet should have last and second meet should have diving first to save time)
- _____ Fill-in official time cards day before the meet
- _____ Prepare official meet sheet the day before the meet

SECURE OFFICIALS

HOME TEAM (1 each)

- _____ Referee
- _____ Starter
- _____ Stroke and Turn Judges
- _____ Scorer/Diving Announcer
- _____ Chief Timer
- _____ Timers (12)
- _____ Diving Judges (3)
- _____ Assistant Diving Scorer

VISITING TEAM (1 each)

- _____ Stroke and Turn Judges
- _____ Scorer
- _____ Diving Scorer
- _____ Diving Judges (2)
- _____ Timers (12)

CHIEF TIMER

- _____ Line up timers (15 minutes before start)
- _____ **2 home and 1 away times in away lane**
- _____ **2 away and 1 home timers in home lanes**
- _____ Check watches for operating condition, have back up watches
- _____ Prepare lane time materials –clipboards, pencils program
- _____ Have starter conduct a time check
- _____ During competition, watch timers carefully for proper technique
- _____ Constantly check every lane for accuracy and speed
- _____ Collect time cards after each race
- _____ Deliver time cards to Time Recorder/ Scorekeeper
- _____ Following meet, collect all watches, clipboards, pencils

REFEREE

_____ Observe feet entry into pool during warm up, diving only with coach's supervision from under the blocks

SCOREKEEPER

_____ Receive all time card

_____ Record place winners on score sheet

_____ Keep running team score

_____ Following meet assemble team cards for respective coaches

_____ Submit scores to newspaper

EMERGENCY INFORMATION

Security: 764 2400 Transportation: Area III (before 4:30pm) 204 4058

OTHER Unsportsmanlike behavior- coaches, team spectators, etc

**GAME MANAGEMENT
TRACK AND FIELD- INDOOR
DUAL, TRI, OR QUAD MEET**

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

PERSONNEL

_____ Scorers (2)
_____ Announcer (1) – order of events (PA system/radios)
_____ Trainer
_____ Hurdle setters & block setters
_____ Runners

TRACK EVENT OFFICIALS

_____ Clerk of course (1)
_____ Head timer or referee (1)
_____ Timers (7)
_____ Judges (3)
_____ Inspectors
_____ Starter

FIELD EVENT OFFICIALS

_____ Shot put Event Judge (1) Helpers (2-3)
_____ Pole Vault Event Judge (1) Helpers (2)
_____ High Jump Event Judge (1) Helpers (2)
_____ Long Jump Event Judge (1) Helpers (2-3)
_____ Triple Jump Event Judge (1) Helpers (2-3)

EQUIPMENT NEEDED

_____ Team score sheet (boys/girls)
_____ Track heat sheets
_____ Field sheets
_____ Starter gun _____ 2 boxes of shells (50 shells @)
_____ Stop watches 8-10
_____ Blocks 6-8
_____ Clip boards (1 for each official with duties and rules listed)
_____ Pencils
_____ Whistles 2
_____ Blocks
_____ Hurdles 60
_____ Shot Put (Boys and Girls) + (1 100' Tape Measure
_____ Long Jump (1-2 Rakes) (1 100' Tape Measure)

_____Triple Jump (1-2 Rakes) (1 100' Tape Measure)
_____High jump Standards, Crossbar, Pads (1 50' Tape Measure)
_____Pole Vault Standards, Crossbar, Pads 1 50'Tape Measure)

EMERGENCY INFORMATION

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER Unsportsmanlike behavior – coach, team spectators,

GAME MANAGEMENT CHECKLIST WRESTLING

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

PRE-MATCH SET UP:

- _____ Home side bleachers pulled out
- _____ All baskets up
- _____ Scorers tables in front of bleacher, attach banner to tables
- _____ Lobby cleaned
- _____ Lobby bathrooms cleaned and opened
- _____ Team rooms cleaned and opened
- _____ Place 15 chairs on each end of the gym underneath baskets
- _____ All necessary doors closed and locked

SCORER'S TABLE

- _____ Hook up and turn on scoreboard with wrestling overlay
- _____ Hook up microphone and turn on
- _____ Put 2 injury clocks on the table (batteries will have to be put in clocks)

ADMINISTRATIVE

- _____ Coordinate with coach for mat set up
- _____ Hold weigh-in. Sign certification sheets
- _____ Greet visiting teams and escort them to their locker rooms
- _____ Greet officials and escort them to their designated area
- _____ Set up for ticket sales (Time _____)
- _____ Admission signs on tickets tables
- _____ Coordinate with booster club-concessions stands
- _____ Announcers information
- _____ National anthem

POST MATCH OFFICIALS

- _____ Put away scorers table, microphone, scoreboard, clocks
- _____ Turn off microphone and scoreboard
- _____ Notify custodial staff of completion of match

JV _____

V _____

Commissioner: Mike Ingrayo H# 560-9278 W# 637-5116

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

COMMENTS: Unsportsmanlike behavior – coaches, team spectators, etc.

GAME MANAGEMENT CHECKLIST
SPRING
BASEBALL

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME SET UP

- _____ Set up PA
- _____ Set up scoreboard
- _____ Flag up on pole
- _____ Lines on field
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ National Anthem set up
- _____ Ticket boxes from finance
- _____ Greet officials
- _____ Field lights on, when needed

PERSONNEL

- _____ Scorekeeper
- _____ Announcer
- _____ Ticket seller- _____
- _____ Trainer- _____
- _____ Snack bar/Booster club

PRE-GAME

- _____ 5 minutes before game time, equipment check with official
- _____ Drinks to officials, check with boosters

POST-GAME

- _____ Turn off PA system
- _____ Turn off scoreboard
- _____ Equipment secured
- _____ Press box locked
- _____ Field lights turned off
- _____ Trash removed

OFFICIALS:

Commissioner, Wilbur Jones H# 978 3601

Officials, John Porter W# 978-0101

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER:

GAME MANAGEMENT CHECKLIST LACROSSE

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME

- _____ Bathrooms clean/open (if applicable)
- _____ Visiting team dressing room set up (if applicable)
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Flag on the pole
- _____ Lines on field
- _____ Goals on field
- _____ National Anthem set up
- _____ Scoreboard turned on press box, microphone set up
- _____ Ticket boxes from finance
- _____ Greet Officials
- _____ Field light, on when needed
- _____ Equipment Needed: (Coaches duties)
- _____ Clock & stopwatch
- _____ Score book
- _____ Horn

PERSONNEL

- _____ Scorekeeper
- _____ Announcer
- _____ Ticket seller- _____
- _____ Trainer _____
- _____ Snack bar/Booster Club
- _____ Timer

PRE-GAME

- _____ Warm up time 20-30 minutes before game time
- _____ 5 minutes before game time, equipment check with official

HALF-TIME

- _____ Drinks for officials

POST-GAME

- ____ Remind coach to call in scores
- ____ Goals moved and secured
- ____ Trash removed
- ____ Equipment secured
- ____ Press box locked
- ____ Stadium lights turned off
- ____ Ticket box in vault or secured

OFFICIALS

JV _____

V _____

____ Girls: Nancy Smalley, H# 506-8503 W#556 8208

____ Boys: Paul St. Germain H# 222-9125 W# 968-1813

Security: 764-2400 Transportation: Area III (before 4; 30pm) 204-4058

OTHER

GAME MANAGEMENT CHECKLIST SOCCER

GAME MANAGER_____ DATE_____

JV GAME/SCORE_____ TIME_____

V GAME/SCORE_____ TIME_____

PRE-GAME SETUP

- _____ Bathrooms clean/open (if applicable)
- _____ Visiting team dressing room
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Scoreboard turn on press box microphone set up
- _____ National Anthem set up
- _____ Ticket boxes
- _____ Flag up on pole
- _____ Lines on field
- _____ Goals on field, corner flags in place
- _____ Greet officials
- _____ Field lights on, when needed

PERSONNEL

- _____ Scorekeeper/Clock operator
- _____ Announcer
- _____ Ticket seller_____
- _____ Trainer_____
- _____ Snack bar/Booster Club

PRE-GAME

- _____ Warm up time 20-30 minutes before game time
- _____ 5 minutes before game time, equipment check with officials

HALF-TIME

- _____ Drinks for officials

POST-GAME

____ Remind coach to call in scores
____ Goals moved and secured
____ Trash removed
____ Equipment secured
____ Press box locked
____ Stadium lights turned off
____ Ticket box in vault

OFFICIALS

JV _____

V _____

Commissioner: Paul Bower H# 754-9684, W# 631-1800

Scheduling: Joe Shabelski H# 204-0753

Security: 764-2400; Transportation: Area III (before 4:30pm) 204-4058

Press Box 476-5884

OTHER Unsportsmanlike behavior – coaches, team, spectators,

**GAME MANAGEMENT CHECKLIST
SOFTBALL**

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME SET UP

- _____ Grass cut
- _____ Lines on field
- _____ Bases in place
- _____ Pitching rubber in place
- _____ Rake field if necessary
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Greet officials
- _____ 5 minutes before game time, equipment check with official

PERSONNEL

- _____ Scorekeeper (Coach's duty)
- _____ Trainer - _____

POST-GAME

- _____ Remind coach to call in scores
- _____ Trash removed
- _____ Equipment secured

OFFICIALS:

JV _____

V _____

Commissioner: Karl Beyer Rec# 360-0695, Beeper (202) 901-9116

FAX # (301) 297-5230

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER Unsportsmanlike behavior- coaches, team spectators, etc

**GAME MANAGEMENT CHECKLIST
TRACK AND FIELD – OUTDOOR
DUAL, TRI, OR QUAD**

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

FIELD EVENT OFFICIALS

- _____ Shot put Event Judge (1) Helpers (2-3)
- _____ Pole Vault Event Judge (1) Helpers (2)
- _____ High Jump Event Judge (1) Helpers (2)
- _____ Long Jump Event Judge (1) Helpers (2-3)
- _____ Triple Jump Event Judge (1) Helpers (2-3)

EQUIPMENT NEEDED

- _____ Team score sheet (boys/girls)
- _____ Track heat sheets
- _____ Field sheets
- _____ Starter gun _____ 2 boxes of shells (50 shells @)
- _____ Stop watches 8-10
- _____ Blocks 6-8
- _____ Clip boards (1 for each official with duties and rules listed)
- _____ Pencils
- _____ Whistles 2
- _____ Blocks
- _____ Hurdles 60
- _____ Shot Put (Boys and Girls) + (1 185' Tape Measure)
- _____ Long Jump (1-2 Rakes) (1 100' Tape Measure)
- _____ Triple Jump (1-2 Rakes) (1 100' Tape Measure)
- _____ High jump Standards, Crossbar, Pads (1 50' Tape Measure)
- _____ Pole Vault Standards, Crossbar, Pads 1 50' Tape Measure)

EMERGENCY INFORMATION

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER Unsportsmanlike behavior – coach, team spectators, etc.

CANCELLATION CHECKLIST

SPORT _____

DATE _____ TIME _____ PLACE _____

RESCHEDULE DATE _____ TIME _____ PLACE _____

SCHOOL PERSONNEL

____ Principal
____ Opponent's Activities Director
____ Head Coach
____ Administrators on duty
____ Band director
____ Trainers
____ Dance Team Sponsor
____ Cheerleading Coach
____ Transportation
____ Security
____ PA Announcement to Staff/Student

SUPPORT PERSONNEL

____ Custodial Staff
____ Team Doctors
____ Boosters
____ Security/Police
____ Performing Groups
____ Special Guests

GAME PERSONNEL

____ Officials
____ Chain Crew
____ Announcer
____ Scorer
____ Timers
____ Volunteers
____ Ticket Takers
____ Student Technicians
____ Site Location (pool/indoor track)

COMMUNITY

____ Hotline
____ Police
____ Newspapers
____ Radio Station

Game Worker Sign-in/Sign-out Sheet

School: _____

Date: ____/____/____

Sport: _____

Opponent: _____

Start Time: _____ A.M./P.M. End Time: _____

[illegible]

Sign-in Sheet

Date: ____/____/____

Opponent: _____

[illegible]

Sample Athletic Emergency Action Plan

The following sample emergency action plan is just an example. Relevant changes should be made based on each institution's staffing availability, athlete age group, and site location. Depending on the setting, the institution may not have an athletic trainer present at all times. You should make relevant notes and plans throughout the EAP to ensure that proper protocol can be followed no matter who is available. Also, you should take state and federal laws and policies into consideration when developing your own emergency action plan, e.g. when planning for heat illnesses or concussions.

Table of Contents

2. Overview of Emergency Action Plans (EAPs)

- Introduction
- Components of an EAP
- Emergency Personnel
- Emergency Communication
- Emergency Equipment
- Medical Transportation
- Non-medical Transportation

6. Emergency Contact List

7. Accident/Injury Contact Phone Tree

8. Sample Campus Map

9. Campus Map with AED Locations Marked

10. Venue Information Chart

11. Sample EAP for a given venue (an EAP should be done for each sport at each venue that they may practice or host competitions)

12. Staff Medical Certification Requirements

13. Verification of Training Using the Emergency Action Plan

14. Directions for Emergencies

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NAME OF SCHOOL

EMERGENCY ACTION PLAN FOR ATHLETICS
OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

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Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [also including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained in the athletic training facility and/or with the athletic director.

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training student, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

1. Establish scene safety and immediate care of the athlete:
This should be provided by the most qualified individual on the medical team.

2. Activation of Emergency Medical Services:
This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by any one on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.

3. Equipment Retrieval:
May be done by any one on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.

4. Direction of EMS to the Scene:
One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors.

Formation of an emergency team and implementation of specific roles are important. You should also assign more than one person to a role in case certain members are not present during a given situation.

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Activating Emergency Medical Services

- I. Provide Emergency Care (First Aid/CPR)
 - a. If needed follow the steps below 2-9.
 - b. If EMT is not needed follow steps 6-9.
- II. Call 911
- III. Provide Information
 - a. Your name
 - b. address
 - c. telephone number
 - d. the caller nature of emergency (medical or non-medical*)
 - e. number of athletes
 - f. condition of athlete(s)
 - g. first aid treatment initiated by the first responder
 - h. specific directions as needed to locate the emergency scene(
i.e." use the south entrance to the stadium on Pomfret Street)
 - i. other information requested by the dispatcher
- IV. Send someone to meet EMS
- V. If appropriate, retrieve medical equipment
- VI. Control crowd to keep person (s) safe
- VII. Staff member (if parent is not on scene) should accompany to emergency room
- VIII. Call Parents or Guardian - emergency numbers are listed on medical card located in medical kit
- IX. Contact athletic director, principal and director and/or supervisor of interscholastic athletics

*If non-medical, refer to the specified checklist of the school's non athletics emergency action plan

Emergency Communication

Communication is a key to a quick, efficient emergency response. There should be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Creating an equipment inspection log book is strongly recommended. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise.

This type of equipment could include: spine boards and straps, automated external defibrillators (AEDs), AED pads, AED batteries, splinting equipment, helmet removal equipment and their batteries, etc.

Coaches should take note of the closest AED to their practice and game locations.

Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events, such as football, gymnastics, track and field meets, etc. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of average EMS response time for the athletic venue and distance from the venue to local hospitals.

Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a "load and go" situation and emphasis placed on rapid evaluation, treatment, and proper transportation.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan checklist and follow instructions.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan NAME OF YOUR SCHOOL helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approval and acceptance of the **NAME OF YOUR SCHOOL** Emergency Plan for Athletics.

Approved by: _____ Date: _____
School Principal

Approved by: _____ Date: _____
School Athletic Director

Approved by: _____ Date: _____
EMT

NAME OF SCHOOL

IMPORTANT CONTACTS LIST

OFF CAMPUS CONTACTS	PHONE NUMBER
POLICE DEPARTMENT	XXX/XXX/XXXX
FIRE AND EMS	
MEDICAL CENTER	
POISON CONTROL CENTER	

On Campus Offices	Phone Number
Athletic Training Room	XXX-XXX-XXXX
NURSE'S OFFICE	
Athletic Director	
Main Office	
Administrative Office	
School Counselor Office	

TITLE	NAME	OFFICE	CELL
ATHLETIC DIRECTOR	XXX/XXX/XXXX	XXX/XXX/XXXX	XXX/XXX/XXXX
DIRECTOR OF ATHLETICS	XXX/XXX/XXXX	XXX/XXX/XXXX	XXX/XXX/XXXX
SCHOOL NURSE	XXX/XXX/XXXX	XXX/XXX/XXXX	XXX/XXX/XXXX
PRINCIPAL	XXX/XXX/XXXX	XXX/XXX/XXXX	XXX/XXX/XXXX

NAME OF SCHOOL
CONTACT TREE

COACH OR FIRST RESPONDER AT SCENE



LIFE THREATING CONDITION

NON-LIFE THREATENING CONDITION



CALL 911

CALL ATHLETIC DIRECTOR



CALL ATHLETIC DIRECTOR

CALL ATHLETIC DIRECTOR



CALL PARENT OR GUARDIAN

CALL DIRECTOR AND/OR SUPERVISOR OF
INTSCHOLASTIC ATHLETICS AND NOTIFY
PRINCIPAL



CALL DIRECTOR AND/OR SUPERVISOR OF INTSCHOLASTIC ATHLETICS AND
NOTIFY PRINCIPAL

School Name
Campus Map

NAME OF SCHOOL

Address
XXX Street Name, City, State, Zip

Campus Athletics Venue Information

NOTE: Some settings may have multiple entrances for EMS - each of these roads should be coded (i.e. Entrance #1, Entrance #2) and labeled on the map.

Venue	EMS Route: Entrance #	Primary AED	Secondary AED
Main Gymnasium	Name by Road Name (EMS Entrance)	Basketball Court	First Floor Across from Weight Room
Football Field	Name by Road Name (EMS Entrance)	Sideline with Athletic Trainer	First Floor Gym Across From Weight Room

SAMPLE EAP

SPORT: NAME OF VENUE (for PRACTICE? COMPETITION?)

Address: XXX

Venue Directions: (turn by turn leading up to each relevant access gate)

MAP OF VENUE

This map should include major street names, a highlighted route to specific gates, and major buildings listed. The actual venue should be clearly demarcated. Consider using a "Googlemaps" feature or a pre-made campus map that is posted online for added accuracy.

Emergency
Communication:

Certified Athletic Trainer Name XXX-XXX-XXXX
Athletic Director Name XXX-XXX-XXXX
Team Physician Name XXX-XXX-XXXX
School Nurse Name XXX-XXX-XXXX

Emergency Equipment: Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practice vs games, when an ATC is present vs not present), location of given supplies, and phone numbers and access key locations to relevant storage places.

Role of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
 - a. Open appropriate gates
 - b. Designate individual to "flag down" EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

NAME OF SCHOOL

PROTOCOL FOR MEDICAL CERTIFICATION REQUIREMENTS

All athletics personnel associated with practices, competition, skills instruction, and strength and conditioning, including all head, assistant, and volunteer coaching staff, must have the following training:

- Red Cross CPR/AED for the First Responder
- Red Cross First Aid for the First Responder
- Prevention of Disease Transmission: Blood Borne Pathogens
- Emergency Action Plan annual run-through

All updated copies of certificates/cards will be on file in the athletic director's office.

SAMPLE LOG OF SAFETY CERTIFICATIONS

SPORT	STAFF MEMBER	PR/AED GOOD UNTIL	FIRST AID GOOD UNTIL
FOOTBALL	NAME	XX/XX/XXXX	XX/XX/XXXX
BOYS' SOCCER	NAME	XX/XX/XXXX	XX/XX/XXXX

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NAME OF SCHOOL

Emergency Action Plan Run Through

All personnel associated with athletics should be familiar with all relevant venue emergency action plans. Familiarization includes: knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan.

Each person who will be working with the school's athletics programs should be given a copy of the emergency action plan annually and sign an agreement that they have read and understand the document.

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. This team should also include the local ambulance services and the fire department. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for equipment-intensive sports such as football and lacrosse or "cool first, transport second" policies for exertional heat illnesses). Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.

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**SAMPLE VERIFICATION OF ACKNOWLEDGMENT OF
TRAINING on the EMERGENCY ACTION PLAN**

Please copy form as needed

Each coach or volunteer in every sport providing instruction, assistance, or supervision in an athletic activity for the student athletes at SCHOOL NAME must sign this form certifying that the coach or volunteer has completed the training on the emergency action plan. The training must be completed annually.

I hereby verify by signing below that I have completed the training on the emergency action plan.

_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)
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_____	(signature)	_____	(title or position)	_____	(date completed)
_____	(signature)	_____	(title or position)	_____	(date completed)

THIS FORM IS TO BE KEPT ON FILE IN THE ATHLETIC TRAINING ROOM AND PRESENTED FOR REVIEW UPON REQUEST.

Gifts to support The Korey Stringer Institute may be made through the UConn Foundation, Inc. a tax-exempt 501(c)(3) corporation dedicated exclusively to benefit the University, and are deductible for federal incomes tax purposes to the extent allowable by law. All gifts will be used to benefit The Korey Stringer Institute and its mission.

GYMNASIUM - MEDICAL EMERGENCY/ACCIDENT

The coach should:

1. Remain calm
2. Assess the situation
3. Call 911 if necessary
4. Do not move the injured or ill person; try to make them comfortable
5. Have an assistant or a player meet medical personnel
6. Contact the athlete's parent/guardian
7. Contact the athletic director
8. Complete injury/accident report
9. An adult shall accompany the athlete to the hospital if parent /guardian are not available
10. Follow up with parent/guardian later that day or the next day

The athletic director/event manager

1. Remain calm
2. Assess the situation
3. Review information provided by the coach
4. Move all athletes, spectators and unnecessary personnel away from the injured athlete or person
5. Contact 911 if necessary
6. Make announcement #1 and #2 shown below
7. Assist medical personnel in gaining access to the site
8. Cooperate with medical personnel
9. Update teams if necessary
10. If the injured athlete is not from your school, contact the athletic director from the school he/she attends
11. Contact the principal, director and/or supervisor of interscholastic athletics
12. Follow up with parent/guardian or if the student is from the opposing school the athletic director of that school
13. Keep your supervisors informed

Public Address Script

#1. Ladies and gentleman, if there is a doctor, nurse or EMS personnel in the stands please report to the _____.

#2. Ladies and gentleman, EMS has been notified. Please remain calm and in the stands. An update announcement will be made, if and when appropriate. Thank you!

STADIUM - POWER OUTAGE

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures. The coach should:

1. remain calm
2. if during the contest - have athletes gather at the team bench. If prior to or after the contest - have athletes gather in the locker room
3. tell them to relax, remain calm and quiet
4. account for all the athletes
5. wait for the power to return
6. if not present, contact the athletic director
7. follow school protocol for releasing athletes

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. if dark in the facility, use a bull horn to make announcement #1 shown below
4. contact maintenance staff
5. contact local utility company
6. communicate with officials, teams and coaches

IF the contest must be cancelled and we still have some LIGHT...

7. make announcement #2 shown below
8. follow school protocol for releasing athletes
9. contact the AD from the opposing school to inform of the situation and reschedule the contest
10. follow school protocol regarding media contact. IF the contest must be cancelled and we are in the DARK...
11. make announcement #3 shown below
12. organize contest workers to assist in the evacuation of the stadium (key areas to have someone stationed are aisles, bleachers, stairways, parking lots, etc...)
13. follow school protocol for releasing athletes
14. contact the AD from the opposing school to inform of the situation and reschedule the contest
15. follow school protocol regarding media contact

PA Script #1 Ladies and gentlemen - Due to the power outage that just occurred, we must temporarily suspend the contest. For your safety and the safety of others, we ask you to remain seated (or be seated), calm and quiet while we attend to this matter. Further information will be provided at a later time. **#2 Ladies and gentlemen** - We are unable to restore power and the event has been cancelled. Information regarding the rescheduling of this contest will be available from your school athletic office. **#3 We are unable to restore power and the event has been cancelled.** Information regarding the rescheduling of this contest will be available from your school athletic office. (If the facility is dark) Please remain calm and quiet while we work toward a safe exit for all participants and spectators. School personnel with flashlights will assist in helping you exit the stadium. Please be patient. Thank you.

STADIUM - SEVERE WEATHER & TORNADO

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

Severe Weather - Take shelter in the _____ the contests will be delayed 30 minutes each time you hear thunder or see lightening. Contests that begin before 2:00pm may be delayed up to 3 hours. Contests that begin between 5:00pm and 7:00pm may be delayed 90 minutes. Contests that begin after 7:00pm may be delayed 1 hour. Follow school protocol for releasing athletes

Tornado Watch - Take shelter; the shelter area is _____. The coach should: 1. Monitor weather reports. 2. Prepare for a tornado. 3. Contact the athletic director. 4. Follow school protocol for releasing athletes

Tornado Warning - Take shelter; the shelter area is _____. The coach should:
1 remain calm. 2. Have a list of all athletes present that day, account for each athlete 3. Have athletes remain quiet and have them listen to instructions 4. Have athletes sit on the floor facing the wall, legs crossed, head down and hands clasped over their head. 5. Avoid spaces that are opposite doorways, areas with swinging doors, rooms with windows or glass, areas with large roof spaces. 6. Contact the athletic director. 7. Follow school protocol for releasing athletes

The athletic director / event manager should:

1. talk with the officials and coaches
2. communicate with the facility staff
3. make certain the shelter area is unlocked and available
4. document contest information (score, time left in contest, possession, etc...)

IF it is determined that you need to take shelter...

5. make announcement shown below
6. evacuate athletes, coaches, and spectators to the designated shelter area
7. assist with the evacuation; make certain no one remains
8. contact principal and/or superintendent
9. contact the AD from the opposing school to inform of the situation and reschedule the contest
10. communicate cancellation and rescheduling information with the media

PA Script

Ladies and gentlemen - Due to the severe weather conditions we are experiencing, please take shelter. For your safety and the safety of others, we ask you to remain calm and quiet. Athletes, report to your coaches and go to _____ (designated shelter area). Spectators, please take cover in _____. You will be given additional information when it is available.

STADIUM - MISSING ATHLETE / ABDUCTION

If the stadium is NOT a school facility, then prior to the start of the season become familiar with the facility emergency procedures.

The coach should:

1. remain calm
2. try to contact the athlete on their cell phone
3. notify the athletic director immediately
4. become aware of any special custody arrangements of the athlete
5. ask the athletes friends if they have any information; attempt to find out where they were last seen
6. call 911 account for the rest of your athletes
7. begin an organized search of the facility (coordinate with the AD)
8. contact the missing athlete's parent/guardian
9. if someone noticed the athlete being taken - contact the police immediately and obtain any information about the unauthorized individual - description, license plate, type of force used, direction of travel
10. don't be a hero
11. use common sense
12. do not release any information to the media
13. follow school protocol regarding media contact

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. review information from coach and team
4. make announcement #1 shown below; in a few minutes, if athlete is still missing, make announcement #2
5. contact parent - maybe they know where their son or daughter is; if not, have them bring a picture of the missing athlete with them to the stadium
6. assign personnel to search the stadium
7. contact principal and/or superintendent with details
8. cooperate with the authorities
9. follow school protocol regarding media contact

PA Script: _____ (missing athlete's name), please report to the _____ (designated area).

Ladies and gentlemen, we are trying to locate _____. If anyone knows the whereabouts of _____ please report to the _____. She/he is _____ years old and was last seen wearing _____.

STADIUM - BOMB THREAT & EVACUATION

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

The coach should:

1. remain calm
2. evacuate athletes from the stadium
3. evacuate to the designated area, specifically the _____ by _____ (mode of transportation)
4. take attendance and account for all of your athletes
5. attempt to locate anyone missing; determine last known location
6. report any missing person to the fire department or rescue team
7. notify the athletic director of the situation
8. follow school protocol regarding media contact
9. follow school protocol for releasing athletes

The coach should not use or allow athletes to use:

1. cell phones
2. radios
3. light switches

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. if you receive the threat, contact the principal and/or director of interscholastic athletics
4. contact 911
5. notify the contest officials
6. suspend the contest
7. document contest information (score, time left in contest, possession, etc...)
8. tell coaches to take attendance and account for entire team; tell visiting team coach where to go if should evacuation be necessary
9. make announcement shown below
10. assist in the evacuation of the facility
11. communicate and cooperate with emergency personnel
12. make sure all teams have evacuated the facility
13. inform parents of the situation
14. follow school protocol regarding media contact
15. follow school protocol for releasing athletes
16. contact the AD from the opposing school to inform of the situation and reschedule the contest

PA Script: Ladies and gentlemen - Due to unforeseen circumstances, the contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Athletes, report to your coaches and follow their directions. Coaches, take your athletes to _____. Spectators please gather your belongings and proceed in a calm and orderly fashion to the exits located _____. If you do not have a vehicle, please proceed to the _____ located _____. We ask

that you refrain from using cell phones and pagers. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

CHEMICAL SPILL / ATTACK

If the stadium is NOT a school facility, then prior to the start of the season become familiar with the facility emergency procedures.

The coach should:

1. remain calm
2. notify the contest officials
3. have all athletes go into the nearest building
4. close all doors and windows
5. take attendance and make certain all of your athletes are present
6. do not allow athletes to drink from public fountains, etc...
7. have your athletes cover nose and mouth with handkerchief or other material
8. attempt to locate anyone missing; determine their last known location
9. report any missing person to the fire department or rescue team
10. contact the athletic director await further instructions from the authorities
11. contact parents
12. follow school protocol regarding media contact
13. follow school protocol for releasing athletes

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. contact 911
4. notify the contest officials
5. suspend the contest
6. document contest information (score, time left in contest, possession, etc...)
7. tell coaches to take attendance and account for entire team; tell visiting team coach where to go should evacuation be necessary
8. make announcement shown below
9. assist in the evacuation of the facility □ communicate and cooperate with emergency personnel
10. make sure all teams have evacuated the facility □
11. inform parents of the situation
13. follow school protocol regarding media contact
14. follow school protocol for releasing athletes
15. contact the AD from the opposing school to inform of the situation and reschedule the contest

PA Script:

Ladies and gentlemen - We have been informed that a chemical spill has occurred nearby. The contest is being cancelled. For your safety and

the safety of those around you, we ask that you do the following:
Cover your mouth and nose. Refrain from eating, drinking, chewing gum,
and putting anything in your mouth. Athletes, report to your coaches
and follow their directions. Coaches, take your athletes to _____.
Spectators please gather your belongings and proceed in a calm and
orderly fashion to _____. Information regarding the rescheduling of
this contest will be available from your school athletic office at a
later time.

STADIUM - FIRE or EXPLOSION & EVACUATION

If the stadium is NOT a school facility, then prior to the start of
the season - become familiar with the facility emergency procedures.

The coach should:

1. remain calm
2. evacuate athletes from the stadium
3. evacuate to the designated area, specifically the _____ by
_____ (mode of transportation)
4. take attendance and account for all of your athletes
5. attempt to locate any one missing; determine last known location
6. report any missing person to the fire department or rescue team
7. notify the athletic director of the situation follow directions
from the fire department or rescue team
8. follow school protocol regarding media contact
9. follow school protocol for releasing athletes

The Athletic director / event manager should:

1. remain calm
2. assess the situation
3. communicate and cooperate with facility management
4. contact 911
5. make announcement shown below
6. tell coaches to take attendance and account for entire team; tell
visiting team coach where to go should an evacuation be necessary
7. assist in the evacuation of the stadium
8. communicate and cooperate with emergency personnel
9. make sure all teams have evacuated the stadium
10. follow school protocol regarding media contact
11. follow school protocol for releasing athletes
12. contact the AD from the opposing school to inform of the
situation and reschedule the contest

PA Script:

Ladies and gentlemen - Due to the sounding of the fire alarm, at this
time we must suspend the contest and evacuate the stadium. Please
gather your belongings and move toward the nearest exit in a calm,
quiet and orderly fashion. We will provide further information as soon
as possible. Information regarding the rescheduling of this contest
will be available from your school athletic office at a later time.

STADIUM - CROWD CRISIS / VIOLENT ACT

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

The coach should:

1. remain calm
2. have athletes gather in one place with you (either at the sideline, bench, locker room or a safe room away from the crowd)
3. tell them to relax, remain calm and quiet
4. account for all the athletes
5. do NOT allow athletes to get involved in the situation
6. contact the athletic director
7. contact parents
8. follow school protocol for releasing athletes

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. at this point, if necessary, contact event security or 911
4. when you deal with a people involved in the situation, in a calm voice identify yourself and tell them specifically what it is you want
5. remove from the stadium those people involved in the situation

IF the situation has escalated to a point that cannot be handled easily...

6. suspend the contest
7. make announcement #1 shown below
8. take teams, coaches, and officials to a safe location; this location is _____
9. communicate with contest staff
10. if someone is filming the contest, and they are located in a safe place, have them film the situation
11. communicate with opponent's administration if they are on site
12. encourage spectators to move away from the situation and out of harms way
13. isolate the people/group involved in the situation
14. make announcement #2 shown below
15. resume the contest

IF the contest needs to be cancelled and the stadium evacuated...

16. make announcement #3 shown below
17. assist in the evacuation of the stadium
18. communicate and cooperate with emergency personnel
19. make sure all teams have evacuated the stadium
20. follow school protocol regarding media contact
21. follow school protocol for releasing athletes
22. inform parents of the situation
23. contact the AD from the opposing school to inform of the situation and reschedule the contest

PA Script (Do not make any announcements without administrative approval)

#1 Ladies and gentlemen - For your safety and the safety of others, please move away from the disturbance. Do not engage in the situation. Security has been contacted and will handle the situation.
#2 Ladies and gentlemen - We apologize for the delay of game, at this time we are ready to resume play. Thank you for your cooperation.
#3 Ladies and gentlemen - Due to the disturbance that has taken place, the contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Please gather your belongings and proceed in a calm and orderly fashion to the exits located _____. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

STADIUM - RADIOLOGICAL SPILL / ATTACK

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

The coach should:

1. remain calm
2. assess the situation
3. have all athletes go into the nearest building
4. close all doors and windows
5. take attendance and make certain all of your athletes are present
6. if any athlete is missing, determine their last known location
7. ensure that athletes do not chew gum, eat, drink or place objects in their mouth
8. have your athletes cover nose and mouth with handkerchief or other material
9. contact the athletic director
11. await further instructions from the authorities
12. contact parents

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. contact 911
4. inform the contest officials
5. suspend the contest

6. document contest information (score, time left in contest, possession, etc...)
7. tell coaches to take attendance and account for entire team; tell visiting team coach where to go (should evacuation be necessary)
8. make announcement shown below
9. assist in the evacuation of the facility
10. communicate and cooperate with emergency personnel
11. make sure all teams have evacuated the facility
12. inform parents of the situation
13. follow school protocol regarding media contact
14. follow school protocol for releasing athletes
15. contact the AD from the opposing school to inform of the situation and reschedule the contest

PA Script:

Ladies and gentlemen - We have been informed that a radiation spill has occurred nearby. The contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Cover your mouth and nose. Refrain from eating, drinking, chewing gum, and putting anything in your mouth. Athletes, report to your coaches and follow their directions. Coaches, take your athletes to _____. Spectators please gather your belongings and proceed in a calm and orderly fashion to _____. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.